

Sep 16, 2025 6:30 PM EDT

# Executive Meeting [In Person] #3

Attendees: Malaak, Macey, Aria, Abhishek, Rachel, Ava, Ella, Emilia, Orla, Rhea

Attachments  FIMSSC Core | Exec Meeting & Social | Sep 16

## Notes:

- Started off meeting with icebreaker
- Going through motions today
- Macey went over accountability standards for everyone on the team – reiterated points on the constitution and mentioned adding each role on the constitution. Additionally mentioned monthly executive meeting.
  - She also discussed executive hiring
    - Reasons why motions will propose reduction in roles.
    - Tight executive hiring deadline
      - 2 weeks for people to submit applications
    - Sponsorship coordinator for finance?
      - Finance execs feel that the role is not necessary.
  - Discussed potential volunteer committees for events (i.e. FIRMS TRIP COMMITTEE)
  - Discussed comms bombarded with short deadlines
- Mal went over everything she listed on the meeting slides document.
- Motions discussed (as followed)
- academics discussed everything on her slide:
  - FIMS Annual career conference
    - Careerchella - theme
  - FIMS mediations website
    - Began reaching out to coordinator named emily and will hopefully be ready next year
    - Will be posted on western libraries
  - Western continuing studies event
  - Fims continuing studies event
  - Fims makerspace tour: oct 7
    - BOUNCED AROUND OPTIONS (SEE SLIDES- PEOPLE LEANED TOWARDS OPTION 2)

- COMMS DISCUSSED SLIDES:
  - Homepage for site complete
  - Trying to do 1 biweekly post - suggestions?
    - Councillor election on the 29th
    - Meet the execs
    - Hiring post
- Student support and programming discussed slides
  - Yoga social
  - Mia cameron (head soph) collab
    - We could use their budget
  - Fims takes on 'BAR'
    - Everyone wants to aim for dels
  - Abhi wants to do weekly events for wellness
    - Mal suggested partnering with best buddies
    - Wellness wagon
- Finance discussed things on slides
  - Budget tracker
  - Food for meetings
    - People generally agreed to keep food
  - Fundraiser ideas
    - Trivia night
      - Mal suggested having profs there as team reps and everyone generally agreed
    - Fam pub crawl
    - Holiday candy grams
    - Get to know us with donuts

AI NOTETAKER (NOTETAKING CUT OFF?):

## Motion Votes

**MOTION 1:**

Yes: 10

No: 0

Abstain:

Comments/Amendments:

**MOTION 2:**

Yes: 10

No:

Abstain:

Comments/Amendments:

**MOTION 3:**

Yes: 10

No: 1

Abstain:

Comments/Amendments: Emilia suggests there should be 2 first year reps to encourage first year involvement and ensure a first year rep is always present

- Mal suggested first year committee instead

**MOTION 4:**

Yes: 11

No:

Abstain:

Comments/Amendments:

**MOTION 5:**

Yes: 11

No:

Abstain:

Comments/Amendments:

**MOTION 6:**

Yes: 11

No:

Abstain:

Comments/Amendments:

## Meeting Context

- First executive council meeting for the semester
- Focus: Council structure, accountability, portfolio updates, motions to amend constitution/roles, event planning, and operational logistics

## Introductions & Icebreaker

- Everyone introduced themselves: name, program, year, and country they'd live in if not Canada
- Mix of second, third, fourth, and fifth-year students; roles include president, VP academics, communications, programming, finance, wellness, etc.
- Icebreaker question: which country would you live in?

## Accountability & Constitution Updates

- Need for clear accountability standards due to past issues with uneven workload
- Monthly portfolio meetings required for all execs (already in constitution, just emphasizing)
- Attendance policy clarified: missing two meetings with/without regret triggers consequences
- Absence form created for excused absences
- Some roles missing from constitution—plan to update and add all current positions
- Motions to formally update constitution and roles to be voted on

## Council Structure & Role Changes

- Budget constraints mean fewer events and positions this year
- Proposed changes by portfolio:
  - Academics: reduce to one CAP rep
  - Communications: reduce from six to four production coordinators; specializations (video/graphic) to be decided later
  - Finance: possible sponsorship coordinator role, but may be shared responsibility

- Student Support/Programming: reduce from four to three; keep first year rep, add programming coordinators, remove wellness commissioners
  - Presidential: remove two exec roles (advocacy, external affairs)
- Discussion on maintaining first year rep role for engagement
- Suggestion to use committees/volunteer roles for short-term projects (e.g., Toronto trip, sponsorship)

## Applications & Hiring

- Google Forms applications set up for most positions; edits needed for role changes
- Timeline: applications to go out ASAP, two weeks for responses, regroup if not enough applicants
- First council meeting for new hires planned for mid-October (after entrepreneurship event)
- Availability spreadsheet for scheduling meetings

## Operations & Tools

- Microsoft To Do used for task tracking; encourage everyone to check off completed tasks
- Exec availability spreadsheet in shared drive—highlight unavailable times
- Each portfolio to hold monthly meetings and keep simple bullet-point notes in shared drive
- Trying out Cluely for AI note-taking; Otter.ai as backup option

## Motions & Voting

- Motions to update constitution and council structure:
  - Rename "associate VP" roles for clarity
  - Reduce communications coordinators from six to four; specializations to be decided
  - Student support/programming: reduce from four to three, change roles to one first year rep and two programming coordinators (debate over number of first year reps)
  - Remove exec roles from presidential portfolio
  - Academics: reduce to one CAP rep
  - Update constitution to accurately reflect all current roles

- Voting process: hands raised for/against/abstain; all motions passed with some discussion and one objection on first year rep numbers

## **Portfolio & Event Updates**

- Fifth annual Career Conference planned for October 17, 2pm
  - Alumni panels from various industries (marketing, PR, music, NYT, etc.)
  - Theme: "Career Challah"
  - Companies involved: CIBC, Spotify, Bell Media, Freedom of the Wave
- Mediation Journal moving to a website hosted by Western Libraries; archives to be uploaded
- Western Continuing Studies event: November 13, 5-7pm, promoting diploma programs
- Portfolio-building workshops planned, based on student survey; to be advertised at Career Conference, start in November
- Makerspace tour event: two options (prototype pitch session or hands-on workshop in digital/woodworking space); group prefers hands-on workshop with creative incentives

## **Communications & Website**

- Website homepage completed; Meet the Team and First Year Survival Kit in progress
- Biweekly posts planned for Instagram to keep account active
- Exec hiring posts to be shared multiple times
- Suggestions for more personal/creative content (e.g., meet the execs videos, summer recaps, music recommendations)
- Counselor election to be advertised