

EngSoc Board Meeting F16-

November 23, 2016

Chair: Rachael Schachtler

Secretary: Adelle Vickery

Present and voting: Ian Holstead, Brian Howe, Adelle Vickery, Jeff Gulbronson, Awn Duqoum, Sarah Martin, Steven Jia, Megan Emily Town, Clarisse Schneider

Remote and voting: Rachel Malevich

Present and not voting: Abdullah Barakat, Katie Arnold

Absent:

1.0 Welcome and Call to Order

Time: 7:04pm

Quorum met.

2.0 Approval of Minutes (Vote)

September:

Moved: Sarah Martin

Seconded: Jeff Gulbronson

Motion passes.

October

Moved: Steven Jia

Seconded: Sarah Martin

Motion passes.

3.0 Approval of the Agenda (Vote)

Moved: Brian Howe

Seconded: Jeff Gulbronson

4.0 Spending update

AB: as per Clarisse's request, not changed items are highlighted in yellow

General revenue

- Higher ECIF b/c more student fees. 15% of student fees
- Sold a lot of coveralls
- IW has more advertisers
- Yearbook revenue, not where we projected, but still have next term to get more adverts
- Error: Sponsorships is 10k, not scholarship
- SLEF refunded us for the orifice desk
- SJ: what is SLEF
 - o AB: The Student Life Endowment Fund. Kind of like ECIF but run through Feds

General expenses

- Haven't actually paid for coveralls yet. Haven't received the invoice.
- Higher novelties expenses offset by the higher revenue
- Conferences: haven't paid for Congress yet.
- ECIF and Sponsorship, people just haven't requested reimbursement for the entire amount yet

C&D

- Things are lower than budgeted because we're not through the term yet.
- BH: What is the structure for Debit charges?
 - o AB: don't know, will ask Mary
- SJ: If this is a new thing that is going to be recurring, should it not be its own item?
 - o AB: Yeah, maybe
- JG: Other expenses should be broken down a little more, if possible. It's really hard to look at finances, not knowing what we're looking at.
 - o AB: some of them are things that are not known, some of them are
 - o AV: consensus seems to be that if things are known, they should be broken down to be their own item

5.0 ECIF:

BH has conflict because one of the submissions is his. Board requested he leave for discussion of his proposal

Discussion on BH's submission: matts for under table in POETS

- JG: We have a lot of money to distribute, this is pretty insignificant cost-wise so we should support it
- CS: Point of personal privilege: remote attendees cannot hear discussion. Turn laptop to face the Director that is speaking

AD: How much money do we have to allocate?

AB: \$10476.53

SJ: What is the process for allocating?

AB: Board will review and discuss all proposals and decide if we want to support each of them. At the end of the list, we will total what we agreed we would support. If the total is more than available, we will discuss what to decrease funding for. If the total is less than available, we will discuss what to increase.

Strawpoll on mats: positive

BH returns to discussion

Discussion on shredder:

- AV: After discussing this with Mary Bland, we agreed that more money is required than the proposal is for. The requested amount would get a basic under-desk shredder that won't be able to handle the volume done in the orifice. MB suggested \$1000-\$1500 based on the model used in the first year office.
- BH: Couldn't we just use a shredding service on campus?
 - o AV: Currently we either bring our documents to the first year office and use theirs or we go through central stores. Neither is ideal for us.
- SJ: How much space would it take up? Where would it go?

- AV: With the new orifice layout, and with other changes MB is making between terms, we are confident there will be room behind the desk
- JG: \$1000 is a lot for a shredder. Doesn't think it's necessary
 - SM: If they don't use the full amount allotted, it would get rolled back in in the Spring term
 - BH: It's not good practice to allocate money hoping that the amount won't be spent
 - JG: Proposing changing allocation to the range \$500-\$1000

Discussion on Poets fridge:

- AB: Mary said that it used to get really gross and was not taken care of
- BH: Was POETS manager and can confirm that. Directors would leave leftover food after their events.
- Strawpoll: negative

Discussion on bagel cutter for C&D:

- AB: Mary said she does not have any room for it in the shop, and that we can't put it in POETS because it would not be taken care of
- JG: Maybe hold off until E7 is complete if it's a space issue
- Strawpoll: negative

Discussion on bike-repair station:

- AB: Mary supports this, and wants to add a pump/gauge as well
- BH: What's wrong with the current one?
 - AB: Usual wear and tear
- BH: Anything missing or stolen?
 - AB: No just needs replacing because it's old and broken, really
- JG: I think this is a question of recurring costs. If this breaks again, does EngSoc cover the repair or would ECIF have to keep funding it every few years?
- BH: Instead, could it be a more portable system that you book out of the Orifice?
 - AV: There is a space concern. Where would it go in the Orifice?
 - SJ: Would only be available for booking out during Orifice hours, not on evenings or weekends. It wouldn't be really accessible to students.
 - AD: That would likely involve multiple tools that would be difficult to keep track of
- JG: There are other repair stations on campus. Why do we need one?
 - AV: There is another of everything we do on campus. ECIF is supposed to improve engineering spaces
- Strawpoll: positive

Discussion on projectors:

- CS: Suggests telling student to ask the Math Endowment Fund since DC is controlled by Math Faculty
- BH: Is this for rent or sign out?
 - MT: I think they're for booking out
 - IH: For working with groups and sharing screens
 - SJ: Students can book projectors through Feds
- Strawpoll: Negative

Discussion on board games:

- AB: Mary said that ECIF has allocated for board games before. Would suggest approving \$400, as that's what has been done in the past
- BH: Where would they go?
 - AV: Mary is going to be clearing out the board games over the break and during the winter term. All puzzles are going to be either sold or donated so a lot of room will be freed up
- KA: Didn't want to put in BSoc budget because they will be available to all students
- RM: Do we know that we don't already have these?
 - KA: directors can be told to confirm before purchasing any
- JG: Suggesting lower than \$400. Would like to see more utilization of what we do have (through better advertising for example) before throwing money at it
 - BH: Board games are expensive, and it might not be well utilized because the games are either boring or cannot be completed between classes
- SJ: Would like to increase to \$500 for the reasons BH mentioned
- CS: Would we be able to fund the total amount over multiple terms? It would force the directors to focus on better games first and try to grow the interest

Discussion on Fridge

- JG: the fridge is making very bad noises, can confirm is dying.
- BH: Are these fridges made for retail? We seem to be replacing fridges quite often.
 - AV: Over time, we've been replacing ones that need to be. This is one of the last really old ones. They shouldn't need to be replaced again for a while. In the E7 C&D, the layout and space we're given will allow us to use back-filling fridges that will last longer

Discussion on Ridgidware:

- Out of ECIF/Board scope
- Strawpoll: negative

Discussion on E7 C&D:

- BH: Is all the funding falling on EngSoc?
 - AB: The Dean is currently not supporting it financially. It's up to EngSoc to find funding
- JG: What are the chances of us reaching our goal?
 - RS: We don't need all the money to open and start working
 - BH: Disagrees. Would need to pay staff and for food deliveries, so would need to be operational to make money for those.
 - AD: WEEF will have a lot more money to allocate soon, since it's almost done funding E5
 - AV: There is also a buffer in the C&D account that can be used to cover aspects
 - JG: Board needs more numbers and budget information when discussing funding E7 C&D in the future
- KA: Current state, based on earlier discussion is \$5727.72 for other proposals, leaving \$4748.80 for the E7 C&D
 - CS: Would we consider full funding for the bike repair stand?
 - AV: Mary said we don't need \$2000. Only \$700 would be required.
 - BH: Pump shouldn't go outside

- JG: Could we compromise by fixing the stand but have the pump be booked out of the Orifice?
 - AV: Would need to bring back to Mary about logistics
- BH: Would support either. Would like to fund it and Mary can purchase based on her opinion of storage

RS: The final allocation, based on Board discussion is as follows:

Item	Allocation
POETS mats	\$30
Shredder	\$1000
Bike Station	\$700
Board Games	\$500
Fridge (C&D)	\$3500
E7 C&D	\$4746.53

Mover: Adelle Vickery

Secunder: Jeff Gulbranson

Motion Passes

6.0 Role of Board:

JG: Board had a great conversation at October meeting. This is just going to be discussion on the presented process. This will require addition into the Board Policy manual, which we can pass ourselves later, but it needs to be tied into the constitution too, which needs approval on both councils.

- AD: Does that mean it has to be brought to Joint Annual General Meeting?
 - JG: No. It could be done on the individual councils

JG: We agreed that inclusion of the business manager is allowed.

BH: There is confusion around the role of chair when there is no conflict of interest. As written, doesn't seem like a per person case.

- JG: Will fix the wording

IH: When would this meeting happen?

- JG: Would be a special meeting
- IH: The wording of "one week" makes it seem like it's a long process. I always saw it as an "as soon as possible" situation
- BH: Maybe we should just leave the scheduling to the Chair

BH: Define "moderate" in the document. There are two options: moderate discussion between parties with no feedback, or lead a negotiation.

- RS: Could we define as both? Chair would lead the discussion, but Board would provide feedback

MT: What happens if Chair has conflict?

- RS: Chair gives no feedback, so would it matter?
- BH: What happens on Board normally if there's no Chair?
 - AV: On-term president would fill in

- BH: In that case, Board could nominate another moderating chair from the directors

BH: Only comment on section D is that we should specify what executive officers we're talking about. It seems unclear.

- AD: Any executive officer should be able to send other executive for arbitration
- People generally want to discuss that further as there is contention among Directors. Discuss in January meeting. Document will be updated prior.

7.0 C&D Coffee Cards

- AD: Coffee is too cheap for debit. Talked to Mary about the idea. She has some concerns.
- RS: Mary emailed saying she's supportive, but would need time to work out logistics.
- JG: Would increase C&D profit
- BH: Would cut down time in line
- Strawpoll – positive

8.0 President Update

Rachel Malevich: BSOC

- Planning is going good. Budget and date requests are currently happening
- Big thing is new communication guidelines
 - Two sections. Intersociety, and to the students
- Council room is booked
- Initiatives
 - Most of what we're doing is going to be a surprise
 - AV: That is not in line with the purpose of this agenda item. Board is supposed to be given the opportunity to give feedback on initiatives
 - Licenced OTs
 - Going through the Dean's office
 - JG: Which OT
 - KA: talked to Mary about doing it for BOT
 - JG: High risk event?
 - KA: Yes, so no first years
 - Working on cute ways to get more people involved in EngSoc. Hardhat decorating. Hype videos. Integrating EngSoc into the department lunches, making the orifice more awesome by having a mural competition.
 - AB: would the mural need to be approved by both societies?
 - JG: who would approve what goes up?
 - RM: Councils would approve design, Mary, Plant ops to approve if it's actually put up
- AV: When is the calendar be released?
 - Talk to Chelsea
- Integrating mates, going well. Interviewing candidates in the next couple weeks. Going to be a good transition for ASOC to implement in the spring.
 - Two days of training, fully certified trainers.
 - JG: How many applicants

- Trial this term. Aimed to get 10. Got 6. Looking to get more as it grows
- Professional Development
 - Adelle and director team.
 - Move over online resources from ASOC
 - Partnering with Google
- Elections
 - Working to use vote.feds.ca for future elections
 - IH: there are also problems with feds services.
- Looking to replace Rachael for the winter term

Abdullah Barakat (ASOC)

- Got elected very recently. Doesn't have a full list of goals, but we have main ones
- VPSL
 - More interfaculty events
 - Collaborate with WiE to work on including more diversity. Tailor events to be more diverse.
- VPA
 - Exam bank expansion
 - Ongoing critiques continues
 - Connecting reps from programs
- COMMS
 - Better social media presence
 - Delegate selection committee
- VPOF
 - Novelties pre-orders
 - Design contests
 - Expand student deals (boardwalk)
- President
 - Class rep accountability
 - MATES
 - Work with VPA to work with departments to improve/expand services.
- Overall
 - Communication and collaboration
 - Class rep accountability
 - AV: How?
 - Do something when class reps miss council
 - JG: We do that now. What else?
 - SJ: "how to council" sessions
- JG: Something that would be useful would be to have the executive give OKRs at the beginning of the term and update regularly. That would help with accountability. Even more important for Council.
 - BH: Concern is that objectives change frequently.
 - JG: could be flexible

AD: Updates in writing would be very useful too

9.0 Adjournment

Mover: Sarah Martin

Seconder: Steven Jia

Passes unanimously.