

WATERLOO ENGINEERING SOCIETY

BOARD OF DIRECTORS

MINUTES FOR SEPTEMBER MEETING– FALL 2014

Date: September 21ST, 2014

Location: CPH 1327

Chair: Leila Meema-Coleman (President A)

Secretary: Sarbajoy Majumdar (At-Large A)

Attendees:

President A	Leila Meema-Coleman	Present
President B	Allyson Francis	Absent with regrets
At Large A	Sarbajoy Majumdar	Present
	Abdullah Barakat	Present
	Victoria Debrincat	Present
	Kevin McNamara	Present
At Large B	Shale Craig	Present
	Andrew Svoboda	Present
	Cody Bechberger	Present
	Matt McLean	Present

Total Votes Available: 10

Total Votes Present: 8

Note: In absence of a chair President A is acting chair and gives up voting rights except in the case of a tie

Beginning of Engenda Items

1. Welcome/Call to Order

1.1. Welcome/ Call to Order

- Quorum established

2. [D] Ratification of Chair

2.1. Ratification of Chair

- *Motion:* Ratify Leila Meema-Coleman as chair for the meeting
 - Mover: Leila Meema-Coleman
 - Second: Kevin McNamara
 - *Vote:* Motion to Ratify the chair passes unanimously

- *Motion:* To ratify Sarbajoy Majumdar as secretary
 - *Mover:* Matt McLean
 - *Second:* Victoria Debrincat
 - *Vote:* Motion ratify the secretary passes unanimously

3. Approval of Agenda

3.1. Approval of Agenda

- *Motion:* To add the motion “Everybody is Busy” as item 4.4
 - *Mover:* Leila Meema-Coleman
 - *Second:* Kevin McNamara
 - *Vote:* Motion to amend the agenda passes unanimously
- *Motion:* To add the “Diversity Policy Approval” as item 4.5
 - *Mover:* Leila Meema-Coleman
 - *Second:* Abdullah Barakat
 - *Vote:* Motion to amend the agenda passes unanimously
- *Motion:* To approve the Agenda as Amended
 - *Mover:* Kevin McNamara
 - *Second:* Abdullah Barakat
 - *Vote:* Motion to approve Agenda as amended passes unanimously

4. New Business

4.1. [I] Discussion on chair wording in documents

Speaking: Leila Meema-Coleman

- Chair cannot vote during meetings unless there is a tie (Chair is a tie-breaking vote)
- Chair cannot vote because they are an external person hence they are not on board
- New chair if external is not currently allowed to attend Board of Directors Meeting
- Board has power to invite someone to meeting
- *Matt McLean: Formally inviting chair to each meeting solves this issue*
- Leave it till Joint General Meeting
- Selecting Chair at motion 4.4 today
- Appoint person only for the term (Fall 2014)
- No seen downfall of external chair
- Qualified (ability to run meetings & constitutional policy)
- End of term as board, document review will be done, raise to JGM

4.2. [D] Updating the Suppliers List – Appendix A

- *Motion:* Approved Vendors List Updates
 - *Mover:* President A
 - *Seconder:* Kevin McNamara
- *Speaking:* President A
 - Update of vendors with newly added vendors
 - Engineering society is required to maintain an up to date list
 - Express Catering is removed to move out of business
 - MAD Distributions Inc, 4 Star Dairy & Commercial Kitchen Depot
 - *Matt McLean:* What about Ridgidware?
 - Ridgidware finances added at end of Spring 2014 term
 - No board to approve Ridgidware (power remains with Council until power handed to board)
 - Decision with board of directors
 - *Vote: 7 in favour, 1 abstention*

4.3. [D] Budget Approval– Appendix B

- *Motion:* Engineering Society Budgets Approval
 - *Mover:* President A
 - *Seconder:* Abdullah Barakat
- *Speaking:* Kevin Mcnamara
 - 4 different accounts for EngSoc; Capital , General, Corporate & C&D
 - Capitals are ECIF Funding (POETS Renovation)
 - Looking into corporate account (includes Frosh Book & YearBook, due to Mary's involvements with those. Corporate managed by VP Finance & Business Manager)
 - General from this term (stuff from Fall 2013 actuals)
 - Iron Warrior budgets managed by Iron Warrior
 - EngSoc Sponsorship (line budgets come out from EngSoc money)
 - A Soc portion is what we pay
 - C & D pays part of Mary's salary
 - Casual Payroll pays off front desk staff
 - Dean funds conference funding, not EngSoc
 - Purchase supplies & telephones
 - Improve historical records of budget
 - Budgets done better due to student budgets. Business Manager & VP Finance will be working on making budgets better.
 - FEDS & audit is reason to make budget practice
 - Consolidated Novelties & Iron Warrior Account
 - A Soc account is coming through student fees (check written to other accounts from there)
 - Losing money from general account
 - Summer is covering up on deficits

- Sufficient cash flow to maintain general EngSoc operations
- *Vote:* Motion to approve budgets as circulated passes unanimously

4.4. [D] Selection of Chair– Appendix C

- *Motion:* Not Just for Sitting
 - *Mover:* President A
 - *Second:* Cody Bechberger
- Matt McLean excused himself from the discussion due to a conflict of interest
- *Motion:* Move into camera
 - *Mover:* Kevin McNamara
 - *Second:* Abdullah Barakat
 - *Vote:* Motion passes unanimously
- Matt McLean re-joined the discussion
- Matt McLean officially resigns from his position as a B-Society at large member
*Number of available votes is now 7
- Matt McLean requests to be invited to the board meeting
- *Motion:* Move to invite Matt McLean to the board meeting and grant speaking rights
 - *Mover:* President A
 - *Second:* Victoria
 - *Vote:* Motion passes unanimously
- *Motion:* to Amend the motion to add Matt Mclean as the chair for Fall 2014
 - *Mover:* President A
 - *Second:* Shale Craig
 - *Vote:* Motion passes unanimously
- *Vote:* Motion to adopt the chair selection motion as amended passes unanimously

4.5. [D] Proxy Method Approval – Appendix D

- *Motion:* Everybody is Busy
 - *Mover:* President A
 - *Second:* Shale Craig
- *Speaking:* President A
 - Need to approve proxy form for General Meeting
 - On-term members may vote
 - List will be checked to ensure people are members

- *Motion:* Amend the motion to change the first BIRT clause to:
*“A member is allowed to proxy their vote for **the Fall General Meeting** to another Engineering Society member submitting a completed and accurate proxy form to the Speaker electronically or in hardcopy to the orifice by 4:30PM on October 7th.*
 - *Mover:* Matt McLean
 - *Second:* President A
 - *Vote:* Motion passes unanimously
- *Motion:* Amend the proxy form to add quest ID and specify each person can only hold one proxy
 - *Mover:* Matt McLean
 - *Second:* President A
 - *Vote:* Motion passes unanimously
- *Vote:* Motion passes unanimously

4.6. [D] Diversity Policy Agenda Addition Approval – Appendix D

- *Motion:* To approve the diversity policy for the General Meeting agenda
 - *Mover:* President A
 - *Second:* Victoria Debrincat
- *Speaking:* President A
 - We need to get a diversity policy
 - Other EngSocs have diversity policy
 - All amendments should be brought up at general meeting
 - *Vote:* Unanimously approved for agenda of general meeting

5. Adjournment of Meeting

5.1. Adjournment of Meeting

- *Motion:* To adjourn the meeting
 - *Mover:* President A
 - *Second:* Cody Bechberger
- *Vote:* Motion passes unanimously

Appendix A

Motion	
Title:	Approved Vendors List Updates
Mover:	President A
Second:	
Spirit:	To update the Engineering Society Approved Vendors list with newly added vendors.
Whereas:	The Engineering Society is required to maintain an up to date list of all vendors.
BIRT:	The following vendors be added to the Approved Vendors List. 1. MAD Distributions Inc. 2. 4 Star Dairy 3. The Commercial Kitchen Depot Inc.
BIFRT	The following vendors be removed from the Approved Vendors List. 1. Express Catering

Appendix B

Motion	
Title:	Engineering Society Budget Approval
Mover:	President A
Second:	
Spirit:	To approve the Engineering Society budgets for the term.
Whereas:	The Engineering Society must operate under a budget.
And whereas:	The General, Corporate, Capital, and Coffee and Donut Shop accounts are under the direction of the Board.
BIRT:	The budget package be approved as circulated.

Appendix C

Motion	
Title:	Not just for sitting
Mover:	President A
Second:	
Spirit:	A chair has not been chosen for the Fall 2014 term
Whereas:	It is best practice to have a chair to run the meetings.
BIRT:	The Board of Directors appoint the person listed below as chair. 1.

Appendix D

Motion	
Title:	Everybody is busy
Mover:	President A
Second:	
Spirit:	The Board needs to approve the proxy method for the General Meeting
Whereas:	As per Bylaw 1, Chapter III, Section E: “A member may proxy their vote at a General Meeting to another Member. a. A method of proxy, approved by the Board of Directors, shall be defined in the notice of the meeting.”
And whereas:	Only on-term members are allowed to vote in the General Meeting.
And whereas:	The Board recognizes that students may have conflicts and the proxy method needs to be easy and accessible.
BIRT:	A member is allowed to proxy their vote to another Engineering Society member by submitting a completed and accurate proxy form to the Speaker electronically or in hardcopy to the orifice by 4:30PM October 8 th .
BIFRT:	The proxy form used for the Fall 2014 General Meeting be identical to the form attached.



Waterloo Engineering Society – Proxy Form General Meeting Fall 2014

Information of member proxying their vote:

Name: _____
ID #: _____
E-mail: _____

Information of proxy Holder:

Name: _____
ID #: _____
E-mail: _____

Proxy vote is applicable for:

() All items of business on the agenda as published.

() Only the following items of business:

Signature of member proxying

Date

Signature of proxy holder

Date

Appendix E:

Title	Safe Spaces are cool!
Mover	President A
Second	
Spirit	To add a clear statement about the Engineering Society's commitment to diversity and inclusivity in our governing documents.
WHEREAS	The Engineering Society represents all students within engineering.
AND WHEREAS	The Engineering Society should be trying to create a safe and inclusive space for all its members and others using the Society services
AND WHEREAS	This policy will provide guidance in the event an incident does arise within the Engineering Society in the future
BIRT:	<p>Policy Manual Section II: Other Policies be modified to include the following section:</p> <p><u>Diversity Policy</u></p> <p><u>O-6: Diversity, Equity and Inclusivity</u></p> <p><u>A. The Society is committed to promoting diversity, equity and inclusivity among its members, the Faculty of Engineering, and the engineering profession.</u></p> <p><u>B. The Society is committed to ensuring a safe, secure, inclusive and accessible space for all of its activities</u></p> <p><u>C. The Society is committed to creating an environment free of harassment and discrimination in all of its activities</u></p> <p><u>D. Discipline</u></p> <p><u>1. Any member's behavior that is found in violation of the intent of this policy may be disciplined accordingly at the discretion of the on-term Executive team through a formal warning or removal from a Society event or Service.</u></p> <p><u>2. Any disciplinary action taken by the Executive shall be presented to the Board of Directors for review</u></p> <p><u>a) The President shall call a special Board of Directors meeting to discuss the incident</u></p> <p><u>b) The member(s) in question shall be invited to speak at the Board meeting</u></p> <p><u>3. The Board of Directors may issue further disciplinary action including but not limited to:</u></p> <p><u>a) Written apology statement</u></p> <p><u>b) Suspension of Society privileges</u></p> <p><u>c) Recommendation for removal from leadership position if applicable</u></p> <p><u>d) Submitting a report to Faculty and University staff members</u></p>
BIFRT:	The Table of Contents be updated to include the section above.