

**Date:** October 3, 2023

**Agenda:** Orientation and Welcome

**Topics:**

**1. FUS Binder Overview**

- Updated as of September 2023
- Contains all information pertaining to the FUS and events run
- There are two councils
  - Executive (meet weekly - Mon/Tues)
  - General (meet bi-weekly - Mon)
- The entire council is broken into teams (refer to the binder for the full structure diagram)
- Academic
  - All program reps
- Admin
  - Volunteer
- External
  - CIF Liaison, FPBC Rep, EDI Rep, Sustainability Rep
- Finance
  - Christmas Tree Farm Manager, Green Sales
- Media
  - Social media coordinators, webmaster, photographers
- Student Life
  - Grad rep, grad committee, student life rep

**2. Community Agreement and Approachability Statements**

- Council are expected to take on duties in the capacity that they know they can handle
  - Communicate well
  - Help one another

**3. Slack**

- Slack (a recording will be in the general resources folder)
  - All new members please join the Slack via the link sent by the AMS Rep
  - Please change your name to → First name (Position) e.g. Sophy (President)
  - Starred channels are ones pertaining to current events
  - You can @ people or channel to notify them of important things
  - Channels to note
    - #FUS-guide-resources (how to access things etc.)
    - #general (for all council members)
    - #exec (locked channel for exec members)
    - #finance-budgets-inquiries-reimbursements
    - #admin-room-booth-posters
  - Locked channels are indicated by the lock and channels with a

hashtag indicate open to all people

- Replying to messages
  - Initial messages should be replied to by clicking reply in the thread
  - Reaction emojis can be used as well
  - Messages can be edited (make sure you notify people if you edit after a while)
  - Messages can be scheduled to send
  - Files can be attached
- Group chats / private messages
  - Use when concerning a smaller group
  - Helps not disturb others with unrelated notifications

#### 4. Google Drive

- Central Google Drive Exists
  - General Resources Folder - contains team folders, binder, constitution, and other resources
  - Access will be given from a link sent by the President
- Questions can be directed to the President or the VP Admin

#### 5. FUS Events Calendar

- Shared with all members - contains ALL events and timings/locations
  - Please add to your own calendars to keep on top of events

#### 6. Email Etiquette

- Regardless of FUS or regular email, write formally
- FUS email users should set up an email signature, see recording for the format
- Give people time to respond (~3 business days)
- Provided a contact detail for yourself if you feel comfortable doing so

#### 7. Sample Tasks

- The following are tasks that general members may be asked to help with
- Small purchases from dollar store/staples - get a reimbursement
  - Can store in the storage room (ask a member with access)
  - Non-expensive items can be stored in the cage
- Food purchases, pick ups, delivery
  - Always check the budget with VP Finance
- FUS request forms
  - Budget requests, forestry digests, posters, room bookings, media requests, reimbursements etc.

- Please follow all instructions about file naming, advance notice, and @ upon submission for all forms

**7. FUS Members Photo etc.**

- Evangelos team photo timing
  - Currently October 16 at 1 pm, fill out the when2meet by Wednesday
- Head shots
  - Free for all members - go to Evangelos studio at any time the week of October 16 and let them know that you are there for the FUS head shot
- October team social
  - At FSC 5-6 pm October 10

**Post meeting to do items / Future Planning:**

- Fill out the when2meet for the team photo at Evangelos (#general)
- Vote on the food choice for the October Social (#fus-social-random)
- Put in your food order for the October Social (#fus-social-random)

**Attendance:**

<b>Member</b>	<b>Position</b>
Sophy	President
Natalie	VP Admin
June	VP Finance
Laura	VP Internal
Damian	VP External
Raunaq	VP Student Life
Vinya	VP Student Life
Dylan	VP Media
Saumya	VP Academic
Tony	Student Senator
Gabriel	AMS Rep
Jingwei	Interim VP Media / Webmaster
Amari	UFOR Rep

Rhea	Forest Science Rep
Ronan	BEST Rep
Samiksha	CONS Rep
Michael	CONS Rep
Si Ming	Photographer/Videographer
Seth	Photographer/Videographer
Maddy	Photographer/Videographer
Berkley	Photographer/Videographer / Student Life Rep
Solene	Equity, Diversity, and Inclusion Rep
Coley	CIF Liaison
Alex	CIF Liaison
Quinn	FPBC Rep
Madeleine	Greensales Rep
Ke'ea	Greensales Rep
Nicola	Grad Chair Rep
Liam	Christmas Tree Farm Manager
Keyuan (Lucas)	Sustainability Rep
Xinyi (Amy)	2+2/3+2 Rep
Isabel	Grad Committee Rep
Helen	Grad Committee Rep
Bari	Grad Committee Rep / Student Life Rep
Karina	Grad Committee Rep
Yingchen (Wendy)	Grad Committee Rep
Cece	Social Media Coordinator
Dayton	Social Media Coordinator
Dace	Student Life Rep
Anika	Student Life Rep

Catherine	Student Life Rep
Zewan	Student Life Rep

Missing: Anzil, Bennet, Peyton