**DSS Executive Meeting**

September 16th, 2015

Chair: Tori

1. **Deadlines for Activities**
	1. All:
		1. Email Tori office hours ASAP
			1. Office hours are held in temporary DSS desk space, downstairs in SUB beside the bookstore at the large desk
				1. Tori getting key tomorrow
		2. Email Tori availability for Society Fair, September 23, 11 – 3pm in Studley Quad
		3. Prepare executive activities report for summer by AGM
			1. Report to be tabled to Oct 19 meeting
		4. Email proposed changes to constitution to Meagan, dss@dal.ca, by Friday, Sept 18
			1. Changes covered already include: first year (and environmental) committee sign ups, DSU committee meeting requirements with John
		5. Propose events by next week
			1. 2 small events per semester
		6. Think of alternatives to student projects for symposium?
		7. View committees to join:
			1. Curriculum committee, Thursdays monthly at 11:30
			2. Internal review committee
			3. First year planning timetable committee
			4. Library committee
		8. Retreat on Friday September 25 is leaving at 4:30pm
			1. On retreat make chalkboards to write names and positions for future meetings
		9. Send any written promotions/advertisements/etc to Meagan for proofreading
			1. If printing, Meagan goes to Staples weekly on Tuesdays at 5:30pm
		10. Poster for the AGM
			1. Write buildings and times for postering availability on Facebook by Friday
	2. Kasey and Emily:
		1. Update “legal contact” to “this is the grade scale” on pamphlet by fair, September 23
	3. Tori and Meagan:
		1. (Re-)draft first year (and environmental?) committee constitution amendment to sign up > elected
			1. First year committee chair remains elected
			2. Meeting time of committee set by Tori for her attendance and direction
		2. Plan game for society carnival
	4. Meagan:
		1. Email AGM announcement one week prior, Sept 21
			1. Include AGM invitation with date and location, constitution amendments, announcements
		2. Email presidents, treasurers, and DSS reps with the list of future meeting dates (F&G and DSS)
		3. Email presidents for the date of their D-level AGM and to confirm society email and executive retention/ newly elected
		4. Email D-levels about ratification and debt payment
			1. Debt = oceanography, math
	5. Adele:
		1. Order 12 pizza for AGM, Sept 28
			1. One gluten free and veggie
	6. Ola and Tori:
		1. Meet with Linda regarding donations and scholarships
	7. Ola:
		1. Prepare budget presentation
2. Unassigned?:
	1. Meet with Donna regarding homecoming events
		1. Only science event is Wallace luncheon, October 15
	2. FoS meets September 17, so look for update on meeting with the Dean
3. Order of AGM:
	1. Elect chair
	2. Constitution amendments
	3. Elections
	4. Motion to table executive reports
	5. Motion to table Ola’s budget presentation