

# UNIVERSITY OF WATERLOO ENGINEERING SOCIETY 'A'

## MINUTES FOR MEETING #2—SPRING 2015

**Date:** May 27<sup>th</sup>, 2015  
**Location:** CPH 3607  
**Speaker:** David Birnbaum  
**Secretary:** Michal Kononenko

### Attendees:

<b>Executives</b>					
PV	Executive				
<b>1<sup>st</sup> Year Classes</b>					
PV	1B Chemical	PV	1B ECE 1		1B ECE 2
PV	1B Enviro/Geo	PV	1B Mech	PV	1B Tron
PV	1B Systems				
Total					6/7
<b>2<sup>nd</sup> Year Classes</b>					
PV	2B Civil	PV	2A Chemical	PV	2B ECE
PV	2B Management	PV	2B Mech	PV	2B Nano
PV	2B Software				
Total					6/7
<b>3<sup>rd</sup> Year Classes</b>					
PV	3A Chemical	PV	3A ECE 1	PV	3A ECE 2
	3A Enviro		3A Geo		3A Mech
PV	3A Tron		3A Nano	PV	3A Systems
Total					6/9
<b>4<sup>th</sup> Year Classes</b>					
PV	4A Civil	PV	4A Chemical		4A ECE 4 1
	4A ECE 4 2		4A ECE 8		4A Management
PV	4A Mech	PV	4A Software		
Total					/8
<b>Grand Total</b>					<b>28/34</b>
<b>Quorum Established</b>					<b>True</b>

### Legend:

Present	P
Present and Voting	PV
Absent	A

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## 1.0 Call to Order

- Meeting called to order on May 13<sup>th</sup>, 2015, at 5:32 pm

## 2.0 [D] Approval of Agenda

- *Motion:* To approve the agenda for this meeting
  - *Mover:* BSoc
  - *Seconder:* Mech 18
  - *Amendment:* List Adelle Vickery as VP Internal
- *Result:*
  - Motion passes unanimously

## 3.0 [D] Approval of Minutes

- *Motion:* Table the approval of the minutes to meeting #2
  - *Mover:* Software 2018
  - *Seconder:* Nano 2018
- *Result:*
  - Change “approval of actuals” to “approval of budget” in budget discussion
  - Motion passes unanimously

## 4.0 Business

### 4.1 [I] Executive Candidate Q&A ([cro.a@engsoc.uwaterloo.ca](mailto:cro.a@engsoc.uwaterloo.ca))

- *Speaking:* Soheil Koushan, CRO
  - The Chief Returning Officer is responsible for coordinating elections. This year, the CRO is co-ordinating Spring 2015 elections
  - As part of the elections, this session is being held to introduce the candidates running for executive election, and serve as a platform for informed council members to ask relevant questions to the candidates running
  - It is hoped that this will provide an opportunity for the candidates to discuss their platforms
- *Introduction of Candidates*
  - There were no candidates nominated for the position of VP Education and for VP External
  - This means that voting cannot take place for those two executive positions. After the primary elections are finished for VP Finance, VP Internal, President, and WEEF Director; a by-election will be held for VP Education and VP Finance
- *Question period*
  - Why do you want to run for your respective positions?
    - Eric Shi: *WEEF Director Candidate*
      - WEEF fulfills an important role in the campus community, and so requires someone who can get engaged in the campus community and direct WEEF effectively

- As WEEF director, the candidate's prospective term will include improving the WEEF website, and improving WEEF marketing, in order to attract more student requests for funding
- Abdullah Barakat: *VP Finance Candidate*
  - A position for VP Finance would allow the candidate to work more closely with EngSoc management
  - Over an extensive portfolio of EngSoc involvement, the candidate has demonstrated leadership, and feels that they are able to move on to a higher position to leverage skill sets acquired over approximately two years of heavy involvement with the society
- Sarbajoy Majumdar: *VP Internal Candidate*
  - Engagement between EngSoc members would be a priority for this candidate's administration
  - Fostering solidarity between members is a goal of this candidate's administration, and a term as VP Internal would allow the candidate to set plans into motion to accomplish this
- Jake Harvey: *VP Finance Candidate*
  - The candidate has a portfolio of involvement with EngSoc, during which time they have built up a skillset capable of dealing with the responsibilities of the VP Finance position
  - The candidate would like to focus on better communication in the VP Finance role, posting budget actuals on the web site sooner
  - A priority of the administration would be improving Novelties and RidgidWare
- Adelle Vickery: *Presidential Candidate*
  - As president, priority would be focused on improving representation of EngSoc members within the society, as well as improving currently-run events and services
- *For the VP Internal candidate, what are your thoughts about the EngSoc exam bank? How would you work to restore and improve this service?*
  - It is clear that the EngSoc exam bank has fallen into disuse, with many of the exams being out of date
  - Integration with class representatives would be a good method for ensuring more exams get posted to the bank
  - Furthermore, academic representatives in each class could work with professors to get more exams posted onto LEARN. From there, it would be an easy move to put these exams on the exam bank.

- An incentive program would also be announced, with classes collecting P\*\*5 points as a reward for submitting exams to the bank
- *If you were to be elected to your respective offices, would you have any other time commitments?*
  - Adelle Vickery: *Presidential Candidate*
    - No
  - Jake Harvey: *VP Finance Candidate*
    - No
  - Sarbajoy Majumdar: *VP Internal Candidate*
    - Involvement in Engineering Ambassadors would be a small time commitment
  - Abdullah Barakat: *VP Finance Candidate*
    - If volunteer opportunities present themselves, then the candidate would wish to seize them, but there are no significant commitments scheduled
  - Eric Shi: *WEEF Director Candidate*
    - The candidate is actively involved in a student design team
    - This could prove useful as student teams often make use of WEEF funds, and so membership on a team could serve as a platform to promote WEEF
- *What is the most important point on your platform?*
  - Eric Shi: *WEEF Director Candidate*
    - Two words; student engagement
    - Getting out to classes, getting out to departments, reaching out to students, and getting in more requests for WEEF funding
  - Abdullah Barakat: *VP Finance Candidate*
    - Expanding the student services portfolio
    - Expanding the student deals portfolio
    - Expanding the external sponsorship portfolio
    - Getting more class-specific items into Novelties
  - Sarbajoy Majumdar: *VP Internal Candidate*
    - Improving engagement
    - Scheduling would be improved and more means would be provided to track EngSoc deadlines
    - Wider varieties of events and activities will be introduced
    - Emphasis will be put on cross-faculty collaboration, as it has yielded positive results with SciSoc and MathSoc.
    - First-year engagement will be a priority.
  - Jake Harvey: *VP Finance Candidate*
    - Expanding EngSoc stores will be a priority

- Product design for Novelties will now be a directorship, democratizing the process of Novelties creating new items
  - More components will also be made available in RidgidWare
- Adelle Vickery: *Presidential Candidate*
  - Council and the society
  - Increased communication
  - Council restructuring to make it more student-driven
  - Using the academic and class reps more thoroughly
- A key component of being an executive is maintaining current EngSoc services, but execs must also bring forward new policy ideas. What is one new policy item that you will introduce during your terms?
  - Adelle Vickery: *Presidential Candidate*
    - EngSoc community outreach would be expanded to include high schools, in order to promote engineering and STEM to high school students
  - Jake Harvey: *VP Finance Candidate*
    - A design directorship will be introduced to Novelties
    - Budget actuals will be posted to the EngSoc website
  - Sarbajoy Majumdar: *VP Internal Candidate*
    - More interfaculty events will be run, for example, a pie eating contest between Engineering and Math on Pi day
    - Inter-faculty co-operation would bring the faculty societies together, foster a sense of school spirit, and allow bigger events to be organized
  - Abdullah Barakat: *VP Finance Candidate*
    - External sponsorship will be improved to supplement event budgets
  - Eric Shi: *WEEF Director Candidate*
    - Improving the WEEF website will be a priority, providing stories of not just current grants but success stories achieved with WEEF funding
- A debate will be held on Tuesday next week

#### **4.2 [D] Sponsorship Committee Members Election – Appendix A**

- *Motion: Appendix A*
  - *Reading of Motion by Speaker*
  - *Mover: Executive*
  - *Seconder: Mechanical 2019*
  - *Speaking to Motion: Executive*
    - As per the governing documents, 15% of EngSoc student fees are allocated each term to sponsorships

- The sponsorship committee is responsible for deciding which applicants receive EngSoc sponsorship, and the extent to which EngSoc will sponsor a given grant applicant
  - Time commitment is 4-5 hours
  - The meeting is this Sunday, must be available from 11:00 am onwards
- *Motion:* Move into camera
  - *Mover:* Enviro 2017
  - *Seconder:* Chem 2017
  - *Result:*
    - Motion passes unanimously
- *Entered into camera at 5:52pm*
- *Left camera at 5:53 pm*
- *Motion:* Amend the motion to add the names of the nominees to the motion
  - *Mover:* Enviro 17
  - *Seconder:* Chem 17
- *Result:*
  - Passes unanimously
- *Result for Motion – Appendix A:*
  - Motion passes unanimously

#### **4.3 [D] ECIF Moving to Board – Appendix B**

- *Motion:* Appendix B
- *Reading of the Motion by Speaker*
- *Friendly Amendment:* Signing authority is changed to “VP Finance and President”, as per the governing documents
- *Speaking to motion:* Executive
  - This is a policy change that has already passed on BSoc, which would move ECIF’s current responsibilities to the Board of Directors
  - In order to be implemented, this needs to pass on ASoc as well.
  - The BOD oversees the accounts used by ECIF for their allocations, and the BOD has a similar composition and term limits to ECIF
  - The only difference between ECIF and BOD is that the VP Finance is not automatically a member of the board, and so the VPF would be invited to BOD meetings if their opinion would be needed
  - This motion would have the effect of making EngSoc leaner, and putting capital allocation decisions in the hands of a board that has access to a wider view of EngSoc finances
- *Seconder:* Mech 2018
- *Discussion:*
  - Item 4.4 on this agenda is election of ECIF members. How would passing this motion affect the results of this election? How would this motion affect accountability of the fund to the EngSoc council?

- The agenda item would be redundant and therefore withdrawn
  - Elections now involve council electing ECIF, ECIF coming back with a report on allocations, and the allocations being approved by council
  - This motion would mean that these members are no longer elected from council to council
    - *Direct Response:* ECIF allocations proposed by the BOD will be coming back to council. Council will still be approving the allocations just as they did for ECIF.
    - *Direct Response:* The money for the fund comes out of student fees, the contribution gets approved by the council when the term budget is being approved, and the allocations are then placed into a board-controlled account, from which they are then spent.
  - Would the motion take effect in this term?
    - Yes.
    - Not passing this motion would mean BSoc would have to elect ECIF members in the fall term.
  - How are board members chosen?
    - Board members are chosen through election at Joint Annual General Meetings.
- Result:
  - In favour: 18
  - Against: 2
  - Abstaining: 4
  - Motion passes
- *Item 4.4 is withdrawn*

#### **4.4 [D] ECIF Committee Members Election – Appendix C**

- Item 4.4 has been withdrawn

#### **4.5 [I] ERC Committee Update**

- The ERC is the Executive Review Committee, a committee approved at Joint Council 2013, in order to evaluate the EngSoc executive structure and produce recommendations for improvement
- ERC is proposing a new executive structure, which has been in the planning stages since September
- Other engineering societies were also examined in order to find out what works on their societies, that EngSoc can include in their society
- The full report will be formally presented at the EngSoc Joint Annual General Meeting
- If there are any questions, email ERC



- Excepting the President, the names of all executive positions have been changed
- *Questions:*
  - Will this be voted on at JAGM?
    - Yes
  - What happens if the vote at JAGM?
    - The current executive structure would stay the same
- The next executive will be elected in the next general election, so incoming A Soc will not be affected by this report

## 5.0 [I] Executive Reports

### 5.1 [I] President – Leila Meema-Coleman (president.a@engsoc.uwaterloo.ca)

- ERC was fun
- A meeting was held with the associate dean of international studies
  - According to the dean, we are not doing enough to support international students
  - This is at odds with our current portfolio, and so the issue must lie with marketing of these services. Marketing and outreach to the international student body should address the issue
- To further solve the problem, some EngSoc services will be consolidated so that marketing and event space can be shared between common events
  - First-year mentoring will include an international components, and priority will be taken to match first-year international students with mentors
  - First-year workshops will also be run to support international students
- Mary Robinson in First Year Office has been wondering what we do to support LGBTQ+ students
  - EngSoc prefers to defer to the University on LGBTQ+ issues, and is working with the University to ensure diversity and equal treatment of all
  - EngSoc Goes To Pride is happening this term
  - Tickets will be on sale soon, and we will be working with the Glow center to market this event
- Leadership award nominations are open
  - EngSoc is giving out a \$1000 prize to someone who has displayed leadership in the university community
  - No references are needed for this award, and anyone is eligible to apply
- Council Feedback
  - The amount of discussion on motions and the amount of motions not brought forth by the executive has gone down
  - This could be symptomatic of a culture of apathy in council

- Failure to address this condition could result in Council becoming a rubber stamp on executive action
- To combat this, a guide was prepared to show how to make and submit motions
- Keep in mind as well that council does not have to vote on simply laws, but also can mandate executive to take a stance on a particular issue to outside institutions
- Next meeting, the Chief Feedback Officers will be performing an in-camera session to discuss executive actions, and get feedback on the executive from council
- In order to ensure honest feedback, the executives will leave the room for this session

## **5.2 [I] VP External – Heather Smith (vpexternal.a@engsoc.uwaterloo.ca)**

- Over \$160 was raised from Purplepalooza
- Charity Grilled Cheese will be on sale tomorrow, be sure to buy some!
- ESSCO AGM is also taking place tomorrow
- Sessions being brought back on professional development
- Working on getting a beach day

## **5.3 [I] VP Education – Joshua Kalpin (vpeducation.a@engsoc.uwaterloo.ca)**

- Last week, met with Jason Grove in chem about chem stuff
- PD 5 review on Monday, for those that have taken PD 5, course is easy to pass and dry
- PD 5 is notoriously dry
- Course was redone, more of a refresher compared to PD 20
- Content was updated, it's a little bit harder to pass after a month
- Updated co-op numbers at the Working Group meeting
- Works to improve co-op numbers across the faculty
- Almost-final numbers, we are up across the board over last year
- Nano, chem, mech in first year are struggling as usual
- Talked about how to improve
- Getting more relevant year-over-year data
- The theory is that trons got another stream
- Spring is a tougher time to get a job
- Ramping up on work term reports
- Working on establishing a consistent cross-program examples for work term reports
- How do you feel about no one running for VP ED?
  - Sad
- Requirement
  - You have to be at least 2A, and cannot be a pair
  - VP Education office recommended that pairs are not allowed

#### **5.4 [I] VP Finance – Kevin McNamara ([vpfinance.a@engsoc.uwaterloo.ca](mailto:vpfinance.a@engsoc.uwaterloo.ca))**

- Been busy with the audit
- Lot of questions and answers
- Got our first fee installment from FedS, had a productive meeting to discuss budget package
- Keep an eye out for Novelties Fire Sales
  - Big sales in Foyer, and prices are being cut
- We have 2300 patches, and 1000 need to be cleared
  - Getting things to cut down on inventory
- RidgidWare stock is a little low
  - Tell your class to check it out
- Sponsorship is Sunday, submit proposals by 11:59 pm
- How does search for purple hard hats go?
  - Completely forgot
  - Putting it on to-do list
- Is there anything about smaller coveralls?
  - Hasn't responded yet

#### **5.5 [I] VP Internal – Adelle Vickery ([vpinternal.a@engsoc.uwaterloo.ca](mailto:vpinternal.a@engsoc.uwaterloo.ca))**

- Two main things, director transitions
- Timeline based checklists to ensure directors are doing what they need to do
- One-on-ones with directors
- Scholarship bank is coming back
- Will be up on the website later this term
- Clearing out the ones that are no longer offered
- If you have scholarships, send them in
- EngSoc goes to the ball game, \$30, includes tickets and transport
- Bobblehead day

### **6.0 [I] Affiliate Reports**

#### **6.1 [I] WEEF – David Birnbaum ([weef@uwaterloo.ca](mailto:weef@uwaterloo.ca))**

- Deadline is June 30<sup>th</sup>
- Need 3 reps from ECE class
- Almost every rep is there
- Work with the WEEF reps, and see if any labs need to be improved
- See what you think is shitty and help fix

#### **6.2 [I] Senate – Pallavi Hukerikar ([pallavi.hukerikar@uwaterloo.ca](mailto:pallavi.hukerikar@uwaterloo.ca))**

- Welding is now option for Mechanical Engineering degree
- Is it an option or is it a specialization?

- Yes
  - Can get text from original motion
- Dutch king and queen will be visiting this week
- Will be announcing exciting news
- Will be banning food from final exams
- Only things that will be allowed is water in clear labels
- Does it mention anything about coffee?
  - Imprint article only has water
- Did it happen?
  - This is from the last senate meeting
  - This already happened
  - Wanted to cut down on requirements
  - Now actively enforcing these rules
- Waterloo is one of 10 chosen to participate in the He for She campaign
- More details to come
- Does this involve Emma Watson coming to campus?
  - Probably not
- Would anyone read it before?
  - Yes
- Then Palavi's update will be sent out

### **6.3 [I] Feds Councillors –Julian Wang (j486wang@uwaterloo.ca)**

- Not here
- There was a FedS meeting this weekend
- Can we impeach an executive?
  - To impeach, we need a referendum that requires 2900 signatures

### **6.4 [I] EngFoc – Matt V.G., Ben M., Nicola M., Hannah G. ([engfoc@uwaterloo.ca](mailto:engfoc@uwaterloo.ca))**

- To be official logo submission, must be emailed
- Due next Friday
- Colour groups are coming out soon, woo
- Sign your leader contract
- If you're first-aid certified, send to leads

### **6.5 Gradcomm**

## **7.0 Varia**

### **7.1 How many days 'till IRS?**

## **8.0 Adjournment**

## Appendix A: Sponsoring is good!

Motion:	
Title:	Sponsoring is good!
Mover:	Executive
Seconder:	Mech 2019
Spirit:	To appoint at-large members of the Spring 2015 Sponsorship Committee.
Whereas:	A sponsorship committee is required to allocate the sponsorship portion of the budget for the Spring 2015 term.
BIRT:	The two students at large be: The committee membership shall be the following at large members: <ol style="list-style-type: none"><li>1. Josh Kalpin</li><li>2. Eric Shi</li><li>3. Michal Kononenko</li><li>4. Daniel Harrold</li><li>5. Jake Harvey</li><li>6. Simon Grigg</li></ol>

## Appendix B: Invest in Board

Motion:	
Title:	Invest in Board
Mover:	Executive
Seconder:	Mech 2018
Spirit:	Make ECIF allocation a responsibility of the Board of Directors
Whereas:	The Board of Directors is a joint body that serves for a yearlong term and oversees the finances of the capital account, much like the existing ECIF Committee
AND WHEREAS:	There has been an increase in the number of Engineering Society committees, and at this point it would make sense to consolidate wherever possible
AND WHEREAS:	The Board of Directors has reached a consensus that supports their adoption of the powers and responsibilities of the ECIF committee
BIRT:	The Engineering Society Policy Manual, Section I: Financial Policies, Subsection F-4: Engineering Society Capital Improvements Fund Policy, shall be amended as follows: A. Purpose 1. The purpose of the Engineering Society Capital Improvements Fund (the Fund) is to support lasting capital improvements to student space and

	<p>services in the Engineering Faculty.</p> <p>2. The Engineering Society Fee shall be allocated from the budget to the current portion of the Fund each term as follows (in accordance with Sections F of this policy):</p> <ul style="list-style-type: none"> <li>a. Fifteen Percent (15%) in the Fall Term; and</li> <li>b. Five Percent (5%) in the Winter Term and Spring Term.</li> </ul> <p>B. Accountability</p> <p>1. In order to ensure proper accountability, the authority of administering the Fund is delegated to the <b>Committee Board of Directors, which is as</b> outlined in Section C of this policy.</p> <p>2. A report shall be made to Council each term outlining the status of the Fund.</p> <p>C. <b>Engineering Society Capital Improvements Fund Committee (the Committee)The Board of Directors</b></p> <p>1. The powers of the <b>Committee Board of Directors</b> are as follows:</p> <ul style="list-style-type: none"> <li>a. The <b>Committee Board of Directors</b> shall be responsible for receiving funding proposals and allocating funds each term.</li> </ul> <p>2. The Capital Improvements Fund Committee is composed of:</p> <ul style="list-style-type: none"> <li>a. The On-Term Vice President Finance, who will act as Chair and vote only in the case of a tie;</li> <li>b. The Off-Term Vice President Finance or their delegate, as assigned by the Off-Term Vice President Finance;</li> <li>c. The Business Manager;</li> <li>d. Two At-Large Student Members of Society A (as laid out in C.3); and</li> <li>e. Two At-Large Student Members of Society B (as laid out in C.3).</li> </ul> <p>3. Choosing The At-Large Student Members</p> <ul style="list-style-type: none"> <li>a. At-Large Student Members shall be appointed by their respective Council by the end of the Winter Term or by the first ECIF meeting of the Spring Term, depending on which term the Society is On-Term.</li> <li>b. At-Large Student Members shall serve as Committee members until April 30th of the calendar year following their appointment.</li> <li>c. In the event of a vacancy in the position of At-Large Student Member, the Chair shall ask the President of the Society with a vacant seat to recommend a new member. The new At-Large Student Member shall be subject to ratification at the next Council meeting of that Society, and serve the remainder of the term of the current Committee.</li> </ul> <p>D. Fund Structure</p> <p>1. Each term, funding shall be allocated from the budget to the Fund according to section A.2 of this policy.</p> <p>2. The Fund:</p> <ul style="list-style-type: none"> <li>i) Will be composed of the student fee contributions for the given term;</li> <li>ii) Is the amount that must be allocated to present or future</li> </ul>
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	<p>expenditures;</p> <p>iii) May contain reallocated funds from previous terms; and</p> <p>iv) Will be comprised of any interest generated on the Fund.</p> <p>3. Donations to the Fund may be pre-allocated, at the discretion of the donor.</p> <p>4. All of the unallocated portion must be allocated by the end of the term.</p> <p>5. Funds that remain unspent one year after they have been allocated to a project become available and are transferred back to the Fund, at the discretion of the <b>Committee Board of Directors</b>.</p> <p>E. Application and Allocation Procedure</p> <p>1. Form F-6.1 (ECIF Funding Application) shall be used as the official application form, and shall be made available by the <b>Chair Vice-President Finance</b>.</p> <p>2. The application form shall always remain open.</p> <p>3. Once the fund for that term has been allocated, a report must be made to Council outlining all proposals, new allocations and unspent past allocations.</p> <p>4. The report of the <b>Committee Board of Directors</b> is subject to ratification but not modification by Council. In the event that Council does not ratify the report, the <b>Committee Board of Directors</b> must reconvene in order to produce a new report that will be subject to ratification by Council.</p> <p>5. The fund must be allocated and ratified by the end of each term.</p> <p>F. Disbursement of the Fund</p> <p>1. The <b>Chair Vice-President Finance</b> and President shall have signing authority for the Fund.</p> <p>2. No funds shall be disbursed before the report of the <b>Committee Board of Directors</b> is ratified by Council.</p>
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### Appendix C: Improve those Capitals

Motion:	
Title:	Improve those Capitals
Mover:	Executive
Seconder:	
Spirit:	To appoint at-large members of the Engineering Capital Improvements Fund Committee for the 2015-2016 Fiscal Year.
Whereas:	Two at-large members from A-Society are required to serve on the Engineering Capital Improvements Fund committee.
And Whereas:	It is the second term of the executive term, a general election will not be Held
BIRT:	<p>The A-Society representatives shall be the following at large members:</p> <p>7. _____</p> <p>8. _____</p>