



Chair	Matt McLean
Secretary	Michal Kononenko
Expected Attendees	Leila Meema-Coleman, Sarbajoy Majumdar, Kevin McNamara, Abdullah Barakat, Allyson Francis, Andrew Svoboda (Call in), Shale Craig (Call in), Cody Bechberger, Don Tu
Excused Absences	Victoria Debrincat

Engineering Society Board of Directors Meeting Minutes November 2014

1.0 Welcome and Call to Order

- The meeting was called to order at 9:03 pm on November 23rd, 2014.

2.0 [D] Approval of Agenda

- *Motion:* Approve the agenda for the meeting
 - *Mover:* Kevin McNamara
 - *Seconder:* Abdullah Barakat
- *Result:* Motion passes unopposed

3.0 [D] Approval of October 26 Meeting Minutes

- *Motion:* Approve the minutes for the October 26 board meeting
 - *Speaking against motion:* Leila Meema-Coleman
 - Some errors have been made in the meeting minutes
 - The minutes were also distributed too late to allow a good reading of the minutes to verify that no errors were made
 - It is recommended that this motion be tabled
- *Result:* Motion withdrawn
- *Motion:* Table approval of minutes to an online vote
 - *Mover:* Leila Meema-Coleman
 - *Seconder:* Don Tu
- *Result:* Motion passes unopposed

4.0 [I] Presidential Updates

- Speaking: Leila Meema-Coleman, President A

- In keeping with the mission of the board of directors to be a high-level advisory board to the EngSoc presidents, it was felt that allowing time for presidential updates would be a good opportunity for the Board to provide input on the Presidents' plans for EngSoc
- These updates will not happen every meeting, but there can be time allotted each term to go over presidential updates
- One of the major goals of this term has been documentation. Many of EngSoc's operating procedures that were on a bespoke basis before have been written down.
- As well, the ways we keep track of records and finances has been revamped.
- Another goal for the term was first-year engagement in EngSoc. To that end, approximately 60 baby directors were signed up as part of the new baby director initiative.
- Professionalism was also emphasized over the term. Many unprofessional practices at EngSoc have been addressed and corrected, with the intent of creating a more legitimate, professional, and more efficient culture.
- The scholarship bank is currently down due to many of the scholarships being out of date. The bank is currently being fixed and is expected to be operational by summer term
- In terms of communication, a new website was launched this term, and maintenance of the website was improved.
- Documents are being put up on the site as soon as they are available, in contrast to the significant delays in putting up documents on the old website
- Finally, the EngSoc events calendar has been streamlined to improve student turnout. This means that EngSoc is running fewer events, but more resources can be allocated toward these events. This will hopefully increase turnout and improve the quality of EngSoc events, tying back to the mission this term of building EngSoc's legitimacy as an organization.
- *End of Leila Meema-Coleman's report*
- *Question and answer session pertaining to Presidential Update for Leila Meema-Coleman*
 - *Sarbajoy Majumdar*: Can you elaborate on what documentation has been introduced over the term?
 - All executives, commissioners, and directors now have transition documents, in order to provide a guide to the next set of directors to plan their events
 - All officers also have full documentation of their responsibilities, and how those responsibilities were carried out over the term
 - The executive have also formalized and documented their plans more rigorously

- These plans can be given to the EngSoc staff next term. This will allow a record of all events over the previous term to be obtained, and improved upon. We can document what worked, and what did not work
- *Don Tu:* You mentioned in the update that you cut down on social events. What do you feel were the effects of this policy?
 - Over the winter term, the calendar was extremely saturated with events. This diluted the turnout, as members at large generally became more apathetic about attending EngSoc events.
 - By decreasing the amount of events, attendance has gone up significantly at each event.
 - A few members have noticed the cuts, but overall, not a lot of negative feedback was received after the events were cut.
 - As a result, the cuts will continue into the summer term.
 - Trial for summer is removing year spirit events. They take up a lot of space on the event calendar, and many members attend the events for the food.
 - OTs will also be revamped
 - These plans, however, are subject to change
- *End of Q&A session pertaining to Leila Meema-Coleman's Update*
- *Speaking: Allyson Francis, President B*
 - The plan for BSoc over the Winter Term will be to continue the agenda of streamlining events, but also increasing commitment toward workshops
 - A workshop manager position will be run this term
 - Currently, 7 workshops are being planned.
 - The Student Success Office (SSO) has expressed interest in running engineering-specific workshops jointly with EngSoc
 - The SSO feels that turnout for their workshops is low, and so they want to improve turnout by partnering with EngSoc to do academic workshops.
 - Outreach will also be busy this term, running the Bus Push, Rube Goldberg build, as well as taking EngSoc to several conferences.
 - In terms of student advocacy, EngSoc will be looking into student opinions on Hell Week, and seeing if more programs can accommodate Hell Week in their class schedules.
 - For Branding and Communication, many initiatives started during Fall 2014 will be continued, in an effort to streamline and centralize EngSoc marketing.
 - Now that more emails are being sent to more people, the construction of emails will also be standardized.
 - The Executive Review Committee will be continued. The review process is going well, and some promising preliminary recommendations and findings show that ERC will deliver useful

- recommendations to improve EngSoc's executive structure
- New initiatives started in Fall 2014 will be continued, such as RidgidWare and the Career Fair
- Executive elections, FedS councilor elections, Senate elections, and the E7 referendum will be run next term.
- *End of Allyson Francis' report*
- *Question and Answer Session Pertaining to Allyson Francis' Report*
 - *Sarbajoy Majumdar*: Leila has cut a few events over the Fall 2014 term. Will this program continue on BSoc in the winter?
 - No one has applied to run particular events
 - The administration will not be proactive in cutting events, but if no one signs up to direct the event, then the event will be cut
 - Year spirit events will likely be cut, as fewer and fewer people want to participate
 - *Abdullah Barakat*: We have had a lot of first-years engaged in the fall term. How will you ensure that first-years will continue to be involved in the winter term?
 - Support will be there for first-years to get involved, but it will be assumed that first-years will be a bit more independent and more oriented than they were during the fall term.
 - Events will be run as if first years have been at the University all along.
 - That being said, it is hoped that the joint ventures with SSO will improve first year turnout, and get first-years engaged in EngSoc activities.
- *End of Q&A session pertaining to Allyson Francis' Report*
- *Speaking: Matt McLean*
 - Seeing as this was the first time this session was run, the chair would look favourably on feedback about the session.
- *Feedback session on Presidential Updates*
 - Updates were appreciated by the board.
 - How were these updates different from updates given at council?
 - Council updates were more reports about how initiatives are running, whereas these updates focused more on executive plans for coming terms
 - This was a good place to examine ideas in their infancy, and propose events before they come to council
 - The session also adhered well to the mandate of the board to provide direction to EngSoc
 - Updates should be kept as relevant as possible to the plans of board
 - *Addressed to the Presidents*: Did you feel you got the feedback you



- needed?
- Yes
 - At FedS, updates are written on paper, and sent out prior to every meeting. Is this an approach we want to take with EngSoc, or do we want a more organic structure?
 - With written and circulated updates, there is a concern that the information shared is not secure. This would go against the mandate of the board to oversee executive action, especially in matters where confidentiality is a concern.
 - Furthermore, this would increase the Presidents' already significant workload for an internal procedure, for relatively little return on time invested.
 - If the board signed a confidentiality agreement, would that help address security concerns?
 - It might, but the workload concerns still remain.
 - How does the rest of the board feel about this issue?
 - Having spoken updates allows the presidents to speak more candidly and more organically, allowing the board to better determine the rationale behind the presidents' decisions and plans, and to provide more accurate oversight
 - It is better not to have the updates written down
 - So would the board prefer not to have the updates written down?
 - Yes
 - A potentially better practice for executive updates would be to go into camera before the updates. Should we look into having an in-camera session once per meeting? This is done at Senate, and has proven to be useful in the past.
 - This practice, while useful in Senate, is also a controversial one in FedS
 - It is felt that such a session, if mandated by a procedures manual, might reduce the transparency of board activities, and so go against the mandate of the board providing oversight to the executive.
 - It would also reduce accountability.
 - Would editing the minutes after the update be better than having in camera sessions?
 - Minutes have to be approved by the board before being published anyway, and so this would not reduce transparency.
 - This solution feels like a compromise between publishing the updates, and holding in camera sessions.
 - Alternatively, the board can have formal minutes for in camera sessions that are not shared publicly. How does the board feel about this?
 - The board looks favourably on keeping separate in camera minutes
 - An in camera session can take place at the end of the meeting,

where separate minutes will be taken

- The presidents will then own these minutes under the document structure.
- A shareable link can then be kept for a Dropbox folder containing these minutes, shared only between board members
- *End of Feedback session on Presidential Updates*

5.0 [D] Novelties Vendor Approval – Civilian Printing (<http://civilianprinting.com/>)

- *Speaking:* Kevin McNamara
 - Civilian Printing is a screen printing business in Kitchener, specializing in printing custom designs on clothing.
 - Their prices and quality of service are relatively reasonable
 - Catherine Declaro wants to get custom-designed tank tops for EngSoc from this business
 - Catherine and Myles Tan have used Civilian Printing in the past.
- *Point of information:* Why are we adding Civilian Printing to the list, instead of using vendors already on the list?
 - Andy handles our inventory in Novelties, but he doesn't specialize in screen printing to the degree that Civilian Printing does.
 - Adding this vendor would allow EngSoc to get more detailed, higher-quality artwork on EngSoc apparel.
- *Motion:* Add Civilian Printing to the list of approved vendors
 - *Mover:* Kevin McNamara
 - *Seconder:* Abdullah Barakat
- *Result:* Motion passes unopposed

6.0 [D] Creation of Board Procedure

- *Speaking:* Shale Craig
 - Based on decisions from the previous board meeting, the operating procedures of the Board were formalized into a procedures manual
 - The section on Meetings mirrors that of what is in the EngSoc governing documents, but a section was added governing email votes
 - The presented document is a rough draft, slowly moving towards being passed by the Board in April
 - Agreed on the fact that Board's purpose should be oversight of matters not going to council
 - In terms of appointments for chair and secretary, we are sticking close to what is on the governing documents
 - Comment is being sought from the board on this document draft
- *Discussion on the Board Procedures Manual*



- *Leila Meema-Coleman*: The document looks good so far, and it is good that this drafting will continue until April
- *Shale Craig*: The format of this manual also allows for a much more dynamic method of editing the document
- *Allyson Francis*: Procedural matters will be debated on and refined until this board's term is finished in April, and so edits will happen. However, we can still abide by this manual on good faith
- *Matt McLean*: In order to legitimize the document, the procedures for editing the Board Procedures Manual can be written into the EngSoc Procedures Manual
- *Leila Meema-Coleman*: However, if other documents reference this document, then this document will need to be officially published. There are procedures in place for publishing official documents, and so the structure of the Board Procedures Manual will have to be edited heavily before publishing.
- *Allyson Francis*: Executives have transition manuals and documents. Since those documents are not referenced explicitly in the governing documents, then these manuals do not and are not usually published. This provides us with a good precedent for not publishing the Board Procedures Manual, at least not yet.
- *Matt McLean*: Should this document be made public?
- *Kevin McNamara*: Not really. We're not in a place to publish a document. We could do it in a few years, once we have some experience running Board. At this point, it would be useful to approve the manual as a board sometime in April.
- *Leila Meema-Coleman*: Should we minute the content changes?
- *Allyson Francis*: If we're not publishing this document, we could move into camera to discuss the document
- *End of Discussion*
- *Motion: Move into camera*
 - *Mover: Allyson Francis*
 - *Seconder: Abdullah Barakat*
- *Result: Motion passes unopposed*

7.0 Adjournment of Meeting

- *Motion: Move into camera*
 - *Mover: Shale Craig*
 - *Seconder: Don Tu*
- *Result: Motion passes unopposed*
- *Motion: Adjourn the meeting*
 - *Mover: Kevin McNamara*
 - *Seconder: Don Tu*

November 23, 2014



- *Result:* Motion passes unopposed