

HSUSC Executive Meeting Summary

Time, Date, Location: Pool meeting at Brendan Nguyen's residence

Meeting Number: 1

Attendees: Brendan Nguyen (President), Deazyl Campbell (Biomedical Science Representative), Tamsyn McLean (Biomedical Science Representative), Lily Ritchie (Events Coordinator), Joshua McDougall (Medical Science Representative), Fahima Mahmud (Former President), Haley Willington (Events Coordinator Assistant), Rahul Nair (Treasurer)

Agenda Item Summaries

1. Orientation Week

- **Discussion:**
 - Attendees will cover multiple program welcomes and participate in both Semester 1 and 2 orientation weeks.
 - Brendan will update the O-Week PowerPoint from last year, complete food safety training, and fill out the Student Guild EOI form once available.
 - Executive team agreed to present in pairs at program welcome sessions, with Brendan to email program coordinators closer to the date.
- **Conclusion:**
 - Roles will be finalized once the O-Week schedule is released; all executives are expected to participate.

2. First Event: Trivia Night

- **Discussion:**
 - Trivia night will feature five rounds of varied question types and four minigames, with a randomized team assortment.
 - The exec team will collaborate on creating questions and explore lab coat merchandise as a prize, possibly sourcing a printer through Deazyl's contact.
- **Conclusion:**
 - Planning and preparation will continue in future meetings.

3. HSUSC Card

- **Discussion:**
 - Work over the holiday period will focus on reaching out to local businesses for partnership deals and advertising the HSUSC membership card.
 - Brendan, Deazyl, and Lily will send EOI emails to businesses, with Brendan creating email signature templates and drafting an email template.
- **Conclusion:**
 - Deazyl and Lily will assist Brendan in contacting businesses, with Brendan tracking outreach in an Excel spreadsheet.

Additional Notes:

- **Additional Roles and Events Planning:**
 - Tamsyn will coordinate with Victoria Wu (Social Media Director) to put up event posters on campus.
 - The exec team discussed potential events for Semester 1, including trivia night, cocktail night, lawn bowls, CPR training, and a careers panel day.
 - Brendan will familiarize himself with Wix and Mailchimp, consulting Fahima if needed, before training Deazyl and Lily on the email system.
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Actions to be Taken

1. **Orientation Week Preparation**
 - **Brendan:** Wait for the Student Guild EOI form and complete food safety training.
 - **All Executives:** Finalize orientation roles once the schedule is released.
 2. **Trivia Night**
 - **Exec Team:** Work on trivia questions and minigame setup, and explore merchandise options for prizes.
 - **Deazyl:** Check for lab coat printing options.
 3. **HSUSC Membership Card Campaign**
 - **Brendan:** Create email signature templates, draft EOI email templates, and start an outreach tracking spreadsheet.
 - **Deazyl and Lily:** Support Brendan by sending EOI emails and tracking responses in the spreadsheet.
 4. **Additional Role Assignments**
 - **Tamsyn:** Coordinate with Victoria Wu to put up event posters.
 - **Brendan:** Get familiar with Wix and Mailchimp, then train Deazyl and Lily on Mailchimp.
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Instructions for Deazyl and Lily (Email Campaign)

1. **Sign in to the HSUSC Gmail account** using credentials available to exec members.
 2. **Use the provided email signature template** from Brendan to maintain consistency in outreach.
 3. **Send EOI emails** to businesses regarding partnership opportunities for the HSUSC card, using Brendan's draft template.
 4. **Log responses in the outreach tracking spreadsheet** created by Brendan, noting businesses that express interest and any terms discussed.
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Message to Victoria Wu (Social Media Director)

Hi Victoria,

Here's a quick guide to help you transition smoothly into your role as Social Media Director:

- **Instagram Login:** You'll find the login details in the Google Drive.
 - **Post Design:** Use Canva to create visually appealing posts, with draft captions. Take inspiration from past posts for structure and tone.
 - **Event Promotion Timeline:** The team will request you create a post for an upcoming event. Aim to post event notices at least three weeks before each event. For nursing and working students, try to post **one month in advance** to help with scheduling.
 - **Poster Design:** Ensure posts are also suitable as campus posters, using large fonts and attention-grabbing visuals to increase visibility on campus.
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Message to Aniket Kobbanna (Vice President)

Hey Aniket,

Here's a quick overview of some key responsibilities you'll be handling:

1. **Risk Assessment Forms:** For our events to go ahead, we need to complete and submit risk assessment forms to the Student Guild. This covers all events, especially ones with alcohol. (Good news—turns out we're cleared to serve alcohol at our events if needed, contrary to some earlier confusion!)
2. **Meeting Minutes:** Traditionally, the VP manages meeting minutes. I've set up a ChatGPT template to simplify this process, so it'll be quick and organized. I'll walk you through how it works in our next meeting.