

**Engineering Society Board of Directors Meeting #3
November 16th, 2015**

1.0 Welcome and Call to Order

Call to order: 8:03pm

Present: Hannah Gautreau, Don Tu, Jack Shillinger, Diana Dickson, Jillian Adams, Pallavi Hukerikar, Patricia Duong, Alex Sterling, Suzy Patchett (Secretary, non-voting), Mary Bland (non-voting), Abdullah Barakat (non-voting)

Skype: Adelle Vickery, Soheil Koushan, Rachel Schachtler

Absent:

2.0 Approval of October 13th Minutes

Motion to approve October 13th meeting minutes as circulated

Mover: Hannah Gautreau

Second: Pallavi Hukerikar

Motion passes unanimously

3.0 Approval of Agenda

Motion to approve November 13th Agenda

Mover: Jack Shillinger

Second: Hannah Gautreau

Motion to move ECIF up to 4.0

Mover: Jillian Adams

Second: Hannah Gautreau

Motion passes unanimously

Motion passes unanimously

4.0 Engineers Can Improve Funds (Appendix A) - Don Tu

Four proposals, one of which doesn't have a cost submitted, so it will not be considered as we do not have a dollar figure to consider.

Upper year benches - no dollar sign. A good idea to have benches in the open courtyard of CPH for upper year students to meet with lower year students and impart their wisdom.

- Hannah: We just put a bench in the only place we were able to put the bench. We also have POETS for this purpose.
- Straw poll indicates no one is interested in the idea.
- This idea is not approved
- Pat: Do they get notified that their proposal is rejected?
- Don: once we decide, we will make the thing that is funded available for anyone to see.
- Should we give them tips on how they could improve next time?

Action item for Don - speak to those who are not funded and explain why.

This term we have 10 percent of our student fees, over \$10 000. Anything that is not spent this term will be rolled over until next term's ECIF.

We have more money than we have things to spend it on at the moment.

- Soheil: Wanted to ask if we did a good job of advertising for ECIF?
Don: It was on the mailing list and on the website, and it is advertised as always open.
Kieran: This will be discussed at a council meeting.
- Pat: Can BoD make announcements in council meetings?
Kieran: They can, normally Pres would.

Action item for Hannah: Announce ECIF.

Staplers to be installed next to the printers

- Mary: Where are the printers?
Diana: In all the engineering labs
- Hannah: Do we have authorization for putting these up?
We would have to ask plant ops
- Don: speaking to the feasibility would someone be responsible for caring for these staplers?
Pat: We could put a sign up to say ask at the Office if they need more staples
Jill: as staff, I don't really have time to run around to staplers.
- Soheil: Is there any such place on campus where people can staple things?
The WEEF office, though it's not always open. SLC at turnkey. Dana porter.
- Straw poll indicates no interest in idea

Electrical work at the desk for the Office.

- Pat: What isn't at the desk that needs to be there?
Mary: not to add anything, it is to make it better, Add more space, make the desk have different levels.
- Straw poll indicates everyone is okay with approving this.

Ordering new equipment for the CnD

- Mary: We just replaced a 20 year old fridge, we'd like to replace another 15 year old fridge. That way we can have the old one as a back up, as we don't have a backup fridge at the moment.
- \$3000 will get one fridge.
- This money will go to either a fridge or a soup counter. The soup counter will be provided by the CnD anyway.
- If this is approved the fridge can be in before the end of the year.
- Abdullah: Wasn't there the question about getting open concept fridges?
Mary: Yes, but that would be 8000 compared to 3000.
On the backburner for the time being.
- Straw poll indicates everyone is okay with this idea

Motion to allocate ECIF funding to the projects approved above

Mover: Hannah Gautreau

Seconder: Jillian Adams

Motion passes unanimously for ECIF funding as allocated.

5.0 Spending Update - Don Tu

- Kieran: Wasn't sent out initially, will be sent out to everyone now.

Income for General:

- Updated as of last thursday, the 12th.
- Not too much has changed since the last meeting
- Novelties has been doing particularly well, number is higher than would usually be expected.
- Reunion, conferences, has been a source of this income
- Some of the money is coveralls, and we haven't yet gotten billed for coveralls.

Expenses for General:

- Sponsorship is quite low because teams haven't come to be reimbursed yet.
- Although term by term numbers are sometimes off, over the course of a fiscal year they usually even out.
- Casual payroll hasn't gone out yet. October pay for staff hasn't come through yet
- A lot of money spent on conferences. Had to pay for flights for Next term.
- ECIF money hasn't been spent yet, and not a lot was allocated
- Iron warrior is good
- Novelties, not too much has been ordered, have been trying to get rid of novelties stuff.
- We sold coveralls at 75/80, they cost approximately that much to make in bulk. We don't make any money off that,
- Jack: For conferences we pay for next term, but our estimate doesn't work?
Don: We also had to pay for some stuff for this term last term.
Jill: Conferences are very awkward in the time that you pay for it
Don: If you add everything up it comes very close to the \$20000 we have for the fiscal year

ECIF:

- Soheil: It's 15% of our income?
Kieran: No, 15% of student fees in fall, 5% in winter and spring.
- If we wanted to take this to council, you would make a motion to take it to council for a vote.
- If we wanted to reallocate it to other things we could look into it
Jill: Important to keep in mind that in the spring term they won't have as much money so the rollover could be helpful
- Pat: Is it a conflict of interest if board members wanted to submit ECIF proposals
Kieran: If i took a straw poll and we were divided, we would do a formal vote and that member would not participate in the vote.

CnD:

- Again, payroll hasn't gone out.
- The amount of food we sell is linked to how much we buy, with 3 weeks of class and 2 weeks of exams Mary estimates that we will end up at 90000. We are on track to be where we want to be at the end of the term. Weekly sales should end up reflecting that.

- Pat: Freight ended up being 9\$?
Don: Some companies charge us to deliver the food.
Pat: It's consistently larger than what we expect, should we change that?
Don: In future it will just be included in the food purchase.

B-Soc Actuals:

- Didn't end up in the files that were sent out.

While waiting:

- The next meeting will not happen in December, it will happen in January because exams are a thing.

Action item to Kieran Send out doodle to plan January meeting sometime mid-late december.

B-Soc Actuals:

- Don: Sorry for the delay, we just got all of our money today.
- Student fees: Budgeted \$64000, actually got ~\$67000
- Office sales doing pretty well
- Mary will be billing B-soc fixed costs
- ECIF and sponsorship are closer to \$10000 each
- At the last meeting we passed a motion to spend more than \$10000 because we had money that rolled over, so for sponsorship we allocated about \$11000.
- Jill: Is there a reason we got so much more in student fees?
Don: We predicted based on how much we had last term, and we just happened to have more students and fewer request a refund.
- Pat: Will this be presented at the January meeting?
Don: I won't usually be brought back until May but if you would like me to I can come back.

Exec Discretionary:

- Don: I have not processed a VP finance bill that came up for about \$100, so that is missing. We are also expecting to fund the commissioner appreciation (the dean is funding directorship appreciation). Those two things should not end up being too much

Directorships:

- There haven't been any weird/unexpected amounts for directorship reimbursements. Since Santa Clause parade was cancelled, that money won't really be spent.
- Not entirely concrete because we are still waiting for reimbursement
- Pat: What's QEng?
Kieran: It's QueerEng, a liaison with Glow and to promote diversity.
- Pat: Carebear doesn't need a budget?
Kieran: There was no Carebear director.
- How much do companies pay for career fair: \$400 for a term or \$700 for both. It is split between A-soc and B-soc
Pat: We don't divide it by which employer attends which career fair?
Don: We divide it based on term, or if they are attending both that money will be split equally.
- Jill: Why does coffee house have no money?
Don: They did not submit a budget at the beginning of the term.

We spent \$70 dollars on coffee house

Don: What is the bylaw, are we not allowed to reimburse them or is it just bad?

Kieran: Christian has run this for 4 terms now, he should know to submit a budget

Adelle looked at it already: he can be reimbursed with permission from Teresa and Don.
F3 payment policy in bylaws.

6.0 Society Updates

This week's update:

Hannah:

- Made poets coordinator position, workshops position
- Hugely successful with mental health awareness, very good relationship with faculty
- Catered to a wide range of people this term (dungeons and dragons for example)
- Technical workshops and lan party were successful
- built up good relationship with res Living and learning committees
- Good relationship with FEDs this term
- Did not sign society's agreement at "meeting of society's presidents"

Adelle: It's because of the current society's agreement that FEDS is allowed to wait until the last minute to send money to the societies. The new agreement should iron that out, however FEDS would like to have more meetings before it is signed.

- Still working out kinks for business cards.

Jill: what's the thing with business cards

Hannah: we just started it, it just wasn't well advertised. you can have custom business card printed.

- Jill: What hasn't gone well this term?

Hannah: We know what events went poorly, so we are going to eliminate some of the old events.

- We got good feedback from council, and scheduling was a big one. We are going to talk to council again to figure out what's best to do for the feedback, and get more clarity.
- For example, we can tell more to council if we'd like to have meetings more.
- We are not here to have strong opinions, we are here to work for council.

Adelle:

- Working with Mary on plans for new CnD in E7.
- Looking for a new register for winter for the CnD
- Pushing for Rigidware to become more of a service rather than a store, so you can buy kits from rigidware (example, arduino) and they will run workshops. It will be under VP finance.
- Looking for more interfaculty events, such as semiformal or enghack
- Might be doing another work report survey, we want to take a work report stance .
Work report group didn't like the way we got our data, so we would like to work in conjunction with them so we can take an official stance as a society.
- Gordon Stublely is looking at changing course critiques. Focus group to be formed at future point to choose questions, there will be an academic rep meetings
- Pat: If course critiques are online will we no longer be doing any screening?

Adelle: There will still be screening because there will still be inappropriate comments, just do not know what that will look like at present time.

- Ongoing resume critiques throughout the term. Want to have a way for first years to contact people throughout continuous round if they need help.
- We're making rube goldberg more of an outreach events. going to pair with a 6th grade class who will help us put things together and plan things.
- Continuing Leila's work on the syllabus bank. looking at who owns course syllabi (university owns them based on policy 73). we need approval from some people. Pearl Sullivan is on leave so we now need to discuss this with Wayne Parker, and the new associate dean.
- Investigating remote attendance for annual general meeting to hopefully increase the number of people who can attend.
- We will be trying a different seating plan potentially, such as not having exec on stage in the lecture setting.

7.0 Adjournment

Motion to Adjourn

Mover: Pallavi Hukerikar

Secunder: Alex Sterling

Motion passes unanimously

Meeting Adjourned at 9:02 pm