

# UNIVERSITY OF WATERLOO ENGINEERING SOCIETY 'A'

## MINUTES FOR MEETING # 2 – FALL 2014

**Date:** October 1<sup>st</sup>, 2014

**Location:** CPH 3607

**Speaker:** David Birnbaum

**Secretary:** Michal Kononenko

**Attendees:**

<b>Cohort</b>	<b>Status</b>	<b>Cohort</b>	<b>Status</b>
1A Biomed	PV	2B Geo	PV
1A Civil	PV	2B Mech	PV
1A Chemical	PV	2B Tron	PV
1A ECE 1	PV	2B Systems	PV
1A ECE 2	PV	3B Civil	PV
1A ECE 3	PV	3B Chemical	PV
1A Enviro/Geo	A	3B ECE	PV
1A Management	PV	3B Management	PV
1A Mech 4-stream	PV	3B Mech	PV
1A Mech 8-stream	PV	3B Nano	A
1A Tron 4-stream	A	3B Software	PV
1A Tron 8-stream	PV	4A Chemical	A
1A Nano	PV	4A Enviro	PV
1A Software	PV (Arrived at 5:55 pm)	4A Geo	PV
1A Systems	PV	4A Mech	PV
2A Civil	PV	4A Tron	PV
2A Chemical	PV	4A Nano	PV
2A ECE	PV	4A Systems	PV
2A Management	PV	<i>President</i>	PV
2A Mech	PV	<i>VPF</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	PV	<i>Off-term president</i>	PV
2B ECE 2	A	<b>Total Votes</b>	<b>43/50</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: 43**

**Beginning of Engenda Items**

**1. Welcome/Call to Order**

**1.1. Welcome/ Call to Order**

- *Call to order pushed at discretion of chair, item 4.1 was deliberated first*
- *Meeting called to order at 6:15 pm, Quorum established*

**2. [D] Approval of Engenda**

**2.1. Approval of Engenda**

- *Motion: Approve the Engenda for Meeting #2*
  - *Mover: Mechanical 2018 4-stream*
  - *Seconder: Management 2018*
- *Motion passes unopposed*

**3. [D] Approval of Minutes**

**3.1. Approval of Minutes**

- *Motion: Approve the minutes for Meeting #1, Fall 2014*
  - *Mover: Chemical 2017*
  - *Seconder: VP Education*
- *Motion passes unopposed*

**4. New Business**

**4.1. [I] Federation of Students Executive**

- *Speaking: FedS executive*
  - *Speaking: Ben, VP Operations and Finance*
    - A branded marketing audit for FedS was completed, and results will be analyzed to determine better ways for FedS to communicate with students
    - A space audit on the SLC was also completed in the winter term. Based on this audit, FedS is rolling out a communications plan to communicate the results of the space audit, and welcoming student feedback
    - Focus this term will also be on volunteer and part-time staff training. Currently, there is no standardized training for students involved in FedS. By introducing a training program, it is hoped that students involved in FedS will be better ambassadors for the student union.
  - *Speaking: VP Education*
    - Fall Reading Break
      - With regard to the fall break, the VP Education is working to develop a plan that would work for the students and UW
      - There will be a referendum on the fall break happening from November 4<sup>th</sup> to November 6<sup>th</sup>
      - If the referendum passes, FedS will officially adopt the stance that students want a fall break, but the matter will have to be discussed before the Senate

- Consequently, it is not guaranteed that the Fall reading break will happen if the referendum passes, but it will be more likely
- Points of contact on the referendum are [vped@feds.ca](mailto:vped@feds.ca), or Allyson Francis
- Promotion of municipal and provincial elections
  - The advance poll date for the elections is October 8<sup>th</sup>. A copy of your lease and your ID is required if you wish to vote in the elections
  - There will also be a mayoral debate on October 7<sup>th</sup> in the SLC Great Hall
- *Point of clarification:* Vote eligibility of people in residence
  - If you are in residence, FedS will give out further information about voting procedures
  - You will be able to vote
- *Point of clarification:* Involvement in the referendum process
  - If you wish to get involved in the referendum, serving on the yes or no committee, send an email to [elections@feds.ca](mailto:elections@feds.ca)
  - There will be an info session if you wish to join the yes or no committee. Contact FedS for more information
- *Speaking:* FedS VP Internal
  - Focus this year will be on improving society relations via events similar to FEngSoc day
  - The VP is working to change the culture of how FedS interacts with faculty societies, and offer more flexible and useful support
  - Services offered include special funding for the events, or booking the Bomber
  - The VP is also working to add more multi-faith prayer space on campus
  - Student design teams and projects are also encouraged to seek funding from FedS as well
  - *Point of clarification:* Re-working the societies agreement
    - Over the past three weeks, the VP has met individually with faculty societies. He has meet with all societies except two
    - This October, at the Council of Societies Presidents, the societies agreement is up for renewal
    - A vote on any matters in the meeting that concern EngSoc will be brought before council
  - *Point of clarification:* Trade-off between prayer space and study space
    - Based on the space audit, FedS is working with plant ops to put tables in QNC and DC
    - FedS is creating a working group to discuss study space, which will connect with the space committee under the president's portfolio
- *Speaking:* FedS president

- Focus this term will be on improving student mental health and wellness. This campaign is expected to move from awareness to an action-oriented space.
- Action items will be implemented in accordance with the FedS mental health policy passed last winter
- President is also working to renegotiate an agreement with the university with the intent to increase transparency for the student services fee
- Recommendations from the previous term's governance review will also be implemented over the next 8 months
- Info session about FedS activities will be held on October 9<sup>th</sup>, 5:00 – 6:00 pm
- *Point of clarification:* Has the question for the referendum been decided?
  - Yes
- Come talk to FedS at any time in the FedS office for further inquiry

#### **4.2. [I] Reduce Executive Vote – Appendix C**

- *Reading of the Motion:*
- *Speaking:* President
  - Currently, the EngSoc executive hold 5 votes, and a few of them are also class reps
  - However, execs are typically one team, and generally have a consensus anyway when bringing motions
  - The percentage of votes that the exec can hold can be quite high when quorum is barely met, which goes against the mission of the council
  - While this has not happened, there is a potential for the EngSoc executives to vote against the interests of the council
  - Reducing the executive vote from five votes to one will give the council more voting power, and move the power structure closer to that of ESSCO

#### **4.3. [D] CFO Election – Appendix B**

- *Motion:* We love feedback!
  - *Reading of the motion*
  - *Mover:* President
  - *Seconder:* VP Education
  - *Speaking to Motion:* President
    - A Chief Feedback Officer is elected each term
    - This officer is responsible for gaining and reporting student feedback on EngSoc activities.
    - The CFO is responsible for feedback from three sources, the first of which is a council feedback session
    - This session will be held next meeting while EngSoc executives have withdrawn from the council chamber, allowing for feedback about council
    - The second source is a survey given to directors and commissioners

- The officer will be responsible for a general call for feedback to general members as well
- After the feedback has been obtained, the CFO will compile a final report, and the officer will hold the executive accountable for this feedback
- This is a semester-long commitment, but will not require much time, but some time may be needed reading the feedback
- *Speaking to Motion:* VP Education
  - It's a cool position
- *Motion:* Move into camera
  - *Mover:* ECE 2016
  - *Seconder:* Software 2019
- *Motion passes unopposed*
- *Motion:* Amend motion to include David Russo and Inzi Tahir as CFOs
  - *Mover:* Systems 2019
  - *Seconder:* Mechanical 2018
- *Motion passes unopposed*
- *Amended Motion Passes Unanimously*

## 5. Business Arising from the Minutes

### 5.1. [D] Sponsorship Committee Members – Appendix A

- *Motion:* It's another committee!
- *Speaking to motion:* VP Finance
  - The sponsorship budget this term is over \$9000
  - The process consists of applying for monetary sponsorship to VP Finance. The VP Finance and the sponsorship committee then deliberate on optimal funding allocation, and distribute funds on a reimbursement basis
  - This position consists of a 1 day commitment, consisting of listening to presentations for 1 to 2 hours, then a 1 to 2 hour meeting
  - Sponsorship committee hearings will take place on October 19, or October 26, depending on the committee's availability
  - *Motion:* Move into Camera
    - *Mover:* Mechatronics 2019
    - *Seconder:* Geological 2015
  - *Motion passes unanimously*
  - *Motion:* Amend the "It's another committee!" motion to include the names of the committee members,
    - 1. Victoria Debrincat
    - 2. Patricia Duong
    - 3. Lin Song
    - 4. Josh Kalpin
    - 5. Bonnie Cheung
    - 6. Jerry Bai
  - *Mover:* Chemical 2017
  - *Seconder:* Chemical 2016

- *Motion passes Unopposed*
- *Motion passes Unopposed*

## 5.2. [I] Executive Review Committee Update

- *Speaking: Adelle*
  - Executive review committee is currently looking at the workload and structure of executives, commissioners, and directors
  - This term, the executive review committee will be following up on the implementation of commissioners
  - The commissioner was implemented due to a recommendation of the Executive Review Committee, but the position has not yet been reviewed
  - The 5-point plan is as follows
    - Examine and review the documentation for executives, what their roles entail, and what jobs the executives are actually doing
    - Hold a meeting open to all EngSoc members sometime in November
    - Hold a feedback session with executives and commissioners to discuss the successes and shortcomings of the commissioner position
    - Contact external societies at the University of Waterloo, and across Canada, examining the structure of other faculty societies
    - Speak to MathSoc at the University of Waterloo, and review their executive structure

## 5.3. [I] P&P Nominations Round 1

- *Speaking: President*
  - P&P stands for the Paul & Paula Plummer Award, traditionally given to graduating students in the winter term
  - The award is given for great contributions to EngSoc, FOC, or the UW Engineering community in general
  - There will be a separate session for presentations. Anyone can be nominated for the award, but the honor traditionally goes to graduating 4<sup>th</sup> years
  - There will be nominations open today and next EngSoc meeting. The presentations for the award will follow shortly
  - If you nominate someone for the award, you will be doing the presentation to explain why your nominee deserves the award
  - Nominations for this meeting are
    - Annamaria Reda, nominated by Joe Kinsella
    - Santiago Gil, nominated by Sarbajoy Majumdar
    - Catherine Declaro, nominated by Joe Kinsella
    - Elizabeth Foran, nominated by Sarbajoy Majumdar
    - Christen Sperduti, nominated by Elizabeth Foran

## 6. Executive Reports

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

- *Speaking: President*
  - The President invited the FedS executives, and is seeking feedback about the experience

- A straw poll of council has expressed marginally positive support
- FedS is renewing its Societies Agreement. The president is working with the VP Finance to evaluate the current agreement.
- The president hopes to get an Engineering-specific agreement, due to the unique size and executive structure of EngSoc.
- If you wish to help with the agreement, or have an opinion, contact the President
- New Website is live-ish
  - The exam bank has not changed
  - The exam bank is still on the old website due to risk of losing the exam bank
- President also spoke to the Systems class as part of outreach to the Engineering Faculty. Systems now has an EngSoc board
- The EngSoc General Meeting is taking place on Wednesday, October 8<sup>th</sup>. Quorum is set at 50.
- This should be a brief meeting, but a bylaw will be proposed to add a diversity policy to EngSoc
- The Board of Directors held their first meeting, and BSoc has an open seat. Contact Leila if interested
- The Board approved new vendors, and approved budgets for EngSoc's corporate accounts

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

- *Speaking:* VP External
  - Charity Grilled Cheese has been moved from Mondays 11:30 – 1:30 to Mondays 12:30 – 2:30
  - Education outreach is having an event at the Museum on Saturday, talk to Ola or Devansh if interested
  - NCWIE (National Conference on Women in Engineering) is in Saskatoon on November 14 – 16. Applications are due this Friday
  - What's next conference is being held on Saturday, October 4, 2014

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

- *Speaking:* VP Education
  - JobMine update
    - JobMine will be running for winter term. Waterloo works will be starting in spring term due to lower number of applicants, in response to risk management
  - Career Fair
    - 7 employers are signed up. Event will be held on November 4<sup>th</sup>, 10:00 am – 5:00 pm
    - If you know any employers who are interested, please speak to VP Education
  - Academic Rep workshops went well

- VP Education has begun a campaign of meeting every program's academic representatives. Met with Chem representatives on Tuesday to gain a sense of student expectations for class, co-op, etcetera

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

- *Speaking:* VP Internal
  - First Year conference applications are out, speak to Puneet
  - Post secret week: many secrets were posted to impressive turnout, and councillors are available to counsel on mental health
  - VP Internal is setting up a meeting with all VP Internals on campus to plan events

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

- *Speaking:* VP Finance
  - Budgets are looking solid and money is coming in from FedS
  - 60 Coveralls were sold. 1 for every inch of the Tool, but less than were sold during last term
  - Novelties also has a bit more money, talk to Kevin McNamara if you have ideas about what swag novelties should get
  - Sponsorship applications are coming in, contact Kevin for more information and to submit funding proposals
  - VP Finance has secured sponsorship for First Year Conference, approximately \$3000. The VP is working on securing additional sponsorship

### **7. Affiliate Reports**

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

- *Speaking:* David Birnbaum
  - WEEF meeting happened yesterday, but attendance was low for reps not in 2015 or 2019
  - If reps are not around, a WEEF rep re-election will be run
  - WEEF proposals opened last Friday, with the deadline being November 4<sup>th</sup> or 5<sup>th</sup>
  - WEEF Funding proposal meetings are on November 10<sup>th</sup>, 11<sup>th</sup>, and 18<sup>th</sup>
  - Proposals are encouraged from all in the Engineering Faculty
  - Vacancy on WEEF Board of Directors
    - Once appointed to the board, the director stays on the board until graduation or stepping down
    - Consists of vision-oriented meetings for WEEF
  - A WEEF Webmaster and a WEEF Secretary are also needed, PHP experience is required for the Webmaster position. Contact David if interested
  - A new sign is also needed for the WEEF lab. Contact David to submit designs. There will be a \$50-100 prize for the winning design, and the sign will be up for approximately 10 years in front of the WEEF lab

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

- *Speaking:* Allyson Francis



- No meetings were held for Senate between this meeting and the last EngSoc meeting. The next meeting is on October 20<sup>th</sup>

**7.3. [I] Iron Warrior – Leah Kristufek ([theironwarrior@gmail.com](mailto:theironwarrior@gmail.com))**

- *Speaking:* Lucas Hudson
  - Iron Warrior meets every Tuesday at 5:30 pm in E2 2347
  - Focus this term will be on growing contributors as writers
  - Contact iron warrior at [iwarrior@uwaterloo.ca](mailto:iwarrior@uwaterloo.ca) as alternate email
  - The deadline for the next issue was on Friday, October 3, 2014
  - The next deadline will be three weeks from that date

**7.4. [I] FedS Councillors – Julian Wang ([j486wang@uwaterloo.ca](mailto:j486wang@uwaterloo.ca))**

- *Speaking:* Allen Wang
  - Last meeting happened on the Sunday before this meeting
  - A FedS general meeting will be held on October 22<sup>nd</sup>, in the SLC Great Hall
  - The university is currently working on a mobile version of Quest
  - If anything is needed in the SLC, let FedS know, and they will act based on reports from the space audit
  - There is a first-year committee on FedS. If you are interested in serving on this committee, speak to FedS
  - The Municipal election is coming up soon. The election date is far in October, however advance polls will be held at the University on October 8<sup>th</sup>
  - The referendum is also happening on November 4<sup>th</sup> to November 6<sup>th</sup>. The results of this referendum will go to the Senate, where the final decision about the fall reading break will happen
  - *Point of clarification:* What is the question for the referendum?
    - “Should classes start on the Thursday after Labour Day to allow for a fall reading break in the fall term?”
  - FedS will take on the results of this referendum as their stance on the issue

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

- *Speaking:* David Birnbaum
  - There will be an EngFoc info session on October 7<sup>th</sup>, at 5:30 pm in CPH 3607
  - Applications close on October 8<sup>th</sup>
  - After applications close, a new EngFoc will be selected. Leader applications will be handled by the new FOC

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

- *Speaking:* Elizabeth Foran
  - Super Smash Bros. will be available in POETS on Friday
  - The deadline for graduation photos has been extended to October 17<sup>th</sup>, let your classes know about this

**8. Varia**

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

- 129 days until IRS

**9. Adjournment of Meeting**

- **Motion: Adjourn**

- **Software 18**
- **Mech 18**
- **Meeting Adjourned**

## Appendix A:

<b>Title</b>	It's another committee
<b>Mover</b>	VP Finance A
<b>Second</b>	VP External A
<b>Spirit:</b>	To create the Fall 2014 Sponsorship Committee
<b>Whereas:</b>	A sponsorship committee is required to allocate the sponsorship portion of the budget for this term.
<b>BIRT:</b>	The committee membership shall be the following at large members: 1. Victoria Debrincat 2. Patricia 3. Lin 4. Josh Kalpin 5. Bonnie 6. Jerry

## Appendix B:

<b>Title</b>	We love feedback!
<b>Mover</b>	President A
<b>Second</b>	VP Education
<b>Spirit:</b>	To elect a Chief Feedback Officer for the Fall 2014 Term

<b>Whereas:</b>	The Society is actively seeking feedback from members
<b>And Whereas:</b>	A CFO is elected each A-Society term to facilitate the feedback process
<b>BIRT:</b>	The members listed below be ratified as the Fall 2014 Chief 1. David Russo 2. Inzi Tahir

## Appendix C:

<b>Title</b>	One team, one vote!
<b>Mover</b>	President A
<b>Second</b>	VP Internal
<b>Spirit:</b>	To reduce the number of votes Executive hold on council to one
<b>Whereas:</b>	Each of the Executive currently hold a vote in council
<b>And Whereas:</b>	Each of the Executive were elected to represent the same group of students
<b>BIRT:</b>	<p>Chapter VI: Council of By-Law 1 be modified to read:</p> <p>Section C: Privileges</p> <ol style="list-style-type: none"> <li>1. The following shall have the right to move motions, second motions and vote at Meetings of Council. Each shall receive exactly one vote:</li> <li>2. Each of the On-Term Executive Officers; <b>The On-Term Executive, to be exercised by the on-term President on behalf of their Executive team;</b></li> <li>3. Each of the On-Term Constituencies, to be exercised by the Class Representatives on behalf of their Constituency; and</li> <li>4. The Off-Term President.</li> <li>5. A Class Representative may proxy their Constituencies' vote, and an Executive Officer <b>the On-term President</b> may proxy his vote, to any On-Term Member provided they inform the Speaker at least one (1) day prior to the meeting.</li> <li>6. If no Class Representative for a given Constituency is present at a meeting of Council, the Speaker may appoint a person from the Constituency in question to vote on the Constituencies' behalf for the duration of the meeting.</li> </ol>