

# UNIVERSITY OF WATERLOO ENGINEERING SOCIETY 'A'

## MINUTES FOR MEETING # 4 – FALL 2014

**Date:** October 29<sup>th</sup>, 2014

**Location:** CPH 3607

**Speaker:** David Birnbaum

**Secretary:** Michal Kononenko

### Attendees:

Cohort	Status	Cohort	Status
1A Biomed	A	2B Geo	A
1A Civil	PV	2B Mech	A
1A Chemical	PV	2B Tron	PV
1A ECE 1	PV	2B Systems	PV
1A ECE 2	A	3B Civil	PV
1A ECE 3	A	3B Chemical	PV
1A Enviro/Geo	A	3B ECE	PV
1A Management	PV	3B Management	A
1A Mech 4-stream	PV	3B Mech	PV
1A Mech 8-stream	A	3B Nano	A
1A Tron 4-stream	A	3B Software	PV
1A Tron 8-stream	PV	4A Chemical	PV
1A Nano	PV	4A Enviro	PV
1A Software	A	4A Geo	PV
1A Systems	PV	4A Mech	PV
2A Civil	PV	4A Tron	PV
2A Chemical	A	4A Nano	PV
2A ECE	A	4A Systems	PV
2A Management	PV	<i>President</i>	PV
2A Mech	PV	<i>VPP</i>	PV
2A Nano	PV	<i>VPI</i>	PV
2A Software	PV	<i>VPX</i>	PV
2B Chemical	PV	<i>VP Ed</i>	PV
2B ECE 1	A	<i>Off-term president</i>	PV
2B ECE 2	A	<b>Total Votes</b>	<b>32/50</b>
2B Enviro	A	<b>Quorum Established</b>	True

### Legend:

Present	P
Present and Voting	PV
Absent	A

**Total Votes Available: 50**

**Total Votes Present: 32**

## Beginning of Engenda Items

### 1. Welcome/Call to Order

#### 1.1. Welcome/ Call to Order

- Meeting called to order at 5:35 pm
- Quorum established at 32 votes present

### 2. [D] Approval of Engenda

#### 2.1. Approval of Engenda

- *Motion:* Approve the Engenda for Meeting #3
  - *Mover:* Chem 2017
  - *Seconder:* Mech 2018
- *Result:* Motion passes unopposed

### 3. [D] Approval of Minutes

#### 3.1. Approval of Minutes

- *Motion:* Table the approval of minutes to the next meeting
  - *Mover:* Management 2018
  - *Seconder:* Tron 2019
- *Result:* Motion passes unopposed

### 4. Business Arising from the Minutes

#### 4.1. [D] Mid-term Actuals Update – Appendix B – Kevin McNamara ([vpfinance.a@engsoc.uwaterloo.ca](mailto:vpfinance.a@engsoc.uwaterloo.ca))

- *Reading of the Motion by Chair*
- *Speaking:* VP Finance
  - As part of the recommendations given to EngSoc after the audit, we are approving EngSoc spending from September to the middle of the term
  - The following items of interest are emphasized for comment
    - Student fees were overestimated by \$300
    - Orifice sales are doing well. They are over the halfway mark
    - The budget for the Iron Warrior, Sponsorship committee, and Engineering Capital Improvements Fund is also lower due to lower student fees
    - Exec discretionary is under budget
    - The career fair budget is also doing well
  - *Motion:* Mid-term Actuals Update – Appendix B
    - *Mover:* VP Finance A
    - *Seconder:* Software 2018
  - *Result:* Motion passes unopposed

#### 4.2. [D] ECIF Allocations – Kevin McNamara ([vpfinance.a@engsoc.uwaterloo.ca](mailto:vpfinance.a@engsoc.uwaterloo.ca))

- *Speaking:* VP Finance A

- ECIF stands for the Engineering Capital Improvements Fund
- This term, ECIF has \$9597.06 to spend on improvements
- Some past money has not been spent on its approved allocation, and so it can be reallocated to other expenses
- The total allocations this year were \$12459.27
- The following items constituted the ECIF allocations for this term
  - The new financial software and training from prior term went over budget. ECIF this term is allocating to cover the difference.
  - LCD Screen installation also went over budget, and so ECIF stepped in to shore up the deficit. All the mounts are now in place for the next set of screens
  - ECIF also covered EngSoc's expenses for cheques and bank charges
  - ECIF also allocated for new folding tables for activities in the CPH foyer
  - New CnD stools were also purchased to allow more comfortable seating for people working the CnD
  - Funds for 3 LCD screens and computers for the screens were allocated, to go on the previously mentioned LCD screen mounts
  - ECIF also allocated funds for a new industrial stapler. This model will be electric and be able to staple potentially up to 70 sheets
  - The desks in the Orifice are almost 10 years old, and so funds for Orifice furniture upgrades were also allocated for
    - This took up the remainder of ECIF's budget
  - *Point of clarification:* Why is the stapler so expensive?
    - ECIF wanted to get a good model that would last
    - A 70-sheet electric stapler is also a big, specialized model, however might be getting a cheaper one
    - The amount for all allocations is generally rounded up to account for unexpected expenses
  - *Point of clarification:* Why has \$500 been allocated for stools in the CnD?
    - Office furniture isn't cheap, and we wanted to get a good model
    - Like with the stapler, funds were over-allocated for safety
- *Motion:* Approve ECIF allocations for the Fall 2014 term
  - *Mover:* VP Finance A
  - *Seconder:* Software 2018
- *Result:* Motion passes unopposed

#### 4.3. General Meeting Proxy Vote – Appendix A Leila Meema-Coleman ([president.a@engsoc.uwaterloo.ca](mailto:president.a@engsoc.uwaterloo.ca))

- *Reading of the Motion by Chair*
- *Motion:* People travel for coop
  - *Mover:* President A
  - *Seconder:* Nano 2018

- *Speaking to Motion:* President A
  - Executives are gauging feedback for this motion
  - Any motion needs to be up on the website before EngSoc can vote on it
  - Often, when it comes to general meetings, and especially joint EngSoc actions, it can be difficult to get people to show up from the off-stream society
  - Many off-stream EngSoc members are on co-op, and the lack of audience was felt last summer at Joint EngSoc Council 2014.
  - That time, we barely made quorum.
  - Traditionally, the solution to this has been to proxy a vote, but with the decreased turnout, proxy regulations will need to be relaxed
- *Point of clarification:* What is a proxy vote?
  - A proxy vote is a vote given from the voter to someone else, with the intent of the proxy voter voting in the original voter's stead at parliamentary proceedings
  - A contract must be signed between the voter and his proxy before the meeting, and the chair must recognize proxy votes
- *Speaking:* President A
  - This motion will allow 2 proxy votes per attendee at the joint annual general meeting (JAGM)
- *Point of clarification:* When will proxy forms be due?
  - They are due on the day before the JAGM
- This motion will be brought up and voted on in 2 weeks

## 5. New Business

### 5.1. [I] CFO Council Feedback Session – David Russo, Mohammad Inzamam Tahir

- *Speaking:* Inzi Tahir, CFO
  - CFO operates from three streams of feedback
    - A survey is sent to directors and commissioners
    - A survey is sent to general EngSoc members
    - A feedback session is also held between the feedback committee and councilmembers
  - David Russo will be facilitating the session
  - All feedback is anonymous and will be written on separate, unpublished minutes
- *Motion:* Enter committee of the whole
  - *Mover:* Environment 2015
  - *Secunder:* Management 2018
- *Result:* Motion passes unopposed
- *Motion:* Enter into camera
  - *Mover:* Chem 2019
  - *Secunder:* Mech 2019
- *Result:* Motion passes unopposed

## 5.2. [I] Referendum Voting Information – Austin Boucinha ([cro.a@engsoc.uwaterloo.ca](mailto:cro.a@engsoc.uwaterloo.ca))

- *Speaking:* Austin Boucinha, CRO
  - E7 Referendum Update
    - Voting opens tomorrow
    - All members of EngSoc should be getting a personalized email, with a link to each member's ballot
  - Results will be published on November 10<sup>th</sup>
  - *Point of clarification:* Will EngSoc post referendum-related materials on Facebook and the EngSoc web site?
    - Yes, and a link to these pages will be provided on the information page before the ballot
    - A statement from the yes and no committees will be provided, as well as general information on the vote.
  - *Point of clarification:* Is there a concern over delays caused by Survey Monkey?
    - If anything goes wrong, there is an alternate plan in place
    - Polls close on November 10<sup>th</sup>, so there is time to allow voting
  - Get your classmates to vote! This is a big decision, and every vote counts
  - Also, if your classmates ask for information, let them know. You are the most informed voters in this referendum
  - If you can't find any information, contact the EngSoc president or the CRO
  - Do likewise for the FedS referendum

## 5.3. [I] Engineering Society Leadership Excellence Award – Kate De Bellis

- *Speaking:* Leila Meema-Coleman
  - Two awards are given out every term for leadership excellence, one of which is reserved for a first-year student
  - A lot of candidates were considered for this award. Keep up the good work, EngSoc!
  - The first year winner is, **Maya Dean!**
    - She has been very involved with Women in Engineering, STEM activities, and FIRST Robotics going back to her high school career!
    - Keep up the good work!
  - The upper year winner is, **David Birnbaum!**
    - Here is a man who needs no description.
    - From FOC to president to VP Finance to WEEF Director to Speaker, the amount of titles he has acquired can fill volumes
    - Congratulations, and keep up the good work!
  - These awards are open every term. The upper year award is given out every term, and the award for the incoming first-year is given out every fall

## 6. Executive Reports

**6.1. [I] President – Leila Meema-Coleman ([president.a@engsoc.uwaterloo.ca](mailto:president.a@engsoc.uwaterloo.ca))**

- *Speaking:* President A
  - Directorship applications for Spring 2015 open tomorrow
  - A Remembrance Day ceremony will be held at 10:50 on Tuesday in the SDC
  - If you are in class at that time, encourage your professor to have a moment of silence as well
  - P&P award presentations will happen after this meeting
  - Consequently, the food consumption will have to be a bit more quiet
  - Stick around and watch the presentations! They are quite funny, and interesting.
  - The executive review committee also held a town hall meeting, as well as a meeting with executives and commissioners, in order to review executive structure
  - The open townhall was not very well attended.
  - Contact the ERC if you have an opinion about the EngSoc executive structure

**6.2. [I] VP External – Heather Smith ([vpexternal.a@engsoc.uwaterloo.ca](mailto:vpexternal.a@engsoc.uwaterloo.ca))**

- *Speaking:* VP External
  - The Waterloo Engineering Competition (WEC) is being held this Friday from Friday evening to Saturday Afternoon
  - First-place winner in each category will win \$500, and the finalist will receive \$250
  - The first place team will also get a chance to compete at the Ontario Engineering Competition (OEC), held at Ryerson University
  - Spots are still open for the Consulting, Programming and Senior Design competitions until Friday
  - Applications are also open for the First Year Integration Conference
  - The Engineering Society of Laurentian University in Sudbury will be hosting this year's FYIC
  - This conference is open to all first-years, whether you are on co-op or not

**6.3. [I] VP Education – Joshua Kalpin ([vpeducation.a@engsoc.uwaterloo.ca](mailto:vpeducation.a@engsoc.uwaterloo.ca))**

- *Speaking:* VP Education
  - A lot of representatives should have taken part in a fall scheduling survey
  - Yesterday, a tentative calendar for next year's classes was passed
    - This calendar lists when exams begin and end, when classes begin and end, and other such matters
  - The survey was taken into account into the schedule that was passed
  - Classes are slated to start on September 14<sup>th</sup>
  - One Saturday class is scheduled for November 7<sup>th</sup>
  - Final exams will be held from December 8<sup>th</sup> to December 22<sup>nd</sup>
  - This schedule is currently pending Senate approval
  - Orientation week is unaffected next year

- Fall reading week will not be implemented next year. The earliest it can be implemented is Fall 2016
- For any questions, contact Josh
- There will be a cell phone tower built near HSB which is slated for completion in January
  - If you're with Rogers, expect better cell reception in some of the residences
- The email service is being migrated to the cloud. Expect a performance increase sometime soon
- Coop numbers are also in for the first round
  - More people are employed than last year
  - 1<sup>st</sup> year chem eng has difficulty finding co-op jobs
  - A meeting has been arranged to discuss an action plan to get chemical engineers employed
- However, everyone is doing better in co-op than last year.
- CECA will host talks about moving the job hunt into continuous round
- One more Waterloo Works Demo Day will be held on Monday
  - This is a good opportunity to see Waterloo Works (the JobMine replacement) in action
- The head of the WatPD committee is also calling for volunteers, for a focus group to discuss the PD20 course
- 1 person from each year is needed for next Thursday and Friday, in order to give feedback on PD20
  - Greg Anders (the author of this course) will be present as well

#### 6.4. [I] VP Internal – Puneet Natt ([vpinternal.a@engsoc.uwaterloo.ca](mailto:vpinternal.a@engsoc.uwaterloo.ca))

- *Speaking:* VP Internal
  - EngSoc Leadership hour will be held from 5:00 – 6:00.
    - This will consist of an information and Q&A session about commissioner and director positions
  - Commissioner applications are open, and directorship applications will open soon
  - Semi-formal has so far sold 242 tickets

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

- *Speaking:* VP Finance
  - Over the next 3 weeks, Novelties will be having a series of sales
  - Next week is scarf week, scarves will be sold at a discount
  - Also, the “How many days until IRS” shirts will be \$10 the week after. 4<sup>th</sup> years are encouraged to buy
  - The week after that, Novelties will have a 10% discount on toques
  - EngSocks have been ordered and are on the way as well
  - *Point of information:* When will onesies be arriving?
    - Next term
  - *Point of information:* When are sweatpants arriving?

- The design has been finalized, but they need to be ordered
- *Point of information:* When will purple hats be available?
- VP Finance is currently investigating the issue

## 7. Affiliate Reports

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

- *Speaking:* David Birnbaum
  - 42 proposals for WEEF funds were received
  - The budget meetings to consider allocations will be happening next week. Please remind your WEEF reps of this
  - Applicants are still being accepted for a seat on the WEEF Board of Directors. The next WEEF BOD meeting is in 2 weeks

### 7.2. [I] Senate – Allyson Francis ([allyson.francis@uwaterloo.ca](mailto:allyson.francis@uwaterloo.ca))

- *Speaking:* Allyson Francis
  - The referendum is happening in FedS
  - The next senate meeting is on the 17<sup>th</sup>
  - The 2015 class schedule will be debated during this meeting, but the fall reading week referendum will not, as the results will come in too late to make the agenda.
  - For more questions, contact [senate@engsoc.uwaterloo.ca](mailto:senate@engsoc.uwaterloo.ca)

### 7.3. [I] Iron Warrior – Leah Kristufek

- *Speaking:* Lucas Hudson
  - This weekend, the iron warrior will be in production. Come help out

### 7.4. [I] FedS Councillors – Julian Wang

- *Speaking:* David Birnbaum
  - There are no new updates
  - *Point of information:* If we don't get an email, where can we vote?
    - The link is [vote.feds.ca](http://vote.feds.ca)
- *Speaking:* Allyson Francis
  - Different student groups have been lobbying for a fall break
  - Now that the costs of the week have been solidified, Senate can consider implementing a fall reading break
  - The referendum revolves around getting 2 days off during the week in exchange for starting class on the Thursday of Orientation Week
  - There are a lot of pros and cons to the decision, but any decision will be passed to the Senate via FedS as a recommendation
  - Senate will then be free to do as they please with this decision, but they take referenda like this very seriously into consideration

### 7.5. [I] EngFOC – David B., Santiago G., Annamaria R., Jacob T. ([engfoc@uwaterloo.ca](mailto:engfoc@uwaterloo.ca))

- *Speaking:* David Birnbaum
  - The new FOC have been selected
  - Orientation leaders should also be getting an email about the new FOC selection



- Congratulations to the new FOC! They are:
  - Hannah Gautreau
  - Nicola Muzzin
  - Ben Morcos
  - Matthew Van Gennip
- Starting next meeting, the new FOC will talk about Orientation Week 2015
- The first family meeting is a little over 300 days away, so get ready to have fun!

**7.6. [I] Graduation Committee – Elizabeth F., Derek J. ([gradcomm2015@gmail.com](mailto:gradcomm2015@gmail.com))**

- *Speaking:* Elizabeth Foran
  - An information session will be held on Monday 6:00 – 7:00 pm in POETS, to elect a Gradcomm 2016
  - This session will also cover Gradcomm directorships

**8. Varia**

**8.1. How many days 4<sup>th</sup> years?**

- 93 days until IRS

**9. Adjournment of Meeting**

**9.1. Adjournment**

- *Motion:* Adjourn the meeting
  - *Mover:* Nano 2015
  - *Seconder:* Chem 2016
- *Result:* Motion passes unopposed
- *Meeting adjourned*

## Appendix A:

<b>Title</b>	People travel for coop
<b>Mover</b>	President A
<b>Seconder</b>	Nano 2018
<b>Spirit:</b>	To increase the number of proxies per person for the Joint General Meeting
<b>Whereas:</b>	Currently each member may hold maximum one proxy
<b>And</b>	The Joint General meeting is open to all students both on coop and in school

<b>Whereas:</b>	
<b>And Whereas:</b>	It may be difficult for students away on coop to find a member to proxy to
<b>BIRT:</b>	<p>By-Law 1, Chapter III, Section E be amended to read:</p> <p>Section E: Voting</p> <ol style="list-style-type: none"> <li>1. At each Joint General Meeting, each Member of the Society holds (1) vote.</li> <li>2. At each Term General Meeting, each On-Term Member of the Society holds one (1) vote.</li> <li>3. A Member may proxy their vote at a General Meeting to another member. <ol style="list-style-type: none"> <li>a. A method of proxy, approved by the Board of Directors, shall be defined in the notice of the meeting.</li> </ol> </li> <li>4. No member may hold more than one (1) proxy vote at a Term General Meeting.</li> <li>5. No member may hold more than two (2) proxies at a Joint General Meeting.</li> </ol>

## Appendix B:

<b>Title</b>	Mid-Term Actuals Update
<b>Mover</b>	VP Finance A
<b>Seconder</b>	Software 2018
<b>Spirit</b>	To approve the Society's mid-term actuals.
<b>WHEREAS</b>	Each term the Society passes an operating budget.
<b>AND WHEREAS</b>	EngSoc Council should be informed on the actual spending of the Society.
<b>BIRT:</b>	The Engineering Society A actuals as of November 2nd, 2014, be approved as presented.