

---

# ENGSOB BOARD MEETING #7

May 15<sup>th</sup>, 2016

Chair: Kieran Broekhoven

Secretary: Sarah Martin

Attendance:

Present and Voting: Adelle Vickery, Hannah Gautreau, Rachael Schachtler, Diana Dickson, Soheil Koushan, Alex Sterling, Pallavi Hukerikar, Jillian Adams

Present: Don Tu, Jeff Gulbranson

## 1.0 WELCOME AND CALL TO ORDER

**Time:** 5:17pm

Quorum established: 7 of 10 voting members are present and voting

## 2.0 APPROVAL OF THE MARCH 21<sup>ST</sup> MINUTES

**Motion:** To approve the minutes from the last board meeting dated March 21<sup>st</sup>, 2016

**Mover:** Hannah Gautreau

**Second:** Alex Sterling

**Result:** Motion Passes

## 3.0 ADD APPROVAL OF THE AGENDA TO THE AGENDA

**Motion:** To add the approval of the agenda to the agenda

**Mover:** Adelle Vickery

**Second:** Hannah Gautreau

**Result:** Motion Passes

## 4.0 APPROVAL OF THE AGENDA

**Motion:** To approve the May 15<sup>th</sup> agenda

**Mover:** Hannah Gautreau

**Second:** Adelle Vickery

- **Motion:** Move the JAGM Remote Attendance Discussion to before the Spending Update
- **Mover:** Adelle Vickery
- **Second:** Hannah Gautreau
- **Mover Comments:** Jeff has an engagement after this meeting. It would be ideal for him to be present for the discussion. We should hold this discussion first.
- **Result:** Motion Passes

**Result:** Motion Passes

## 5.0 JAGM REMOTE ATTENDANCE DISCUSSION

- Jeff Gulbranson is included in the discussion

- In order for JAGM to work, remote attendees need not only video conferencing software, but also to be able to follow Robert's rules
- This discussion outlines the proposal for how to allow remote attendance
- We can combine commercially available video conferencing software (BlueJeans) with Jeff's custom software to allow participants to raise their hands or vote
- There would be some restrictions on who can use it, for instance: only off term members, members who have paid their fees for their last academic term, remote attendees may not hold proxies, attendees must register two days ahead of time
- Written ballots, for instance for board elections, would be conducted through survey monkey
- A moderator could be present to ensure people who are attending remotely get fair representation, depending on the comfort of the speaker
- The aim is to avoid taking this to council until we have a better grasp on how it works. We would like approval to use this in 2016 as a trial. Then, based on feedback it could be improved and approved by council
- **Q:** Will people need to download anything to use this software?
- **A:** No, it will be a website only, no download required
- **Q:** Can someone remotely attending run for board?
- **A:** Yes. At the moment people can run for board without attending. This will still be possible, same as before.
- **Q:** Does only the person running the meeting have access to all the people who are joining in?
- **A:** They'll email and say I want to attend remotely. Only those who signed up ahead of time can access. It is similar to proxying a vote in this respect.
- **Q:** Who at the meeting is responsible for the system?
- **A:** This year there will be a moderator. Most likely it will be Jeff. This potential can be worked into the documents moving forwards. May not need a moderator in the future as people can raise and lower their hand independently. The necessity of a moderator would likely depend on the speaker's experience.
- **Q:** Since this isn't an approved method of attendance in our docs, how does this count this year?
- **A:** It's not explicitly disallowed. It's analogous to Pres or VP Academic sitting on committees and voting by email. Remote attendees should be allowed to count to quorum. Generally things are allowed unless it is explicitly stated otherwise.

## 6.0 REVIEW OF THE PROCEDURE DOCUMENT

- Notice things that need to be changed for the next board
- This group is called the board
- The procedure document goes with the other governing documents which also contain information about the board's function
- Chair responsible for arranging and running the meetings
- Secretary takes minutes at the meetings
- Board members show up, discuss and vote on agenda items
- Presidents also publish minutes and keep track of the governing documents
- Board meets once per month, excluding exam months
- The agenda for a meeting is distributed ten days prior to the meeting
- The chair appointed by off term president, and their term lasts September 1<sup>st</sup> to August 31<sup>st</sup>. It is possible to have a replacement chair for four months if the chair is on co-op.
- The secretary is appointed each four months, and is chosen by the on term president

- The board is responsible for appointing a new director if a vacancy happens
- Changes to this document can be made at JAGM or by the board

## 7.0 SPENDING UPDATE

- B-Society Budget from Fall 2015
  - More money came in than anticipated
  - A large number of directorships didn't spend all of their money
  - Made around \$12,000 over the course of the term which isn't great
  - Will talk with the A-Society VP Finance to spend the money on a large capital purchase
  - Suggestion to put the money towards the new CnD which will be in E7
- Fiscal Year Budget Package
  - As of the Winter 2016, the 2015-2016 fiscal year has ended
  - GradComm donated for a new cash register in the CnD. The money hasn't been spent yet, but will be soon
  - B-Society paid into the Spring 2016 ECIF from the Fall 2015 budget because they didn't have enough proposals to allocate all of the money
  - There was a prof who bought components through RigidWare
  - The year was estimated at \$275,000, and came out to \$269,000
- Expenses
  - Bank charges were as budgeted
  - Bar services were required at a few more events than expected, especially in the winter
  - Cable was charged for fall and spring in the spring, then a credit was received for winter
  - Casual payroll was lower as there weren't as many people working in the office
  - Conferences money flows at different times \$20,000 spent mostly in the fall. \$5000 more than budgeted especially because of FYELC
  - There was no budget for equipment but some CnD equipment had to be replaced
  - Spent more on postage than expected
  - Same for repairs and replacing items
- CnD
  - GradComm 2016 donated for a new cash register
  - CnD making less sales than expected, Mary is looking into buying less food
  - Fuel was more expensive than budgeted
  - Repairs and capital expenditure have \$300 budgeted per term. Spent \$1500 in the winter for the steel frame and soup counter
  - Payroll in the winter was less because people weren't working as often
  - Management payroll depends on how many hours Mary spends on CnD. She put in less hours than expected so less of her payment came from the CnD account
- Revise the template to add the actual actuals for the end of the year

## 8.0 JAGM MOTION APPROVAL

**Motion:** Let's Have a JAGM

**Mover:** Hannah Gautreau

**Secunder:** Adelle Vickery

**Mover Comments:** Everything apart from CRC is self-explanatory and required by the governing documents

**Secunder Comments:** Approving what is being presented at JAGM not the structure change

- In the BIFFRT clause of the Engineering Society Fee Increase motion, the reference to executive should be replaced by Off-Term VP Finance
- Instead of each class having a vote, each year will have a rep and each program will have a rep
- Program reps and year reps would be elected at a general election alongside the executive
- First year reps would be elected before the first council meeting in the fall term
- At council meetings, only representatives, executives, and Mary have speaking rights. However, any member can attend. A representative can pass their speaking rights to someone else, for example a commissioner talking about an upcoming initiative
- There will be a full report released one month before JAGM
- To increase accountability, each representative needs to hold one town hall for their constituency for each academic term that they are in office
- Attendance at meetings will be mandatory for representatives. After two unexcused absences, the council can vote to impeach the representative. A representative's constituents can also impeach their representative through a motion to council

**Result:** Motion Passes on the condition of the change to the Engineering Society Fee Increase motion outlined above

## 9.0 ADJOURNMENT

**Motion:** Adjourn the May Board Meeting

**Mover:** Hannah Gautreau

**Secunder:** Jillian Adams

**Result:** Motion Passes, Alex Sterling abstains