

Engineering Society Board of Directors Meeting #2

October 13th, 2015

Call to order: 9:08 pm

Present: Hannah Gautreau, Don Tu, Jack Shillinger, Diana Dickson, Jillian Adams, Pallavi Hukerikar, Suzy Patchett (Secretary, non-voting)

Skype: Adelle Vickery, Soheil Koushan

Absent: Patricia Duong, Alex Sterling, Rachel Schachtler

2.0 Approval of September 20th Minutes

Motion to approve September 20th meeting minutes as circulated

Mover: Jack Schillinger

Second: Jillian Adams

Motion passes unanimously

3.0 Spending Update - Don Tu

Questions from Last Meeting, Winter 2015 Actuals:

- Why did casual payroll go up? Increase in minimum wage, and pay for staff changed to include holiday pay and benefits. Mary's monthly payroll went up she's been doing more EngSoc and less CnD related work, so more of her pay has come from EngSoc.
- Why was the president's spending over budget? This should have been dealt with by past exec team, the last team thought it was appropriate for the president to spend a little bit more. Exec team overall still spent less than allotted budget.
- Why was election amount zero? Spending was categorized as general directorship , a little under \$100 was actually spent for elections.
- EngPlay went over because of costumes and script
- Ski trip looked like they spent a whole bunch but were only about 300 over budget, part of this money didn't flow through EngSoc (tip for bus driver)

Comments on this term's budget and actuals:

- Overall money is circulated through the novelties account, not the EngSoc general account.
- We receive some income from an environmental company for recycling.
- ECIF is bigger in the fall because of policy. Larger percentage of EngSoc's money goes towards ECIF during the fall terms.
- Some money is going towards Mary for her work on the yearbooks.
- Q: Why do we budget money for freight/why are we over on freight?
A: Food transport. In future this will all be rolled in together under "Food".
- Numbers highlighted red indicates money donated by Gradcomm 2015, yellow indicates a lot of money in the spring came from Rigidware, because a professor ordered a whole bunch of parts through Rigidware.

Income:

- Conferences: 20k was budgeted to come in during the spring, didn't end up coming to us until now, which is why it's fall actual rather than spring.

- Q: (Jillian) Why are yearbook ad revenue so different?
A: Not everything we budgeted for has come in yet.
- **Q: (Jack) Why is sponsorship in fall 10 times less?**
A: Come back to this question at a future meeting. Sponsorship committee money is taken from student fees and sits in that account, this sponsorship is money we receive from the dean and we haven't received it all yet. Doesn't sit in general account.
- Correction - Sponsorship money does come out of the general account

Expenses:

- We've been sending people to quite a few conferences
- IW expenses are for o-week edition and first week edition so far
- something didn't go through b soc or a soc (500 dollars)
- Q: (Jillian) Now we are spending money on sponsorship?
A: This is the sponsorship money we allocate to teams, they have a year to spend it, if they don't spend it all they may use it in a different term. So far no students have asked for reimbursement this term.

CnD:

- There was an issue with accounting software where all the recent October expenses we input were lost and it reverted to previous expenses. The information here is from last week, and is not up to date. People have been paid even though it says we haven't spend anything on payroll.
- Q: (Soheil) Are we on track for CnD sales?
A: For the term it's hard to say, we're about a third through the terms so that might look low, but there have been problems with SAGE and money not appearing correctly in our documents. Spring was a little slow, but this term has been picking up.
- **Q: (Hannah) Do we have any data on sales trends through the term?**
A: Yes, Don will look into this for the future at the next meeting.
- Q: (Jillian) Why is there such a big difference between expected and actual for Other events?
A: Expected based on previous year, some changes in what we actually spent this year.

4.0 Approval of New Vendor

Motion: Appendix A

Mover: Hannah Gautreau

Second: Jillian Adams

Motion passes unanimously

Discussion

- Motion to amend to include vendor name East African Cafe
- **Mover:** Hannah Gautreau
- **Second:** Jillian Adams
- Motion passes unanimously
- Q: (Don) What are we getting from this vendor?
A: We are adding this vendor to the list because they sell hot dishes and hot foods, more gluten free, vegan, veggie options.

- Q: (Diana) They've already started buying why do we have to approve?
A: The motion is poorly worded, they haven't started buying yet.

5.0 Adjournment

Motion to Adjourn

Mover: Pallavi Hukerikar

Seconder: Jillian Adams

Motion passes unanimously

Meeting Adjourned at 9:29 pm