**PHEKSA Meeting – September 13th, 2023**

**Present**: Varun Shah, Hannah Kowalyk, Payton Rix, Mara Majer, Cari Brown, Yasmin Asadi, Nasser Nayed, Cynthia Charette, Yas Almashahi, Anna Roper, Tori Pears, Noah Jonnson, Reuben Bowley, Matt Hopley, Sophia Pourmatin, Alexandra Partridge, Amelia Rodrigues, Elizabeth Squire-Fisher, Ava Khansari

**Absent**: Ben Solmon

**Start Time**: 7:30 pm

**Reading of Agenda**

        Motion: To approve the agenda for the meeting

        Seconded by: Payton

        Vote:

For -  18

Against -  0

Abstentions -  0

*Motion carried*

**Assembly Updates**

Cari Brown - Internal Affairs Commissioner:

Welcome back everyone.

Hiring applications are going out this Friday, September 15th. We plan to have applications open for about a week and close them the following weekend. Following applications will come campaigning, interviews, and elections, and we should have a full assembly by the end of September.

Additionally, if you are having trouble with your PHEKSA email please stay after this meeting so we can get it sorted out.

Lastly, please read the constitution to familiarize yourself with the roles and responsibilities of your position, it is in the OneDrive and I will post it in the Facebook after the meeting.

 - Executive Intern:

Mara Majer - Finance Commissioner:

No updates

Matt Hopley - Social Commissioner:

No updates

Alexandra Partridge - Merchandise Commissioner:

I am emailing with the person who helped with merchandise last year to book a meeting so that we can discuss what should go on the website and discuss what is likely to sell well.

Elizabeth Squire-Fisher - Formal Commissioners:

No updates

Payton Rix - Outgoing Head Coach:

O-week was amazing. It was a huge success and all events ran smoothly. I am not exactly sure when hiring for head coach and ECKO will take place, so far, I am aiming to have head coach for the week before reading week.

Sophia Pourmatin – EDI+I Commissioner:

This week I plan to start hiring the EDI+I committee.

Amelia Rodrigues - Coaches Corner:

No updates

Reuben Bowley - Sr. Athletics:

I hired my co-captain, signed up Queen’s for kin games and got approved to go, applications for the team will be out in about a week.

Tori Pears & Noah Jonsson - Jr. Athletics:

We got an email from Roy looking to discuss some information and dates.

POI – Varun: I forgot to mention that he had contacted me over the summer with information, I will forward the email to you so you can get that information.

Tori: Ah yes, that would be great, in his email it seemed based off a previous one so getting to read that information would be helpful.

Anna Roper - Sr. Academics:

I want to get peer tutoring running sooner rather than later. It is usually the responsibility of Junior Academics but last year it was more collaborative, as well I do not have a Junior Academics representative yet therefore, I will begin to plan.

As well, I have already had a chat with Vanessa about arranging a monthly Q and A session for ANAT 315, I think it would be helpful for the students to have.

 - Jr. Academics:

Ava Khansari - Sr. Outreach:

No updates

Benjamin Solmon - Jr. Outreach:

Yas Alamashi - Sr. Communication:

No updates

Cynthia Charette - Jr. Communication:

No updates

 - 1st-year reps:

Yasmin Asadi - 2nd-year rep:

No updates

Nasser Nayed - 3rd-year rep:

 No updates

 - 4th-year rep:

**Exec Updates**

Payton Rix - VP Operations:

I am super excited to be starting my term as VPOPS. As Cari mentioned, I will be posting the meeting agenda on our Facebook group at least one hour before our meeting begins.

As well, if everyone could send me a text message with your name, I would prefer to have everyone’s contacts in to avoid any future confusion.

I will be posting an excel sheet to the Facebook group for everyone to sign up for snacks. Snacks are usually handed out prior to exec updates.

Hannah Kowalyk - VP University Affairs:

I am very excited to be starting off the year.

Payton and I will reach out in approximately 4 weeks to do check ins and see if you have any questions or concerns. The constitution highlights which assembly members are under which exec, it is those assembly members who we will be contacting.

Varun Shah - President:

I wanted to welcome you all once again to PHEKSA.

Today, I am hoping to go over some housekeeping and expectations. Firstly, as you may have heard before, meetings are mandatory. If you cannot come to a meeting please message one of the executives with your reason, it is not going to be shared with anyone. As Cari mentioned, we do not use devices in our meetings, the only acceptation to this is if you have asked ahead of time or your role requires it. Additionally, each PHEKSA member has a required one hour of volunteer work per week. Some weeks assembly members may not require volunteers and others there may be many volunteers needed. Please make sure you are supporting your peers with your mandatory volunteer work. A reminder for year reps to send your emails 24 hours after meetings end, I would encourage in tomorrow’s email that you introduce yourself.

POC – Cari: I will send you your email lists after the meeting.

Varun: I want to remind you that you have been elected or chosen for your role for a reason. Some events required a lot of preparation make sure you stay on top of your planning. All assembly members and executives are here to support you.

That brings me to the first task for everyone which is creating a position timeline. This task is something that occurs at the beginning of each year. Your task is to read your transition manual and constitution then create a month-to-month timeline highlighting all the tasks you will be doing.

For example, in Cari’s timeline she would have a goal in September to run elections.

If you need any clarification please reach out and please have your position timeline, which can be a word document, sent to Cari before our next meeting.

As well at our next meeting, I want everyone to come with a constitutional goal for yourself as well as a personal goal for yourself. We want to get to know you and foster success.

Finally, I wanted to go over some expectations that you (assembly) have for the execs this year, anything that you have noticed in the past from execs that you found helpful or things that you believe could be helpful.

Yasmin: I found that the PHEKSA exec last year were good at supporting the assembly with doing things such as booking rooms, collaborating, or getting someone to take on some responsibility. I found this helpful, especially as a first year not knowing where to go.

Varun: Good point. We have a lot of returning members, it may be helpful for you guys to find who was in your role last year and ask them for insights on specific initiatives. Additionally, I have posted a google form if anyone has any more insights it would be a good way to share them.

I wanted to discuss the meeting time with you all. Our meetings will not continue to be Wednesday as there is a conflict with a statistics tutorial. We will be posting some time options if everyone could vote that would be great. If this does not work, then we may ask for you to send your schedules so we can find a time that works for everyone.

**Old Business**

None

**New Business**

None

**Discussion**

3rd Year Course Selection Feedback Form:

Opening statement – Nasser: I wanted to create a discussion based off an idea I had for the 3rd years. I had heard that there was some difficulty with getting into courses and am thinking of creating a google form to gather feedback from the 3rd years on how their course selection process went. I wanted to get your opinions on this idea, I would have it created to send in the year email tomorrow.

Varun: I think this is a good idea. Something the SKHS does for 4th year that relates to this is have an application to get into seminar courses. I think talking to the SKHS admin would be helpful in your case.

Hannah: What were you hoping to get out of the google form?

Nasser: My goal for the form was to have questions such as “how pleasant was your experience with course selection?” and use these questions to get a general idea from the 3rd years and proceed to the SKHS to see what I can do with the information.

Payton: What would be the ideal situation if you do receive negative feedback, what would you do with it?

Nasser: It depends on the limitations I have; I am not sure how the SKHS would proceed with the information but I would want to present it to them and see what options there would be.

POC – Anna: We talked about how if we do get enough evidence then we were going to get Nasser to come with me to the academic council meeting and present the thoughts, relay the information and see what the academic council could do.

Nasser: Yes, well said Anna. A question for the exec, if I did put together the form, would I need it to be approved?

Varun: If you posted it in the Facebook or sent it to one of the exec we could have a look over it before you send it. As long as it is appropriate you should be good to go.

Closing remarks – Nasser: Thank you for the opinions, I think I am going to go ahead and do the form.

**Other questions/remarks from Assembly**

Motion: To adjourn

        Seconded by: Mara

        Vote:

For -  18

Against –  0

Abstentions – 0

*Motion carried*

        Resolved: Meeting Adjourned

 **Meeting adjourned at 7:51 pm.**