



Event: AVSSU Meeting

Date: Monday, September 14th

Time: 4:00 – 5:00pm (EDT)

Location: Zoom

Agenda Items:

1. FutureU
2. Organization and work process moving forward
3. Finances and Bursaries
4. Programming
5. Social/Icebreaker Details
6. Elections

Highlight: To-Do/Important

Red: Assigned

Blue: Newsletter

Reminders:

- Open meetings for everyone on Monday 4-5 PM
 - Office hours will be on Monday 5-6 PM
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FutureU

- Advocation starts mid october
- There are events everyday at Daniels
- Rather than reaching out and having different lecture series, we can prepare a document
 - Alternative: document that can be expanded beyond the requirements
- Different than regular outreach

- Asking questions in the lecture series
- All in one document
- More than basics
 - Student life
 - Point form requirements
 - Researching different things
- Broad idea at the moment
- Create a table (Jose):
 - Ex. UofT, McGill, etc.
 - Like a check table
- Different from something you can find on a website
- Monday 28th review about any final touches
- Put it out by the next week (2 weekends to work on it)

Organization and Work Process Moving Forward

- Setting realistic deadlines
- We should be respectful and responsible
- Newsletter Send direct emails to Rebecka
 - The newsletter takes 10 mins to a day to send out
 - Send out later on Mondays
 - Reach out to Rebecka by Sunday
- Messenger for general discussion
- Formal To-Do Lists on Microsoft Teams/To-Do
- General Team Meetings: Mondays 4 PM
- 1 hour
- Instagram account for the sustainability commission
 - Instagram live (Mathilde)
 - Add two people; add AVSSU
- Em: Arrange signup sheet for everyone
- Office Hours
- Monday 5-6 PM
- Make newsletters more concise (5W1H)
- Keep the bullet points and descriptions

Finances and Bursaries

- Need a bookkeeper:
- The office wants to audit us about last years finances

- We need to finish their work (2019)
 - We owe 645 CAD for previous debts and this year's registration
- Cheques with the corresponding recete etc. and go over finances
- Start working on the finances for this year
- **Zargham** needs to pick up the binder from Randa
- **Zargham**: lead for last year's finances and finding a bookkeeper
 - Contact the Rotman college
- Include bookkeeper position in this week's newsletter
- 10K for the formal (will probably be cancelled)
- Ashish: Look into free place rental for events
- **Zargham**:
 - Start new finance excel sheet for intramurals
 - Bursaries
 - Check expenses and determine the amount
 - Come up with a business plan
 - Criteria for the application process
 - Update next week

Programming

- Mindful Monday:
 - Next monday
 - Advertise on AVSSU Instagram
 - September 30th
- Include Mindful Mondays in [newsletter](#) (Rebecka)
- Talks on Wednesday nights (alumni talks)
 - Might get cancelled
 - One on October 14th
- Share different clubs on Instagram everyday for the next week
- Mentorship:
 - **Zargham**: Reach out to them to see what they're doing and ask if they need anything (collaboration)
 - We want to work with them in the future
 - Coffee with Proffs
 - Arrange a meeting in the future to talk about it
 - Apologize for the late reply

Social/Icebreaker Details

- Update the date to this Thursday 7 PM
- Have it advertised on the [newsletter](#)
- Games:
 - I'm going to a picnic
 - Charades
 - Never Have I Ever (?)
 - Truth or Dare (?)
- Might need to have breakout rooms
- Town Hall:
 - First week of October
 - We can go bi-monthly
- Executive Meetings vs. General Meetings
 - We can make the executive meetings open to everyone
- **Ashish:**
 - Determine a date for Town Hall

Elections

- **Zargham:**
 - Set up elections
 - How to set it online
 - Hire a CRO
 - The dates of elections