**uOMUNA Executive Meeting #5**

| **Date: 2024-09-23** | **Time: 4:14pm** | **Place: FTX** |
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1. **Call to Order (2 min.)**
	1. The executive committee meeting is called to order at FSS. Vaishnave Raina is serving as the Chair for the meeting in the role of President. Sydney Ho is serving as the Clerk for the meeting in the role of VP Comms.
2. **Land Acknowledgement (2 min.)**

**En: Vaishnave**

1. **Attendance (2 min.)**

President (Vaishnave Raina): Present

VP Comms (Sydney Ho): Present

VP Training (Cameron O.): Present

VP Engagement (Jacob Paul): Present

CAPMUN (Wajid Zaman): Present

Interim VP Media (Mona): Online

Interim VP Del Coord (Cameron C.): Present

1. **Necessary Interferences (2 min.)**

**Cameron C**: will leave by 5pm.

1. **Adoption of Agenda (2 min.)**
2. Be it resolved that the agenda be adopted.

**Agenda:**

* MetMUN discussion
* 101 Week and September
* Elections Timeline and update
* Upcoming events update
* Executive Expectations
* Meetings
* Executive updates
* Varia

Motion to adopt: Vaish

Second: Cameron O.

| For  | Against | Abstentions |
| --- | --- | --- |
| Result: UC |

1. **Met MUN**

**Cameron C:** Met MUN has become a tradition for uOMUNA to attend. Nov 15-17 2024, reg opens sept 11, closes nov 11. Delegation fee 25 for everybody, delegate fee 60$, metmun charges lower fees than average. Position papers are required. As for the snags, something is happening that is making hotel prices on that particular weekend very expensive. It’s kind of changing our ability to stay as close to the venue as possible. If we took 16 delegates we’re looking at $6,700 at the Chelsea hotel 2 years ago, the one we used last year is fully booked. 16 is the maximum to bring. Total cost of $8,700 dollars and a elegate fee of $549. If we were to subsidize this we would be sinking our funds. I’m thinking of bringing 12 delegates. That would drop us down to 3 rooms and be 5700 dollars. Another option is to stay at the Novotel that is 13km awy, but it’s right next to the subway and commute is very simple. I will pay for everybody’s subway fares, I expect to be reimbursed but not right away. This option would be cheaper. The total cost is 5400 dollars with an individual unsubsidized fee of 453 dollars. We will spend 700$ of our own money to bring delegate cost down to 370ish. McMUN is our flagship conference, compared to model NATO and CONMUN, and I don’t want to lose money for it. I need a post, not immediately because I’m just finishing up the form, but I want the registration to be open in a week or however long it takes to hit twelve delegates. I hope someone people travel separately, to save money. There will be a $30 down payment. Some provisions in the constitution say that there are no refunds for delegate costs if a delegate wishes to not join the conference. I also have yet to ave these posts and forms translated. I don’t like staying a 30 minute subway ride away, but it’s the only way we can afford it.

**Wajid:** You know what’s happening on the 16th? Taylor Swift is happening.

**The exec:** Ohh

**Cameron C:** I’m going to book everything as soon as I can in order to finalize numbers and get it out to the rest of the club. I’m going to contact some of the MET Mun people to make sure of the times just to hammer out all of the scheduling.

**Vaish:** We need a cap on how many of the exec are going considering the limit of how many people can go given the price. Ratio of 1 exec to 5 members. So we’ll have two spots reserved for exec.

Vaish, wajid and Jacob could potentially go. Cameron C. will be going. Any details, time cost and date should be sent to mona. Something else we have going on is elections but we want this to be posted first.

**Cameron C:** Assuming you’re still vp training by the time this rolls around i’d like to work with you to create a pre-conference bonding and training.

**Cameron O:** Yes, I’m assuming you’d like this to be 2 separate events?

Ref: <https://docs.google.com/document/d/1aXklo5aGEb3oZ7WEVVg2Z8fpMS48tMRDKdXBSqhxbTc/edit?usp=sharing>

1. **101 Week and September**

**JP:** 101 week went very well, we got 93 new follows on Instagram that day, ippssa didn’t go as well (not many people showed up) but the info sessions were very popular. Many people went from the info session to the training. We have a lot of interest for executive positions which is always great.

**Vaish:** I’d like us to have a social, I know the picnic kept getting delayed and that’s okay but let’s work on getting one out soon. Also, booking a room is now 21 days in advance. Things like the GA I’m booking for right now so please keep that in mind moving forward.

**Cameron C:** Apologies for not having a MUN 101 training. We normally do it but I wasnt able to put it together in time.

**Vaish:** Amazing good job guys.

1. **Elections Timeline and update**

**Vaish:** As of right now, Sydney has officially accepted the position of elections CEO, which as I announced is allowed in a by-election as per the constitution which cuts the process by a week.

We can also reduce the candidate nomination period to a week. Next, the campaign period can be reduced to no les sthan 6 days, so in total the election would last 2 weeks. If mona, i send you all the info by tonight or tomorrow, can you get it out by friday?

**Mona**: yep tha sounds good.

**Vaish**: my only concern is reading week, which is october 13 and onwards. So we have to get everything out by the 28th. To give us two weeks before reading week as the time slot for the elections. Any objections?

**Sydney**: No

1. **Upcoming events update**

**Vaish:** okay so we have our in-house, october the 27th 9-5. If the exec can be there that’s amazing. Cameron O., you’re planning everything right now, yes? Also if anybody is resigning before elections let me know immediately. Also while you’re running (if you have an interim position) you cannot be doing VP stuff.

**Cameron O**.: I am resigning as soon as possible, but can help run the inhouses and trainings with the new exec as a volunteer, until they feel ready to do it on their own.

**Vaish**: next quick event update, the weekend before metmun we’re having ottoman in november. I’m having another meeting with them very soon where we’ll get an update.

1. **Executive Expectations**

**Vaish**: If you are resigning, you are still supposed to complete any outstanding projects that you have. This has happened in the past. I need to know in a formal email and 2 weeks. That’s just courtesy. Next, if you are running an event, you need to let me know what you need like rooms like a month in advance due to the system that we use to book. Another last quick thing, when we have a plan, please follow through and if there’s any doubt just ask. Anything from you guys?

**Exec**: No

1. **Meetings**

**Vaish:** it seems that we aren’t able to have a recurring consistent time for meetings due to our fluid schedules, unless this time works for everybody?

Mona: I can do this time starting next week

Wajid: this works

JP: i would prefer to find another time

Cameron c: I don’t need to be at every meeting but I can make this work.

**Wajid:** What if we kept this time just until the by-elections?

Vaish: sure,

Cameron C : Under lauren we did monthly, and eventually only situationally. At another time we did it after every weekly training. Meeting times vary depending on when people are available. IT depends on what’s going on: I see the benefits of weekly and bi weekly meetings, but weekly might only work during busy times

Vaish: Okay, we’ll do bi-weekly right now on mondays. I think it would be good to have a meeting next week, as we head into elections so we have an idea of what everyone is doing, so we can discuss elections, because that’s our busy time there.

Cameron C: I have to go now, but please pay your membership fees.

1. **:Executive updates**

**JP:** Social events for october, (will forego events in september because of elections) 11th of october for a gamenight, then a costume party for the 31st will trivia charades and some other goodies. Questions?

**Vaish:** So for the 11th, are you booking study rooms?

**JP:** We’ll be using a room in the library instead.

**Vaish:** Oh okay, how about the 31st?

**JP:** I was thinking of booking Cafe Alternative.

**Vaish:** I’m going to reach out to a few contacts to see how we can book it.

**Cameron o.:** It’s been rough. We have some really good potential new trainers that are applying for the position at the by election. I based on my assumption for attendance on Max’s training last year. It’s been about quadruple that every time. Which is good but also bad because of capacity. We had to steal a classroom last time and that isn’t ideal. It’s been fine so far but if this end sup being a long-term problem it may be worth looking into solutions. We could potentially have an rsvp system and to have to multiple times a week.

**Vaish**: or we could do the two study rooms, i could step in and help train

**Sydney:** the only issue is that having two groups be trained separately will end up with them stepping out with different understandings.

**Vaish**: okay, let me sit on it and come back to you with a better solution.

**Cameron:** OttaMUN is fine. Next meeting, i will inform the carelton exec that I will be leaving. In-house delayed by a month. Book another inhouse in for end of November.

**Sydney:** Getting started on next month’s newsletter. Analytics: bit confused regarding it, it’s connected but it is not active. Tracks user traffic in order to create better comms plans and optimize marketing and outreach.

**JP:** Appeal decision to suspend promotion by Meta. Look into what this means (Mona and Vaish).

**Mona:** Working on the meet your exec posts on canva. Right now i’m waiting for some info for me to include. And I wanted to see if it’s possible for us to get a Canva subscription. It’s not super necessary but i think it’d be nice to have.

**Vaish:** the exec posts will be coming out after the by-elections so hold off on that for now, and come back to me with the price for canva so we can discuss.

**Wajid:** A lot has happened: we’re rehiring bilingualism and chargee d’affaires, committee directors are recruited, we’re releasing registrations next week, and we’ll do early birds until winter break. We’ll also be doing staff hiring in late October early November, and we’ll be updating the website’s committees. We just signed a deal with the Westin to get subsidized hotel rates ($400 a night per 4 person room). Hopefully porter gets back, but we’ll be emailing them]

**Jacob**: Does that mean that westin is a sponsor?

**Wajid**: They are providing us hotel rooms at a discount, but they could be a sponsor.

**Jacob**: Like CONMUN had FSS be a big sponsor, but other brands provided help and funding.

**Wajid**: I;ll mark it as some work for our chargee to work on, I’ll write it in my notes. There is also the hiring of new secretariat members. Cameron, could you mention that at the next meeting.

**Cameron O**: Do you have any resources for that?

**Wajid**: I’ll send you some info. I want to push it a bit more so we can fill out execs. We have a lot of sponsorship ideas, but no one to implement them. That’s where we’re at so far for CAPMUN.

**Vaishnave:**

* Chegg student leaders’ dinner
* Chat with IPPSSA president
* TD Bank situation (having meeting to switch authority)
* Elections timeline and CEO selection, booking rooms for all
* Fall General Assembly
1. **Varia**

**Action Plan:**

**Cameron O**: OttaMUN meeting, In House Background guide, training

**Sydney:** Newsletter for early October, add new members to the contact list

**Jacob:** Rooms + inform Vaish regarding bookings

**Wajid:** Secretariat hiring

**Mona**: Canva subscription (find more info), posting for elections and MetMUN

**Cameron C**: send details to Mona regarding MetMUN

**Vaishnave:** find out about Cafe Alt, send details regarding elections + october events, book rooms for elections, TD meeting

1. Adjournment

Be it resolved that the exec meeting adjourn at \_5:39pm\_

Motioned by: Sydney

Seconded: Cameron O.

| For:  | Against:  | Abstain:  |
| --- | --- | --- |
| Verdict: UC |