**DSS Executive Meeting**

Sept 10 2018 at 6:02PM - 3rd Floor SUB Boardroom

1. **Roll Call**
2. **Business of the Executive**
3. President’s report
   1. Birthday!

* Yay!

1. Vice President’s report

* Almost broke the button maker lol
* DMCRT are out, just our office now

1. Director of Finance report

* Set up first F&G for next Monday, waiting on 5 societies
* Need the societies’ to present budget, maybe give them more time
* In theory, can table budget to other meeting
* Raph made a budget and we had to vote on it, do we get to do this and how much is allocated to Alex or other people (500$ for Alex)
* Budget gets approved at the AGM

1. Director of Communication’s report
   1. Emails and Promotional Update

* Operation Wallacea, we can just send out an email

1. Director of Student Life’s report
   1. Pizza at AGM needs to be approved

* Over 25 people, need to get food approved. Unable order any outside food that’s not pizza, through Dal Catering, under 25 you can bring your own food
* Sent email to Lauren, food person, is it okay to have pizza at the AGM
  1. Dive in involves a lot of legwork- is it worth it?
* Not easy or cheap, have to movie approved, staff (min. 6), tech people, rent out pool, lot of time
* Could do it in January but super cold
* Do a poll for the movie, get it approved, is it worth it?
* Risky, people might leave early, no food in the pool
* We could pitch it to the DSS council meeting
* Copyright takes a week or two
  1. Can now book rooms for events (did peo training)
* Can now book rooms, risk-management forms to do beforehand (take 24 hours before)
* Alcohol policy: can serve alcohol when minors present, need bracelets though
* Have to have 1 sober person for every 25 people drinking (Sara can’t drink)
* Allowed to be bartenders at our events, need to get alcohol at certain provider
* Wine and Cheese night specifically, University Club can rent
* Licensing is done, if it’s on Dal Campus it is easier, catering is online (DSU Eats)
* We can staff (smartserve) or pay to staff
* Don’t encourage binge drinking
* No pub crawls :(
* No cheesecake or cream puffs in baking
* Need permit for BBQ with government
  1. We need to get a society access card!
* Allows us get free printing, renting tables
* Comes in tomorrow probably

1. Director of Marketing and Public Relations report

* Met with Lindsay C. with campaign stuff
* Made some changes to website and social media pages
* Squarespace was annoying
* Been posting for FB
* Made all the stuff for the first year event, was good!
* Add Sara’s “reach me by email” for biography for website
* Buttons were good, should we mass make them? Let’s do it (50 button stockpile)
* Sign: looks great, blows around a lot outside
* Stand up sign in our office at the time so people won’t look at you all the time
* Decorate the office, more approachable and fun

1. Chairperson’s report

* Copied and pasted in-camera form in 2018-2019
* Environmental Committee: make a committee instead of a representative, will be written in constitutional amendments
* FoS: in constitution, does a councillor fulfill their position on a FoS committee as well as a councilor committee
* Moe will do F&G agenda himself, copy last year’s, no powerpoints though
* Howe will start and finish Robert’s Rules introduction, keep it to Kasey’s rules of Robert’s rules

1. **New Business**
2. AGM

* Two weeks from today
* Agenda will be done and email will go out tomorrow
* Lindsay has emailed FoS about committees
* Talk of doing a small councillor training powerpoint or talk at them
* Lindsay C. talks about the hierarchy of the societies
* Lindsay C. will do a small diagram about how to explain DSS meetings if you’ve never been to one
* Do we want to do yearly class presentations? First year Chem and Bio? Alex can promote for the AGM
* Maybe a table and cookies and chat about the AGM, could hand out coffee, popcorn maker, snowcones, might be busy though, Friday before the AGM
* Alex and Lindsay C. will deal with it

1. F&G Meetings/Grant Applications

* Before so we can get Howe’s grant approved
* Grant applications: can apply 30 days after the conference, but can be approved anytime
* Table the D’s budgets to next meeting
* Audits are second week of October (ours)
* In their audits, doesn’t really matter (D level)
* Audits have to be done by mid-October (give them two weeks)
* First meeting: all societies present budget, we present our budget, elect Secretary (not in that order)
* Need all D’s emails so Moe can contact everyone
* WEAR YOUR SHIRTS

1. Society Fair

* Have candy, have sign, beaker toss (not necessary)
* From 11-3 PM
* Get buy black tablecloth from random objects
* Securing the sign outdoors, pile of backpacks not good
* Sandbags would be perfect but FoS has bricks (need lots), Alex will figure it out
* Lindsay C.: set-up-12:45
* Alex: 11:30-1
* Lindsay M.: after 1:30
* Moe: absent
* Sara: absent
* Sean: absent
* Howe: 1-take-down
* Lindsay M. and Howe will help Lindsay C. to set up
* Did we want print-out slips? Yes! Alex will organize that
* WEAR YOUR SHIRTS

1. Office Hours

* Alex posted about them
* Get key from first floor

1. Wine and Cheese

* Risk management form done by Sara
* University club seems great
* Music: have a playlist
* D-level having tables: science society fair/mixer
* Meet people, have drinks, have food
* No dancing :( (dancing allowed but not compulsory)

1. #IAmDalScience

* Lindsay C. and Alex has made a timeline
* Photobooth at any science event: want to have props
* Three facets of campaign: create sense of community, embrace diversity, foster stronger relationship between members and society
* Fall term: meet with faculty and get video clips, roll out video later
* Plan event in March that is #IAmDalScience
* Get 2 profs in each department, should we reached to profs we know are interested
* Vision: increase minority group, reach out to particular profs
* If no interested, we can email everybody
* FoS committee may be led Heather Andreas might do this stuff

1. **Old Business**
2. **Other**