

# **UNIVERSITY OF WATERLOO ENGINEERING SOCIETY 'A'**

## **Meeting #2 – Spring 2015**

**Date:** May 27, 2015

[D] = Decision (Will require a vote)

**Location:** CPH 3607

[I] = Information (No vote required)

### **1.0 Call to Order**

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

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

### **4.0 Business**

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

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

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

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

**4.5 [I] ERC Committee Update**

### **5.0 [I] Executive Reports**

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

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

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

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

**5.5 [I] VP Internal – David Birnbaum** ([vpinternal.a@engsoc.uwaterloo.ca](mailto:vpinternal.a@engsoc.uwaterloo.ca))

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

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

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

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

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

### **7.0 Varia**

**7.1 How many days 'til IRS?**

### **8.0 Adjournment**

## Appendix A:

Motion	
Title:	Sponsoring is good!
Mover:	Executive
Seconder:	
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:	<p>The committee membership shall be the following at large members:</p> <ol style="list-style-type: none"> <li>1. _____</li> <li>2. _____</li> <li>3. _____</li> <li>4. _____</li> <li>5. _____</li> <li>6. _____</li> </ol>

## Appendix B:

<b>Title</b>	Invest in Board
<b>Mover</b>	Executive
<b>Seconder</b>	
<b>Spirit</b>	Make ECIF allocation a responsibility of the Board of Directors
<b>WHEREAS:</b>	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
<b>AND WHEREAS:</b>	There has been an increase in the number of Engineering Society committees, and at this point it would make sense to consolidate wherever possible
<b>AND WHEREAS:</b>	The Board of Directors has reached a consensus that supports their adoption of the powers and responsibilities of the ECIF committee
<b>BIRT:</b>	<p>The Engineering Society Policy Manual, Section I: Financial Policies, Sub-section F-4: Engineering Society Capital Improvements Fund Policy, shall be amended as follows:</p> <p>A. Purpose</p> <ol style="list-style-type: none"> <li>1. The purpose of the Engineering Society Capital Improvements Fund (the Fund) is to support lasting capital improvements to student space and services in the Engineering Faculty.</li> <li>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</li> </ol>

Sections F of this policy):

- a. Fifteen Percent (15%) in the Fall Term; and
- b. Five Percent (5%) in the Winter Term and Spring Term.

B. Accountability

1. In order to ensure proper accountability, the authority of administering the Fund is delegated to the ~~Committee~~ Board of Directors, ~~which is as~~ outlined in Section C of this policy.
2. A report shall be made to Council each term outlining the status of the Fund.

C. ~~Engineering Society Capital Improvements Fund Committee (the Committee)~~The Board of Directors

1. The powers of the ~~Committee~~ Board of Directors are as follows:
  - a. The ~~Committee~~ Board of Directors shall be responsible for receiving funding proposals and allocating funds each term.
2. ~~The Capital Improvements Fund Committee is composed of:~~
  - a. ~~The On Term Vice President Finance, who will act as Chair and vote only in the case of a tie;~~
  - b. ~~The Off Term Vice President Finance or their delegate, as assigned by the Off Term Vice President Finance;~~
  - c. ~~The Business Manager;~~
  - d. ~~Two At Large Student Members of Society A (as laid out in C.3);~~  
~~and~~
  - e. ~~Two At Large Student Members of Society B (as laid out in C.3).~~
3. ~~Choosing The At Large Student Members~~
  - 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.~~
  - b. ~~At Large Student Members shall serve as Committee members until April 30<sup>th</sup> of the calendar year following their appointment.~~
  - 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.~~

D. Fund Structure

1. Each term, funding shall be allocated from the budget to the Fund according to section A.2 of this policy.
2. The Fund:
  - i) Will be composed of the student fee contributions for the given term;

	<p>ii) Is the amount that must be allocated to present or future 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 Corporate Manager 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:

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.
BIRT:	<p>The A-Society representatives shall be the following at large members:</p> <p>7. _____</p> <p>8. _____</p>