

Minutes

Meeting Details

Meeting	Executive Council
Date & Time	January 11 th , 2020 at 11:00 AM - 5:00 PM
Location	320 Front Street W, Toronto, ON M5V 3B4

Revision History

Version	Date	Author(s)	Revision Notes
1.0	January 11 th , 2020	Taylor Dallin	Draft Meeting Minutes
2.0	February 14 th , 2020	Taylor Dallin	External Meeting Minutes

Meeting Attendance

Name	Role	Attendance
Voting Members		
Sophia Trozzo	Chief Executive Officer	Y
Tara Rezvan	Chief Financial Officer	Y
Sally Meseret	President	Y
Jade Bilodeau	CBC President	Y
Sofia Zamorano	CBC Vice-President	Y
Sarah Chun	PBC President	Y
Sam Abbott	PBC Vice-President	Y
Quorum Achieved (3/3)		Yes (100%)
Non-Voting Members		
Cameron Prosic	Public Affairs Coordinator	Y
Taylor Dallin	Operations Coordinator	Y
Simon Harris	Policy Coordinator	Y
Arlene Wang	Media Design Coordinator	Y
Lily Sutton	Outreach Coordinator	N
Justine Mackay	Professional Development Coordinator	Y

Meeting Minutes

#	Agenda item	Key Points Noted
Opening		
1.	Call to Order	Meeting was called to order at 11:23 AM.
2.	Approval of Agenda	S Chun Seconded by S Zamorano
3.	Approval of Minutes	S Chun Seconded by J Bilodeau
Information Items		
4.	CEO Address (S Trozzo)	<ul style="list-style-type: none"> - S Trozzo shared that the next Executive Council meeting will be online to go over BCC planning - S Trozzo opened the floor to discussion reflecting on areas of improvement - The Executive Council and S Trozzo all felt communication should be a point of focus (ex. sending an email to everyone about current projects, keeping everyone in the loop, sharing progress and having follow-through) - S Trozzo emphasized leading by example at conferences and always being right on time - J Mackay shared a message regarding accountability and communication (ex. replying to every email) heading into BCC
5.	Presidential Address (S Meseret)	<ul style="list-style-type: none"> - S Meseret shared that she agrees with J Mackay's previous message
6.	Equity Document (S Meseret)	<ul style="list-style-type: none"> - S Meseret shared a draft of a PowerPoint to send out explaining the equity document and how different stakeholders (i.e. student councils, student senates, Student Trustees, etc.) can get involved - The Executive Council kept their previous stance on making one standardized version of the PowerPoint - Executive Council members were all on the same page concerning catering the presentation to students and remembering the end goal of increasing survey responses in a succinct/clear way - An idea came up to have more engaging/visual slides with more text within the speaker's notes - S Meseret shared a document about the survey questions - More research will be done regarding which survey platform to pursue - The survey questions document will be shared with the Advocacy Working Group - The deadline for suggestions from the Advocacy Working Group and Executive Council is January 19 - The deadline for the Executive Council to hear about the survey infrastructure options is January 23 - It will then be sent to stakeholders for review on January 20 - February 3 is the tentative survey release date

7.	Prebudget Submission (S Meseret and S Harris)	<ul style="list-style-type: none"> - S Harris shared the need for a streamlined communication process gathering edits so that completion of the prebudget submission is as efficient as possible - S Harris led a walk-through of the prebudget submission recommendations - There will not be financial estimates included - Idea to reach out to students over Instagram to either gather feedback on the recommendations or simply ask them what they feel is important to include - Motion: For OSTA-AECO to release a social media consultation to Ontario students regarding the prebudget submission (approved) <ul style="list-style-type: none"> - 1. J Bilodeau - 2. S Chun - For: (7) - Against: (0) - Abstained: (0) - The Executive Council did a final review of the recommendations
8.	Financial Update (T Rezvan)	<ul style="list-style-type: none"> - T Rezvan had a trip to the storage unit and took a head count of inventory - There is a spreadsheet keeping track of everything OSTA-AECO has - Excess leftovers from every year – table at a future conference of mixed materials - Looking into reordering the same brand of pens in the future - OSTA Supports received an overwhelming number of applications – had to say no to some people - T Rezvan is anticipating many applications for AGM and will be looking into corporate sponsors - T Rezvan shared that the timeline for Working Group expenses is going well - T Rezvan asked the Executive Council to be especially careful during this upcoming quarter
9.	Partnerships Discussion: MedLife (S Meseret, C Prosic, S Trozzo, and T Rezvan)	<ul style="list-style-type: none"> - S Trozzo shared that there has been an ongoing partnership with MedLife and that they reached out about expanding the partnership - C Prosic led a presentation regarding the future of the MedLife partnership and potential benefits from a social media perspective - T Rezvan shared that they could be a great sponsor and could further OSTA-AECO's network with other student organizations - S Trozzo opened the floor to discussion on this partnership
Lunch		
9.	BCC Discussion (J Mackay and S Trozzo)	<ul style="list-style-type: none"> - J Mackay shared the idea of playing O Canada at conferences - Motion: For OSTA-AECO to have O Canada on the first day of each conference for the 2019-2020 academic year (approved) <ul style="list-style-type: none"> - 1. J Bilodeau - 2. T Rezvan - For: (7)

		<ul style="list-style-type: none"> - Against: (0) - Abstained: (0) - J Mackay discussed the status on guest speakers - J Mackay shared the submissions for the accomplished Student Trustee initiative - J Mackay walked through the internal agenda for BCC line by line
10.	OSTA-AECO 20 Years Advocacy (S Meseret)	<ul style="list-style-type: none"> - The video will be filmed by the Co-Chairs - S Meseret led a discussion regarding the main focuses, timelines, and any questions <ul style="list-style-type: none"> - Touch on history – BoD - Personal impact – how has OSTA impacted you? - Filmed during BCC - Script done by February 15 - Rough copy completed by April 18 - Final draft May 16 - AGM Gala release - Questions to save: Storyline? Promotion? Who?
11.	Coordinator and Board Council Updates	<ul style="list-style-type: none"> - C Prosic shared the following update: <ul style="list-style-type: none"> - Shared the Public Affairs and Social Media corporate policy with the Executive Council - Displayed a year in review from Hootsuite of social media statistics from 2019 - The Executive Council will be getting extensions for phone calls via Microsoft Teams - Executive Council should get comfortable with using Microsoft Teams - Microsoft Teams and SharePoint tutorials will be sent out - Using SharePoint is extremely important in ensuring documents don't get lost - There is a need for better documentation of stakeholder relationships - J Bilodeau and S Zamorano shared the following update: <ul style="list-style-type: none"> - Worked with WE, Development and Peace, and OCSTA - Will be presenting in front of elementary principals soon - Will be providing feedback on an OCSTA committee - Tracking progress for Stewards of Sustainability pillar - Starting second pillar: Faith in Action – looking into next steps - Planned out all sessions for BCC – one session will be volunteering at the Ottawa Mission - Plan to run a sock drive at BCC - Will be attending the OCSTA January seminar - Ontario Catholic Student Youth Day – registration has been sent out - A Wang shared the following update: <ul style="list-style-type: none"> - Worked on name tags

		<ul style="list-style-type: none"> - Updated the website - Developed aesthetically pleasing templates - Has been building on knowledge of WordPress and Adobe - S Meseret shared the following update: <ul style="list-style-type: none"> - Worked on the prebudget submission and equity document - Had a call with RECFO with L Sutton - RECFO is looking to meet with OSTA-AECO - Toronto Youth Cabinet asked OSTA-AECO to attend their press conference centred on equity - S Chun and S Abbott shared the following update: <ul style="list-style-type: none"> - Organized PBC sessions for BCC - Contacted speakers for panel - Continuing mentorship program – received great feedback - Working with OPSBA on the Student Trustee handbook - Plan on attending OPSBA PES, as well as an OPSBA-OSTA-AECO liaison meeting session - Will follow up on the PBC Award - T Dallin shared the following update: <ul style="list-style-type: none"> - Had a call with the Student Well-Being Working Group on January 6 to discuss the monthly well-being tips - Organized and posted the December working group update - Organized who's attending the OPHEA Cannabis ThinkTank (T Dallin, C Prosic, and A Jain) - Spoke with OPHEA about their Social Emotional Learning ThinkTank taking place on January 31 - Had discussions with the Indigenous Relations Working Group about the blanket exercise - Received the Working Group BCC planning documents - Wrote the draft meeting minutes for the December Executive Meeting - Wrote the external meeting minutes for the December Executive Meeting - J Mackay and S Harris shared their updates earlier in the meeting
12.	Review of Actions, Decisions, and Next Steps (S Trozzo)	<ul style="list-style-type: none"> - N/A
13.	Motion to Adjourn	<ul style="list-style-type: none"> - Meeting adjourned at 5:01 pm

Upcoming Meeting:

- **February Executive Meeting:** February 15th, 2020