

# UNIVERSITY OF WATERLOO ENGINEERING SOCIETY 'A'

## MINUTES FOR MEETING #4—SPRING 2015

**Date:** June 24<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	A	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	A	2A Chemical	A	2B ECE
PV	2B Management	PV	2B Mech	A	2B Nano
PV	2B Software				
Total					4/7
<b>3<sup>rd</sup> Year Classes</b>					
PV	3A Chemical	A	3A ECE 1	PV	3A ECE 2
PV	3A Enviro	A	3A Geo	PV	3A Mech
PV	3A Tron	A	3A Nano	PV	3A Systems
Total					6/9
<b>4<sup>th</sup> Year Classes</b>					
PV	4A Civil	PV	4A Chemical	PV	4A ECE 4 1
A	4A ECE 4 2	A	4A ECE 8	A	4A Management
PV	4A Mech	PV	4A Software		
Total					5/8
<b>Grand Total</b>					<b>22/37</b>
<b>Quorum Established</b>					<b>True</b>

### Legend:

Present	P
Present and Voting	PV
Absent	A

## Contents

Contents .....	2
1.0 Call to Order .....	3
2.0 [D] Approval of Agenda .....	3
3.0 [I] Booing of Executive .....	3
4.0 [D] Approval of Minutes .....	3
5.0 Business Arising From the Minutes.....	3
5.1 [I] ERC Committee Update.....	3
5.2 [I] Midterm Actuals Update .....	4
6.0 New Business.....	4
6.1 [D] Financial Practices Policy Updates – Appendix A.....	4
7.0 [I] Executive Reports .....	5
7.1 President – Leila Meema-Coleman (president.a@engsoc.uwaterloo.ca) .....	5
7.2 VP External – Heather Smith(vpexternal.a@engsoc.uwaterloo.ca) .....	6
7.3 VP Education – Joshua Kalpin(vpeducation.a@engsoc.uwaterloo.ca) .....	6
7.4 VP Finance – Kevin McNamara (vpfinance.a@engsoc.uwaterloo.ca).....	8
7.5 VP Internal – Adelle Vickery.....	8
8.0 [I] Director Reports.....	9
9.1 WEEF – David Birnbaum ( weef@uwaterloo.ca ) .....	9
9.2 Senate.....	9
9.3 FedS Councillors.....	9
9.4 EngFoc – Matt V.G., Ben M., Nicola M., Hannah G. (engfoc@uwaterloo.ca) .....	9
9.5 Graduation Committee -- Jill A., Kacie L. (gradcomm2016@gmail.com) .....	<b>Error!</b>
<b>Bookmark not defined.</b>	
9.0 Varia.....	9
10.0 Adjournment .....	9
Appendix A: Practice Makes Perfect .....	10
Appendix B: Teaching is good! .....	10
Appendix C: Election of a VP Internal.....	10
Appendix D: B B B Budget! .....	11
Appendix E: Execs Just Wanna Have Fuuuuun!.....	11

## **1.0 Call to Order**

- Meeting called to order on June 14<sup>th</sup>, 2015, at 5:30 pm

## **2.0 [D] Approval of Agenda**

- *Amendment:* Add 3.0, Booing of the Executive
  - *Mover:* Mech 2017
  - *Secunder:* Chem 2017
- *Speaking to Motion:* Mech 2017
  - The Executive has not dressed up as required by the motion passed in meeting 1
  - Gray is not a color of the rainbow
- *Speaking to Motion:* Exec
  - I'm definitely wearing blue
- *Vote:*
  - 11 for
  - 2 against
  - 3 abstentions
- *Result:*
  - Motion passes
- *Motion:* To approve the agenda for this meeting
  - *Mover:* Nano 2018
  - *Secunder:* Enviro 2017
- *Result:*
  - One opposed
  - Engenda is approved

## **3.0 [I] Booing of Executive**

- *Boooooo*

## **4.0 [D] Approval of Minutes**

- *Motion:* Table the approval of the minutes to meeting #5
  - *Mover:* Mech 2018
  - *Secunder:* Mech 2017
- *Result:*
  - Motion passes unanimously

## **5.0 Business Arising From the Minutes**

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

- *Speaking:* Exec
  - All news have been sent out in the ERC update
  - A lot of ERC motions will be presented at JAGM
  - If you have any questions, please ask the ERC at JAGM.
  - If you don't have any questions, please still come to JAGM

## 5.2 [I] Midterm Actuals Update

- *Speaking: Exec*
  - Student fees were lower than expected, however not significantly
  - Payroll has decreased this term since we don't have as much part time staff as on other terms
  - ECIF is 5% of received fees as required
  - Sponsorship is capped at \$5000
  - Exec Discretionary
    - VPF went over budget
    - VPX is under budget
  - EngSoc Goes to Pride appears to have made money. We have received sponsorship from the Dean, but have not yet spent most of the money, so it will result in being close to budget.
  - Negative amounts are ticket sales for events that have not yet happened.
  - TalEng is over budget because HST was not included in the estimates for event costs.
  - We have also received our full fees for the term Feds.

## 6.0 New Business

### 6.1 [D] Financial Practices Policy Updates – Appendix A

- *Reading of the Motion by Speaker*
- *Motion: Appendix A*
  - *Mover: Exec*
  - *Seconder: Mech 2018*
  - *Speaking to Motion: Exec*
    - This motion will codify all financial best practices currently followed by the executive, and put them into the policy manual
    - This motion will keep a record of signing authority as well, so that EngSoc is aware of who is authorized to give out expenses
    - Ensures that things that we are currently doing will be codified in the governing documents
  - *Question: Has this been passed on BSoc?*
    - No
  - *Question: Why are we not passing it in JAGM?*
    - This is non-urgent, and the JAGM agenda is already full.
    - It was felt that a minor policy change such as this would add to an already significant agenda for JAGM
    - This can wait until the next term when BSoc will vote on it
  - *Question: Who has signing authority?*
    - For ASoc and BSoc accounts, the society's respective President and one VP of the society that is not the VP Finance hold signing authority

- Since the VP Finance is in charge of writing the cheque, it would create a conflict of interest if the VP Finance would also sign off on the check
- For Board accounts, the on-term President and the Vice-President Finance hold signing authority
- *Result:*
  - Motion passes unanimously

## 7.0 [I] Executive Reports

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

- The Joint Annual General Meeting is a joint meeting with both societies, where each member of EngSoc (that is, all engineering students who have not had their EngSoc fee refunded) are eligible to vote
- Furthermore, each EngSoc member can hold up to two proxy votes, voting in place of another member on both members' consent
- Board of Directors
  - The Board of Directors will also be elected at this meeting for the year
  - Board runs everything council does not, and provides oversight on executive action
  - Deals with back-end items like managing accounts, running the appeals process for elections, and running ECIF
  - 4 spots are available for at-large members on ASoc and 4 spots are available for at-large BSoc members
  - If you are unable to attend JAGM and wish to run for board, a statement can be read out on your behalf
- A motion will also be presented to remove term general meetings
- A motion will also be presented to increase the EngSoc student fee by the Consumer Price Index
  - It is good practice to do this every year as pegging the EngSoc student fee to inflation allows EngSoc to retain the same buying power on a year-over-year basis
- A motion will also be presented to name an honorary member
  - The name of the member will be announced at JAGM
- A motion will also be presented to approve changes to the executive structure based on the recommendations proposed by the Executive Review Committee
- JAGM offers an opportunity for the EngSoc executive to interact with at-large members, and provides a lot of freedom to amend bylaws.
- Anything passed at JAGM will be a focus of this and the future EngSoc administration for the year

- Council Review committee will be approved at JAGM. This will run similarly to the Executive Review Committee, with the task of evaluating and recommending changes to Council procedure, with a year-long mandate
- Quorum is 50 people including proxies
- *Question:* Where can we find information relating board and stuff?
  - On the website

## 7.2 VP External – Heather Smith([vpexternal.a@engsoc.uwaterloo.ca](mailto:vpexternal.a@engsoc.uwaterloo.ca))

- WEC is happening soon
  - 4 teams sign up for junior, senior, consulting, and programming
  - Have the rest of the night to work on the project and present solution
  - Cash prizes are available, as well as the opportunity to advance to higher levels of engineering competitions
- Pride is happening this Sunday. Tickets are on sale in the Orifice, and are good for food, giveaways, and an opportunity to march in the parade
- *Question:* Is it true that people who are currently in 2B cannot sign up for junior design?
  - Yes. By the time that OEC will come around, 2Bs that signed up for junior design will be 3As, and so will not qualify to enter into the contest
  - It is best if 2Bs sign up for senior design
- *Question:* Has the time been moved for senior programming?
  - Yes. Stay tuned for updates.

## 7.3 VP Education – Joshua Kalpin([vpeducation.a@engsoc.uwaterloo.ca](mailto:vpeducation.a@engsoc.uwaterloo.ca))

- CECA wants to know what data you would like to know about co-op
  - *Question:* Is this just about jobs?
    - No. Other CECA statistics would be available.
  - *Question:* Would it be possible to get the ranking numbers?
    - Yes. Aggregate statistics in terms of percent of applications that got matched will be available
  - The list of suggested statistics are
    - How long the company has been hiring through JobMine
    - Whether the job is paid or whether it is a volunteer position
    - How many companies are only ranking one student, vs how many are providing a spread of rankings to different students
    - How many companies are cancelling their offers after hiring a student
    - Average work evaluation grades given to students
      - This statistic could prove vulnerable to misuse, serving as a justification for receiving a particular work evaluation score
      - CECA has been cracking down on work evaluations, looking for more honest evaluations over the term

- Percentage of applications that get an interview
  - Jobs that get cancelled if they hire someone from another school
  - If students go to information sessions that get hired
    - That's a harder statistic to measure, as attendance at information sessions is tough to track, and those figures are not readily available
  - Percent of people per faculty that get jobs per round
    - That's already online
    - There is a site that lets you look up employment numbers on CECA
  - A breakdown of employment statistics by program and round
- Employment Meeting on Monday,
  - Employment numbers are up for Chem, but are down for first-year Mech
- CECA Data Usage
  - The question was asked as to how CECA uses the data it collects
  - Used mainly for evaluation purposes of programs, and not analyzed deeply
  - CECA has formed a set of working groups to address the issue of data collection, analytics, and availability
- BETS program
  - New initiative that lets students rotate about three or four companies during their co-op experience
  - The aim of the program is to connect the university to local companies, and to match students to jobs in these small startups in a more stable way
  - This program will be targeted primarily for ECE and Software engineering students, as many local companies are involved in these fields, especially small companies
  - However, this system can be adapted for municipalities, matching Chem, Civil, Enviro and Geo students with jobs in municipalities
- Education Advisory Committee for FedS
  - This committee is seeking to establish a student charter of rights, and is seeking feedback on this idea
  - The proposed rights are
    - Quality of teaching
    - Not risking accreditation of programs
  - *Question:* Has admin said anything about this?
    - No. Not much has been shared about this initiative with the university.
  - It has been suggested that this charter be taken to referendum once it is complete

- The idea may be short-sighted due to the administration not being required to honor this agreement
- Faculty undergraduate studies meeting
  - Another work term report change
  - Going out to all students this week
  - Gathering general feedback on work term reports
  - Want to get some data as to what is being changed
  - This is being sent to everyone, but option exists for 0 work term reports done
  - Nano is coming through this meeting, lot of support on it
  - Idea is that they would have a first draft due at the beginning of the term, and the final draft would be due at end of term
  - *Question:* What happens if first draft is missed?
    - Unknown, current thinking is that you fail the course

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

- Got the rest of the money from FedS
- The audit is currently in progress as well. Last year's auditor report will be available at the JAGM, where EngSoc will motion to ratify the report.
- USBs are still on sale in Novelties
  - If we don't sell 75-80 USBs, we likely won't place an order
- Onesies, only supplier we found is too expensive

#### **7.5 VP Internal – Adelle Vickery**

- Lot of stuff happening, see list of events for events happening
- Currently working with Jeff Gulbranson to improve the scholarship bank
- Nominations will be held next week for VP External and VP Education
  - Since no candidates ran for these positions, a by-election will be held for these positions
  - Nomination forms will be available in the Orifice
- Commissioner applications for Winter 2016 open next Wednesday
- Semi-formal
  - The event is coming up in 3-4 weeks
  - As this is one of the bigger events, as much help is needed as can be gotten to advertise
  - Semi will be bigger and better than ever
  - We teamed up with SciSoc, and our target is 400 students
  - On the sheet provided is a list of information
  - A photo booth will be provided, as well as a chocolate fountain
  - The budget is very flexible
    - A sliding scale has been implemented with multiple budget options for the event
    - Early bird tickets are sold out next Tuesday



- *Question:* Is science selling tickets as well?
  - EngSoc is currently in communication with SciSoc to discuss details of ticket sales.
- The event is formally open to all faculties and all ages
- Since SciSoc and EngSoc are big student bodies, it was decided that this event should be held across the two faculties.
- The event is being held at Turret Nightclub
- *Question:* When is it?
  - Saturday, July 18<sup>th</sup>
  - It is hoped that this date would allow off-term students to also arrive

## 8.0 [I] Director Reports

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

- The new WEEF director is Eric Shi
- WEEF proposals due on June 30<sup>th</sup>

### 9.2 Senate

- Few items in the last Senate meeting affected Engineering
- Computer Science approved a minor
- Engineering is right where they want to be with admissions

### 9.3 FedS Councillors

- FedS councillors were invited to this meeting, but have no updates to give
- Run for FedS council in the winter

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

- Leader fees are due by Summer Leader Retreat
- The PayPal account to pay the leader fee is available on the EngFoc web site
- Table will be set up on summer leader retreat so you can pay in cash
- *Question:* How come leader retreat starts so early?
  - Tradition
  - That's how we always do it

## 9.0 Varia

- Everyone class rep should have gotten an email about EngSoc. If not, please speak to Leila so you can get on the mailing list
- How many days 'till IRS?
  - 227 days 'till IRS!

## 10.0 Adjournment

*Meeting adjourned at 6:20 pm*

### Appendix A: Practice Makes Perfect

Motion:	
Title:	Leadership is good!
Mover:	Executive
Second:	Mech 2017
Spirit:	To fill the seats of the Leadership Award Committee
Whereas:	There are two at large seats available for the leadership award committee
BIRT:	The two students at large be: 1) Pat 2) Joanna

### Appendix B: Teaching is good!

Motion:	
Title:	Teaching is good!
Mover:	Executive
Second:	ECE 2019
Spirit:	To fill the seats of the Teaching Award Committee
Whereas:	There are two at large seats for the teaching award committee
BIRT:	The two students at large be: 1) Eric 2) Lin

### Appendix C: Election of a VP Internal

Motion:	
Title:	Election of a VP Internal
Mover:	Executive
Second:	Mech 2018
Spirit:	To fill the vacant VP Internal position
Whereas:	The previously serving VP Internal has resigned
And Whereas:	It is the second term of the executive term, a general election will not be held
And Whereas:	Council needs to elect a candidate to serve as VP Internal for the remainder of the current executive term
BIRT:	The following person be ratified to serve as VP Internal starting immediately and until August 31, 2015: 1) Adelle Vickery

#### **Appendix D: B B B Budget!**

Motion:	
Title:	B B B Budget!
Mover:	Executive
Seconder:	Nano 2018
Spirit:	To adopt an operating budget for the Spring 2015 term
Whereas:	The VP Finance has received budget requests from all of the event directors this term
And Whereas:	The society must operate with a budget each term
BIRT:	The budget be adopted as distributed

#### **Appendix E: Execs Just Wanna Have Fuuuuun!**

Motion:	
Title:	Execs Just Wanna Have Fuuuuun!
Mover:	Mechanical 2018
Seconder:	Management 2018
Spirit:	To show that the Engineering Society Executive Team is friendly, approachable and fun
Whereas:	The Executives may seem intimidating to some members of council due to their position of power
And Whereas:	The Executives aim to present themselves as approachable and open to speaking to any and all members of council
BIRT:	At each of the upcoming council meetings (including the Joint Annual General Meeting), the Executives and the speaker shall dress themselves up using props from the orifice to show that they are fun and friendly
BIFRT:	Should an executive or the speaker fail to dress themselves up, the council may boo them as necessary, and the council will then be responsible for dressing the offending member at the next meeting.