



Event: AVSSU Meeting

Date: Monday, November 23

Time: 5:00 – 6:00pm (EST)

Location: Zoom

Agenda Items:

- Choosing a social media theme
- Intros on Instagram + Clubs — Rebecka
- Logo competition — Rebecka
- Update on accessibility etc. document — Seungbin
- What's Next Series —
- Bylaws + SEA Accessibility — Veeshva
- Accessibility — Rose + Athina
- Cheques, Finances, Bookkeeper — Zargham
- Class reps — Meg and Julie
- Pitches [all new members]
- Organization — Em
- Survey — Athina
- Destressor week?? — Athina

Highlight: To-Do/Important

Red: Assigned

Tasks

- Intros on Instagram: Thursday check-in → **Rebecka**
- What's Next Series: **Jose, Zargham, Mathilde, Alice**
- Bylaws and SEA:
 - Contact the designer for new posts → **Rebecka**
 - **Veeshva** will send the details to Rebecka
- Finances:
 - Write down any questions to ask → **Zargham**

- Document should be sent by the end of year
 - Hire bookkeeper
 - Training + having him takeover
 - Send contract → **Zargham**, signed
 - Class Reps:
 - Review the description and form to be sent to Jeannie Kim → **Rose**
 - **Julie and Meg** → send information to Rebecka for graphics
 - Contact the designer for the timeframe/schedule → **Rebecka**
 - **Rebecka** → error in accessing Google Drive, security questions
 - Survey: Online learning/wellness survey in messenger → **Rebecka**
 - Pitchers:
 - Putting up a section on the website for competitions → **Rebecka-Meg**
 - Reels, day in my life → january
 - Make an application → **Julie**
 - Contact people in mentorship → **Julie**
 - Specific social ideas → **Alice**
 - Organization → **Ecem**
 - Coffee with Profs Townhall + AGM → **Ashish**
 - Accessibility → **Rose + Athina**
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Social Media Theme

- Logo competition
- Due date after the winter break

Intros on Instagram

- Caption: Hi I'm X and I'm X this year. Couple things about me. I'm hoping to do X, Y, Z this year.
- When should they be posted?
 - Within a week - as soon as possible
 - Can be done on a rolling basis
 - Thursday morning
 - Picture + bio
 - How often?
 - Everyday
 - Get as many of them out as possible
 - Start with reps
 - Tag the streams instagram + people's instagram
 - If you'd like to join our team, send us an email → open positions
- Intro alone
- Thursday check-in → **Rebecka**

What's Next Series

- Facilitate more people
 - Send the zoom link
 - Coordinate with the admin
 - Link website
- Jose, Zargham, Mathilde, Alice

Bylaws and SEA Accessibility

- Done by 27th
- Working hours
- Refocus work
- Contact The Varsity
 - Post on instagram more for engagement
 - Overall membership
 - Contact the designer for new posts → Rebecka
 - Veeshva will send the details to Rebecka
- Meetings on thursdays 5-7 PM

Cheques, Finances, Bookkeeper

- Write down any questions to ask → Zargham
- Document should be sent by the end of year
- Hire bookkeeper
 - Training + having him takeover
 - Send contract → Zargham, signed
- Make a graphic on where the money's going
 - Check how other student unions have done it

Class Representatives

- Send out information for class representatives
- Ask profs to send out information to their students
- Review the description and form to be sent to Jeannie Kim → Rose
- Julie and Meg → send information to Rebecka for graphics
- Contact the designer for the timeframe/schedule → Rebecka
- Rebecka → error in accessing Google Drive, security questions

Organization → Ecem

- Email and filter things into folders
- Forward it to the assigned person - share with student body
- If a response is needed make it aware of the group
- Check in for updates in the group chats

Survey

- Online learning/wellness survey in messenger → Rebecka

Pitcher

- Daniels students doing two majors
- Connect students for competitions
 - Get matched with partners
 - Putting up a section on the website for competitions → Rebecka-Meg
 - If it's a new system, might be hard
- What upper years do/talk to younger students
 - Make sure to bring a variety of students
 - "Image of success"
 - Parallel to What's Next series
- Timeline:
 - Upper year students → Around course selection time - April
 - Reels, day in my life → january
 - Make an application → Julie
 - Contact people in mentorship → Julie
 - Conversation between mentees - mentor
 - Competitions
 - For architecture and visual studies students both
 - Socials
 - Specific social ideas → Alice
 - Coffee with Profs Townhall + AGM → Ashish
 - Prepare dates
 - AGM in January
- Accessibility → Rose + Athina