



Chair	Matt McLean
Secretary	Allyson Francis
Expected Attendees	Leila Meema-Coleman, Sarbajoy Majumdar, Kevin McNamara, Abdullah Barakat, Allyson Francis, Andrew Svoboda, Shale Craig (Call in), Cody Bechberger, Don Tu (Call in)
Excused Absences	Victoria Debrincat

Engineering Society Board of Directors Meeting Minutes

January 25th 2015

1.0 Welcome and Call to Order

Speaking: *Chair*

The meeting was called to order at 3:10pm

2.0 Ratification of the Chair

Motion: Ratify Matt McLean as Chair for Winter 2015

Mover: Kevin McNamara

Seconder: Abdullah Barakat

Motion passes unanimously

3.0 Ratification of the Secretary

Motion: Ratify Allyson as Secretary for the meeting of January 25th 2015

Mover: Leila Meema-Coleman

Seconder: Abdullah Barakat

Motion passes unanimously

4.0 Approval of Agenda

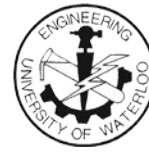
● **Discussion:**

- Meema-Coleman: Would like to add in-camera discussion as per what we discussed last meeting
- Francis: Would we have it be a part of an in-camera session at the end of the meeting?
- Svoboda: Do we need to specify that?
- Meema-Coleman: Doesn't have to be in-camera, just would like to discuss some items

Motion: Approve the agenda as amended to include item 8.0 Discussion and renumbered accordingly

Mover: Cody Bechberger

Seconder: Andrew Svoboda



Motion passes unanimously

5.0 Fall 2014 Actuals Update

Speaking: *Kevin McNamara*

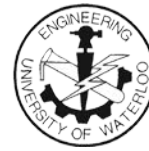
- It was a pretty good term
- What was budgeted for in the Capital account last term is the same here in actuals update, because the account was closed and moved to General
- ECIF will appear in General account from now on
- Corporate account budgeted for a full year, going well. Ad revenue coming in. Paid for The Book, yearbook, etc. Will round out by the end of the fiscal year if we continue at this rate.
- General account major differences:
 - C&D portion of Mary's salary was not paid out because the summer term was low on income and we wanted to wait until we had more
 - First Year Conference revenue was good, good sponsorship turnout, all funds covered
 - IW Advertising Revenue coming in
 - Novelties did well
 - Ridgidware had a slow start but expected to pick up, was not budgeted for because we weren't sure how it would go
- Things that are above budget:
 - Bar services we didn't budget for but it was ordered for GradComm and they will reimburse us
 - Conferences and casual payroll ended up being a bit more than overall budget but it shouldn't cause any problems for the Society's finances
 - Directorships paid to UW out of General account
 - Equipment and IW under budget
 - Novelties was close but under what we projected
 - A & B Societies both paid for O-Week
 - Payroll was close to budgeted amount
 - Photocopies came in under but they bill is differently than how we budget
 - Dean paid for Ridgidware
- Overall total was in the negative but a lot of money that was spent was income from another term, so this budget does not reflect that term's income but the accounts overall are in good shape
- *Discussion:*
 - C&D Sales were a bit slower than normal for fall but we just bought less food to stay within the budget overall
 - Mary's payroll did not come out of the account which can be seen here in this budget, that will be dealt with this term
- No other questions



6.0 Approval of Winter 2015 Budgets

Speaking: *Kevin McNamara*

- Corporate is yearly, it was approved last term
- Capital account doesn't exist (ECIF appears in General account)
- General budget is reflective of previous actuals, very standard
- Increased as necessary for wage increases
- Payroll is higher but that is because of Mary's payout
- *Discussion:*
 - Craig: Why is payroll doubled in the Fall vs Winter? 6k to 13k
 - McNamara: Wanted to try to build back up, the General account has money and Mary will be paid either way so we wanted to hold out a bit
 - Craig: This is reasonable
- C&D Budget, should be a busy term
- Mary looking to get a new cash register to make it easier to track our inventory, we have a lot of variety and it is hard to keep track. Moving forward with E7 considerations we want a better POS system. There is a team in Management that is putting something together using a tablet to be first implemented in Ridgidware, will adopt for C&D as well if it is effective
- Equipment is left in the budget for Mary, we are getting Pepsi this term and switching Powerade for Gatorade so we will need fridges and other initiatives led by Mary
- *Discussion:*
 - Svododa: How much do we put away for E7?
 - McNamara: Whatever surplus we have
 - Svododa: Is there a financial plan?
 - McNamara: We are in the process of making one but we don't know exactly what we will have to pay for yet
 - Meema-Coleman: WEEF also gives us money each term for E7
 - Majumdar: Why does payroll increase with respect to previous year?
 - McNamara: It is not set in stone, Mary will likely look to hire more C&D help for initiatives but it is subject to change as requirements change, this is just an estimate
- At the end of this year, we will have our first full set of budget and actuals for all accounts, will be sitting down in late April to look at what needs to be done moving forward and what can be changed from this year to make improvements. We will need to figure out how to work so that we aren't losing money, such as getting rid of food allowances for employees. Will need to examine this year's data to determine changes for next year.
- Tu: Leaves call temporarily, meeting proceeds
- *Discussion:*
 - Svoboda: Why did the price of the phone service go up?
 - McNamara: Rate likely has increased.



- No further discussion

Motion: Approve budgets as presented

Mover: Kevin McNamara

Seconder: Abdullah Barakat

Motion passes unanimously (Tu abstains as he is absent)

7.0 Update on Board Procedure

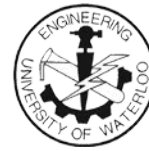
Speaking: *Matt McLean*

- Tu: Returns to call
- Should we go through it today in detail or take some time to look at it
- *Discussion:*
 - Meema-Coleman: We did not prepare to speak to this at this meeting
 - McLean: We will need some time to look at it then
 - Craig: Would like to sit down with Presidents and VP Finances
 - Meema-Coleman: Kevin is the one who did the actuals, and Allyson is in Waterloo, they can meet with you
 - Svoboda: Why is the off-term VP Finance presenting the actuals?
 - Meema-Coleman: Because he is coincidentally on Board and he prepared them in the format Feds prefers so he can speak to them
 - McNamara: Mary primarily made them anyways
 - Svoboda: Moving forward will the on-term VP Finance be more involved?
 - Meema-Coleman: We can invite the VP Finance if they are not on Board but with Kevin already being on Board this just makes sense right now
 - McLean: So Shale will meet Kevin and Allyson before the next meeting
 - Craig: No other comments

8.0 Discussion

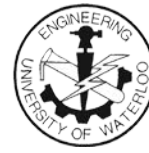
Speaking: *Leila Meema-Coleman*

- With the start of GRC a lot of changes were put in and the Joint General Meeting is the obvious place to make these changes, ie. Chair's eligibility if they are also on Board
- Currently going through documents to see what contradicts and what we can potentially look at adopting as changes this Spring
- I'm making a doc to go over these changes as Board to get a group consensus going forward to the Joint General meeting
- Another more controversial point, moving forward do we want people who are graduating to serve on Board? Something to think about since they leave after 8 months in the position
- *Discussion:*



- Craig: Surprised that the Board term doesn't start at the beginning of the Spring Term
- Svoboda: Fourth Years are still students, they will just have to give up their seat at the end
- Meema-Coleman: That could be a significant reason to not have them serve on Board
- Svoboda: Disagrees that that should be the main reason
- Meema-Coleman: To address Shale's concern, it is because it is set up to elect people at the Joint General Meeting in the Spring
- McLean: What can we do to replace this term's Fourth Years? Can it be done at the B Society General Meeting?
- Meema-Coleman: Can't unless Board then ratifies them, currently Board accepts applications to the vacant seats based on the principle of allowing A Soc input
- McLean: Still putting out options
- Svoboda: Do we not have A and B seats?
- Meema-Coleman: Yes, we could have council fill a vacancy but still have too many months of a vacancy
- Barakat: Like this term's vacancy?
- Meema-Coleman: Currently people can run for Board, have Board ratify them, and then run for reelection with a stronger case, which is a concern. Minimizing the number of vacancies is best. Term failures and resigning are less likely to happen than a Fourth Year graduating.
- Svoboda: The problem still exists though, not allowing Fourth Years to run is a bandaid solution, the problem still persists
- Meema-Coleman: It is different than running for Board with the intention of leaving after 8 months
- Meema-Coleman: Can people just stay on Board past graduation?
- Svoboda: Can we do that?
- Meema-Coleman: Lifetime members, we can just extend membership privileges to allow Board members to finish their terms. This is precedented in other Societies (ESSCO, Feds, etc)
- Svoboda: Much better solution than arbitrarily excluding Fourth Years from being eligible
- Meema-Coleman: I like it, more things to think about. Will bring forward on behalf of GRC, changes to the governing documents to fit the updated procedures that Board would like to follow
- McLean: What is the input you need from Board?
- Meema-Coleman: I will write them and bring them forward at a Board meeting as drafts so Board can speak to them before they are presented
- McLean: Any additional comments from the attendees calling in?

October 26, 2014



WATERLOO
ENGINEERING SOCIETY

- No other comments

Motion: Move to in-camera session

Mover: Shale Craig

Seconder: ?

● *Discussion:*

- Craig: Would like to move into camera for consistency's sake, as we discussed at previous meetings
- Svoboda: Is it necessary to do this each meeting?
- Tu: What about President updates at meetings?
- Meema-Coleman and Francis: We did them at the end of last term and they are the same for this term
- Svoboda: It isn't good to move in-camera if we don't have anything to say
- Craig: It would be good to someday be able to take minutes on all discussion but for now we should continue to make use of in-camera sessions
- Svoboda: It is less transparent to move into camera when we don't have things to discuss
- McNamara: Let's not go into camera unless we have something specific to discuss so that students don't think we are having discussions when we aren't
- McLean: Calls the question

All opposed. Svoboda noted as opposed. Tu noted as an abstention.
Motion fails.

9.0 Adjournment

Motion: Adjourn the meeting at 3:53pm

Mover: Kevin McNamara

Seconder: Andrew Svoboda

Motion passes unanimously