

arc.soc

# Semi - Annual General Meeting

## Minutes

---

30 November 2023 / 6:00 PM / 325 Church St, Toronto, ON, Rm. ARC206

### ATTENDEES

arc.soc Executive Team Members: Saroash Haider (**Principal**), Richmond Dakay (**Finance Executive**), Kalee Jian (**Marketing Executive**), Milo Viau (**Projects Executive**), Rehan Nakhooda (**Events Executive**), Evelyn Foster (**Merchandise Coordinator Executive**), Nadia Miftah (**Corporate Relations Executive**),

arc.soc Sub-Committee Team Members: Sarah Tang (**arc.soc Secretary**), Mars Makdissi (**Marketing Assistant**), Roy Hyunh (**Finance Assistant**), Camila Ramirez (**Projects Assistant**)

Team Chair: Alessandro Cunsolo (**arc.soc Chair**)

General Membership: Angelica Nguyen-Tran, Irene Kim, Rachel Kim, Gabriel Bocsa, Mars Makdissi, Gisele Ortega-Joseph, Avery Jordan, Evelyn Huynh, Roy Hyun, Massimo Montanari, Aanya Amin, Melissa Jafer, Michelle Lam, Cuejun Choi, Dean Roumanis, Tiffany Tan, Rysa Braganza, Sheerin Moshtaghizadeh, Brooke Bonello, Emma Uzoma, Moushmi Dhimakaran, Sofia Wang, Alisha Salokhiddimova, Saghar Saidali, Camilla Ramirez Vargas, Manisha Amiri, Raquel Alonso, Mia Brown, Kristi Dagostini, Arjun Jain, Sidra Homam, Amitis Saffari

Faculty and Non-Participating Attendees: X



**ITEMS OF BUSINESS**

## 1. Call to Order

## 2. Opening Remarks from the Principal

Good evening everyone,

Welcome to arc.soc's semi-annual general meeting for Fall 2023. Thank you so much for coming out today, I hope everyone has been staying safe and doing well, and we thank you for your contribution as students thus far.

This year, arc.soc has been largely focusing on reestablishing broken networks that have been lost due to the few years of online school. This meant, working closely with other student societies, the faculty at DAS, and other student groups at DAS and establishing a connection to help support each other but also the students at DAS. Working together this semester, the student groups and the individual student leaders have focused on encouraging the student body to participate in events and extra-curricular competitions and conferences. The Student Society has focused on initiating funds and options that help the general membership. Keep an eye out for more events and projects to come. With regards to today's meeting, please help yourself to complimentary bubble tea and charcuterie board just as a thank you for your participation in today's semi-annual general meeting!

## 3. Approval of the Chair

BE IT RESOLVED THAT, Alessandro Cunsolo be appointed as Chairperson for the arc.soc Semi-Annual General Meeting.

Moved By: Saroash haider

Motivation: None

Seconded By: finance exec

Motivation: None

Results: **35** In Favour | **0** Opposed | **0** Abstentions

Discussion: None

#### 4. Remarks from the Chair

- Introduction and discussion of Robert's rules
  - Outlines meeting procedure
  - Motions are found on the agenda
  - Resolution clause shows what's being enacted
  - Mover explains why a motion should be passed
  - Secunder supports this motion
  - Debate, participating attendees can add to, discuss, or vote on motions
    - 1 new point
    - 2 direct response
    - 3 circular discussion
    - Pinky, indicates that someone needs help
- Policy
  - Policy manual
    - Day to day operations
    - Amendment process
  - Constitution
    - Positions available
    - BoD positions
    - Associations to university
- Speaking rights
  - Students, board members, official members
  - Guests can gain rights to speak
- Meeting etiquette
  - Voting
    - Use placard to vote
  - Speaking rights
    - Raise placard and 1,2,3, or pinky
    - All discussion is directed towards the chair

## 5. Approval of Secretary

BE IT RESOLVED THAT, Sarah Tang be approved as the secretary for the arc.soc Semi-Annual General Meeting.

Moved By: **Saroash haider**

Motivation: Sarah Tang has been the secretary since June and has planned this meeting.

Seconded By: **Gisele Ortega**

Results: 35 In Favour | 0 Opposed | 0 Abstentions

Discussion:

- None

## 6. Approval of the Meeting Agenda

BE IT RESOLVED THAT, the general meeting agenda for the arc.soc Semi-Annual General Meeting be approved as presented.

Moved By: **saroash haider**

Motivation: **none**

Seconded By: **richmond dakay**

Results: 35 In Favour | 0 Opposed | 0 Abstentions

Discussion: None

## 7. Approval of the Meeting Minutes

BE IT RESOLVED THAT, the general meeting minutes for the arc.soc General Meeting 2023 be approved as presented.

Moved By: **Saroash haider**

Motivation: None

Seconded By: **Nadia Miftah**

Results: **35** In Favour | 0 Opposed | 0 Abstentions

Discussion:

Motion passes.

## 8. Finance Executive Updates

Richmond Dakay as **Finance Executive**

### Summer 2023

- Drafted the master budget with the arc.soc principal (Saroash)
  - Reviewed/approved budgets for the other student groups (AIAS, ACU)
- Attended regular meetings regarding Orientation and the 2023-24 school year altogether
- Reviewed, approved, and attended meetings regarding funding reimbursements for student competitions, conferences, and events

### Fall 2023

- Got approval for the master budget from the FEAS Dean's Office

- Continued to attend biweekly meetings
- Continued to meet with students regarding funding reimbursements
- Began training the Finance Subcommittee member (Roy) regarding processing reimbursements
- Transferred operation of our Shopify website to the Merchandise Coordinator Executive (Evelyn)

### **Going Forward**

- Will continue to attend meetings and review student reimbursements
- Will work in collaboration with AIAS and ACU to host events
- Will continue to impart all necessary information to the Finance Subcommittee
- Help with arranging the Student Formal

### **Key things to highlight**

- As the Executive who manages and distributes funds for all undergraduate students in our department, I will continue to ensure that funds are used fairly and beneficially for DAS as a whole.

### ***Finance Subcommittee - Roy Hyunh***

**Discussion:** None

## **9. Events Executive Updates**

Rehan Nakhooda **as Events Executive**

### **Summer 2023 - Volunteered with previous exec**

- Overlooking the Orientation Committee
- Organize orientation fun day events
- Planning care packages and distributing them to students
- Organizing and decorating Orientation Decorations
- Work with other student societies to do events



## **Fall 2023**

- Creating a discord/communication server for all members of DAS to communicate.
- Work with AIAS and ACU to help them organize and set up events such as the Halloween movie night and Charette, and hopefully even more collaborations to come!
- Helping organize events such as this one, working with outside vendors to ensure delivery.
- Continued to regularly attend meetings
- Reaching out to people to make sure all requirements are reached
- Outreach to other student groups/societies for collaboration

## **Going Forward**

- Continue to plan and coordinate events for students and ensure opportunities are being fairly exchanged for everyone
- Plan and organize the student formal event, finding the venue, creating care packages, food, etc.
- Organize a calendar with events for student groups.
- Meet more consecutively with other student groups to help plan more events.
- Helping other Executives to organize and collect any information they require to assist with their roles.

## **Key things to highlight**

- I am always looking forward to hearing from the community on what events you would like to see that you believe we would benefit from, whether it's educational in nature or to simply help with deadline stress, which

is why I am making it a priority to get feedback from students of all years to help organize the perfect events!

**Discussion:** None

## **10. Corporate Relations Executive Updates**

Nadia Miftah as **Corporate Relations Executive**

### **Summer 2023**

- N/A

### **Fall 2023**

- I joined the arc.soc team in the fall semester of this year, around late September. As of right now, my role consists of working alongside our Events Executive to begin the process of planning the annual student formal early, so as to avoid any complications later in the year.
- Currently, we are working on establishing a list of potential contacts when considering our options for venues, catering, entertainment, and photography, to name a few. I have the responsibility of assisting the Events Executive in the organization of the student formal, as well as any subsequent events by acting as an external liaison between any external parties and arc.soc.

### **Going Forward**

- Moving forward, my highest priority will be to establish and build a network of sponsors to support our student body externally; this does not necessarily pertain to student formal planning, but it instead applies to any future events that are deemed necessary by the student body, as well as projects and extracurricular endeavors that our peers wish to pursue.

## **Key things to highlight**

- Due to the nature of my role, I am open to your suggestions and recommendations in regards to any external contacts and sponsors that you would like to see more of. The Corporate Relations Executive position is still in a state of continuous development as of right now – In the following months, I will work towards establishing a much clearer definition of this role so as to facilitate a seamless transition for whomever takes on this role in the following year.

**Discussion:** None

## **11. PR + Marketing Executive Updates**

Kalee Jian as PR + Marketing Executive

### **Summer 2023**

- **2023 Orientation**
  - Made posts

### **Fall 2023**

- Subcommittee recruit applications
- Subcommittee recruit (Mars)
- Website updates
- School event marketing

### **Going Forward**

- Student Formal

***Marketing Subcommittee – Mars Makdissi***

**Discussion:** None

## **12. Merchandise Coordinator Executive Updates**

Evelyn Foster as Merchandise Coordinator Executive

### **Summer 2023**

- N/A: was not a member of arc.soc at this point

### **Fall 2023**

- Started designing new merchandise line
- Managed sales through coordination of students
- Processing and fulfilling orders

### **Going Forward**

- **Development of new program merchandise!**
  - a. New crewnecks, socks in the works

**Discussion:** None

## **13. Projects Executive Updates**

Milo Viau as Projects Executive

### **Summer 2023**

- Subcommittee elections

### **Fall 2023**

- Forms updates
- Website updates
- Design Build Funding
- Shop Spending for Eaton Window Installation
- Camilla onboarding

### **Going Forward**

- Student Formal
- Expansion of arc.soc
  - More subcommittees

- Feeder system for executive positions

### **Projects Subcommittee: Camila Ramirez**

#### **Discussion:**

- Gisle ortega
  - Regarding overlap with other student groups, how are you planning to coordinate with them?
    - Milo Viau:
      - with the help of the subcommittee member, camila, managing the coordination will be easier
      - Having three student groups is unprecedented and communication can be difficult, so Milo is in favor of extending the sub committee groups in order to help support the Arc Soc executives
    - Saroash Haider:
      - Adding onto Milo:
      - Arc Soc is a legal entity
      - The distinction between the three student groups is important because the diversity of needs they encapsulate becomes harder to manage as one body.

## **14. Principal Updates**

Saroash Haider **as Principal**

### **Summer 2023**

- In the Summer of 2023, my role largely consisted of refamiliarizing myself with Arc.Soc and all the changes that had happened in the year that I was away from school. This meant, familiarizing myself with a lot of the new people, as well as the systems that were put in place to help the administration and organization run a lot smoother.
- I worked alongside previous arc.soc principal Dharma to introduce me to the current state of Arc.Soc and to reform new goals that would help Arc.Soc fund and support students a lot better than previous years.

- Introduced the team and updated anyone who wasn't familiar with arc.soc's purpose or organization.
- Created the master budget template and filled out tasks and budgets with the help of the rest of the team. (Worked alongside Richmond Dakay, our finance executive as well as previous finance executive Jumana)
- As we know DAS Orientation is quite a large event that this department does and with the help of the faculty and ACU, we wanted to make sure first year students were introduced to the department with all the necessary resources, and of course fun and educational events!
- As with last year, I organized the orientation sub-committee election alongside my executives to have extra hands on deck to help the orientation planning process to run more efficiently and effectively
- Overall, assigned tasks to the executive and orientation team, and supervising to make sure everything was moving correctly.
- Discussed funding with students requesting funds for competitions and conferences.
- Attended weekly meetings with the executive team, monthly meetings with our student society manager Steven.

### **Fall 2023**

- Encouraged other student groups to finalize their budgets.
- Continued to assign tasks to the executive and orientation team, and supervise to make sure everything was moving correctly.
- Continued to discuss funding with students requesting funds for competitions and conferences.
- Continued to attend weekly meetings with the executive team, bi-weekly meetings with our manager, monthly meetings with fellow presidents, and non-consecutive leadership events with other student leaders across campus.
- This year, we added one additional executive member to our team being the Corporate Relations Executive (Nadia), and we proceeded to rehire a Merchandise Coordinator Executive (Evelyn) as well.

- We also hired additional sub-committee members for the Marketing, Finance, and Projects Executives to learn and train for the executive roles in the future.
- This year, Arc.Soc has been able to fund many student projects from design builds, to conferences, and a multitude of competitions. Arc.Soc was able to support and offer to partially reimburse approximately 20 students who attended the ICERI Conference in Spain.
- As well as, we were able to fund design build projects such as the Toronto Eaton Centre Window Installation, The SAD Lamp in the quad, TimberFever, as well as many more.
- Moving forward, our goal with arc.soc is to support students as much as we can (within reason) in any and all extracurricular activities that the organization is capable of.

### **Going Forward**

- Plan and organize the student formal event.
- Plan and organize care packages for all DAS students.
- Continue to discuss student project funds.
- Continue to attend all previously noted meetings.
- Last year Arc.Soc had initiated the Student Lounge Renovation initiative which has been in progress. Going forward, we plan on securing funding through the Student Initiatives Funding Team and move forward with providing students a casual multifunctional lounge space to support student wellness and health.

### **Key things to highlight**

- As most of you know, the architectural science student society funds extracurricular projects such as competitions, design-builds, research papers as well as conferences. I highly encourage everyone to register for online - national or international architectural competitions, and submit their incredible projects. Once done so, please reach out to us at [arcsoc.ca/forms](http://arcsoc.ca/forms) to present your projects and be reimbursed!
- arc.soc aims to work towards a transparent student society. With this in mind, the meeting agendas for our meetings are uploaded a week in

advance for the general membership to see and ask questions about. Additionally, a form is submitted if one feels the need to ask questions, submit motions or any additional inquiries. With this in mind, the executive board meetings hosted (almost) weekly are also open to attend.

- If you have any additional questions, please do not hesitate to reach out to [arcsocinfo@ryerson.ca](mailto:arcsocinfo@ryerson.ca) for more information.

### **Discussion:**

- Cesar Rodriguez Parfetti: is arc.soc planning to adopt incentives in order to better our department as a body, will we be getting more funding to do so
  - Saroash: the amount of money we have as a society is out of our hands, as students you can opt out of this contribution of funds towards the societies.
    - Proposal to run a form for competitions, builds, other extracurriculars to help provide students with larger opportunities.
  - Cesar Rodriguez Parfetti: seeking support from arc.soc in getting connections to more resources
    - Milo: was instructed last year to fill the calendar with competitions, this role has been dropped this year. This is why Milo is in favor of recruiting more sub committee members. At our core, we are here to support our students financially, however outside of this, it becomes difficult to handle with the current size of the committee. Currently we function more as a sponsor than a society, and this could be due to the size of our team, but we are looking to expand and support a “soft” infrastructure.
    - Cesar Rodriguez Parfetti: what milo is suggesting can open new windows to help students navigate systems.
- Gisele ortega: asking Cesar Rodriguez Parfetti to define what he means by support (ie. in terms of financial support?)



- Cesar Rodriguez Parfetti: seeking support for additional support for students as they move forward in their academic and professional careers. The opportunities as students are there, but there is a lack of connection that would come from the power of the university to help support the department in this way.
- Mars: regarding the extension of the subcommittee, would it be feasible to recruit masters students?
  - Milo: currently they can't be funded by arc.soc for projects, but this can be explored
  - Saroash: unofficially, arc.soc is more of an undergraduate society that isn't necessarily focused on supporting masters students. Additionally, their priorities may not align with the contribution to the student societies.

## 15. Other Business - Questions, Concerns, or Appeals

- **Discussion:** none

## 16. Adjournment

BE IT RESOLVED THAT the November 30 arc.soc SAGM be adjourned.

Moved By: **Saroash haider**

Motivation: None

Seconded By: **Richmond Dakay**

Motivation: None

Results: **35** In Favour | **0** Opposed | **0** Abstentions

Discussion: None

Article approved.