



MEETING #3 –SPRING 2017 ENGENDA
WEDNESDAY JUNE 21ST, 2017 – CPH 3607

- [D] = Decision (Will Require Vote)
[I] = Information (No Vote Required)
1. **Call to Order & Godiva's Hymn**
 2. **[D] Approval of the Engenda**
 3. **[D] Approval of Minutes**
 4. **[I] Coop 2.0 Discussion – Guest Speaker**
 5. **[I] Executive Updates (Appendix A)**
 - 5.1. [I] President – Abdullah Barakat (president.a@engsoc.uwaterloo.ca)
 - 5.2. [I] VP Communications – Steven Jia (vpcomm.a@engsoc.uwaterloo.ca)
 - 5.3. [I] VP Academic – Patricia Duong (vpacademic.a@engsoc.uwaterloo.ca)
 - 5.4. [I] VP Operations and Finance – Michael Beauchemin (vpfinance.a@engsoc.uwaterloo.ca)
 - 5.5. [I] VP Student Life – Mariko Shimoda (vpstudentlife.a@engsoc.uwaterloo.ca)
 6. **Business**
 - 6.1. [I] Open Floor Discussion
 - 6.2. [D] Feedback makes things better! – CFO Election (App. B)
 - 6.3. [D] Let's commit as a community to continue this commendable committee (Appointing a Delegate Selection Committee) (App. C)
 - 6.4. [D] Shake It Off (App. D)
 - 6.5. [D] There's Money in Them Teams [Sponsorship allocations S17] (App. E)
 - 6.6. [I] Midterm Spending Update (App. F)
 - 6.7. [I] Director Updates
 7. **[I] Director & Affiliate Reports**
 - 7.1. [I] WEEF – Sarah McCurdy (weef@uwaterloo.ca)
 - 7.2. [I] The Iron Warrior (iwarrior@uwaterloo.ca)
 - 7.3. [I] Senate – Grant Mitchell (gwmitche@edu.uwaterloo.ca)
 - 7.4. [I] FEDS Councillors
 - 7.5. [I] EngFOC – Daniadele LeSauvachtler (engfoc@uwaterloo.ca)
 - 7.6. [I] MATES – Awn Duqoum (mentalhealth.a@engsoc.uwaterloo.ca)
 - 7.7. [I] GradComm - Jeffran Levy-Harvey (uwgradcomm@gmail.com)
 - 7.8. [I] Other.
 8. **Varia**
 - 8.1. How many days 'til IRS?
 9. **Adjournment**

If you have any questions or concerns, please contact
Awn Duqoum (speaker.a@engsoc.uwaterloo.ca)

APPENDIX A – Executive Updates

President- Abdullah Barakat

President.a@engsoc.uwaterloo.ca

Executive Update

Hey Council! Here are my updates since last meeting:

- **JAGM IS HAPPENING!** Saturday June 24th, 5 pm, RCH 101, DINNER will be provided, **GET 2 PROXIES!**
- **Commissioner applications** for winter 2018 are open! Apply! <http://bit.ly/EngsocCommW18>
- The **Tool's 50th Birthday** was a major success, great turnout and great hype.
- Discussions are on-going with **Catering Services** with regards to the plan for the continual licensing of POETS, and what the plan is for OTs moving forward
- I will be assisting with **International Orientation**, which is a 3 day event before O-Week to help incoming international students get settled to their new environment
- The **Tool's Birthday Scavenger Hunt** is still happening! Earn yourself an awesome patch, shirt or even one of the RARE purple hardhats before **Engineering Day** (July 14th)! Participate by going to bit.ly/SCUNT_S17
- **Sub-Societies** discussion is underway, met with CESS and NESS to determine how EngSoc will work to support them moving forward
- MSA (Muslim Student Association) has reached out to collaborate on a **Charity Fun Run** to support an Plan International (Canada)

Goals Update

Growing the Society

	Reaching out to Departments – Reached out to Christine Moresoli (Associate Dean Co-op Education & Professional Affairs & Professor) and Peter Douglas (Associate Dean Undergraduate Studies)
	Revamping Council – Have been working with Awn to change up the way council operates, and will be changing things as the term goes on
	MATES – Will be working towards advocating for space in Engineering for MATES, as well as creating a succession plan moving forward

Procedures and Documentation

	BOX – Restructured the central documents system for EngSoc, categorizing everything and creating a guideline for where to find all documents
	Transition Documents – Updated all existing transition documents
	FEDS and COPS – Have started working with the FEDS Executive on how to improve the procedures of their council, and the transparency of how they distribute information

Miscellaneous

	Engineering Spirit – Tool's Birthday was a success! And Engineering Day logistics planning is underway, and it'll be happening on July 14 th from 11 – 1 in the CPH Courtyard
	Orientation Week – Finished off action plans for O-Week, Rachel and I are working with FOC to determine how EngSoc will be involved in Orientation Week in a greater capacity. I will be involved in International Orientation this coming Fall!

VP Communications – Steven Jia

vpcomm.a@engsoc.uwaterloo.ca

Executive Update

Hello Council! Hope midterms went/are going well and you're enjoying the term so far. We're already at our 3rd Council meeting. Wow, time flies! Here are my updates:

- **ESSCO AGM 2017:** This conference happened from June 1-4 and was hosted by us. Our conference report is almost done and blog posts from the delegates are up (link below). I interviewed many conference attendees over the course of the conference and will have the video up soon as well. On the policy side of things, I worked with VP Externals from McMaster and Western as well as Céline to make improvements to how ESSCO handles OEC and conference bidding. Everything we pushed for either passed at AGM plenary or will be discussed by ESSCO Council at PM 2017.
- **Snapchat geofilter design contest:** It's come to a close and we'll be announcing the results at a future Council meeting (probably the last one?).
- **Exec update videos:** These have dropped in frequency due to midterm season, but we'll be ramping it back up. New videos are going to be themed to keep things interesting!

Goals Update

Internal Communication

	Communication Survey – The 4 VP Comms from both Societies met last weekend to discuss insights from the survey. I'll be compiling the report and we'll be doing a brief presentation on the results at JAGM.
	Communication Guidelines – These have been revamped, approved by both Societies, and are available on our website under "Documents" --> "Miscellaneous".
	Increase Relevance and Outreach – The Snapchat filter contest is over and we'll be announcing the results at a future meeting. Exec update videos are still happening!
	Portal Societies Widget – The Feds VP Internal has been trying to reach the appropriate authorities in SSO/IST but so far has had no luck. In the meantime, I will start gathering input for what features you would like to see in the widget.

Conference Transparency & Take-Back

	Make Conference Delegation Selection Fairer & More Transparent – Submitted the JAGM motion to update the policy manual and we'll be selecting our new at-large members of the Delegate Selection Committee at this Council meeting.
	Increase Value of Conference Take-Back – Surveyed AGM delegates for take-back ideas and will be updating the ideas bank I've started. Blogs are up at www.uwengconferences.ca/blog and we're putting an article in the Iron Warrior too! Most of the conference report is done – just waiting on Melissa to compile it. Conference video will be up soon too (if it hasn't already by the time you read this).

Miscellaneous

	Transition Document – The B-Soc VP Comms have a pretty comprehensive transition document already, so I'll be adding WEC/OEC/CEC/WMC-related info and other advice I've found useful over my term to it by early August.
--	--

VP Academic - Pat Duong

vpacademic.a@engsoc.uwaterloo.ca

Office hours: Fri 11:30am-1:30pm

Executive Update

Hi Council, lots of things still going on this term under my portfolio

- **LAST CALL: Teaching Awards** – Nominate profs/lecturers/lab instructors

<http://bit.ly/TeachingAwardS17>

- **CECA** – poll council: Frequency of communication and topics of interest?
- **Exam Bank** – please send old midterms to exambank@engsoc.uwaterloo.ca for P^5 points!!!
- **Resume Rescue (Online Critiques)** – WE NEED VOLUNTEERS for our online service
- **MATES** – Want to talk to a peer supporter: office hours M-F 8:30-4:30 at Needles Hall 2nd floor
- **MHA** – Got something to get off your chest? Post secret anonymously here: <http://bit.ly/PostSecretS17>

also if you're interested in being part of the blog <https://medium.com/@UWEngSocMHA>, email Awn at engsocmha@gmail.com

Goals Update

WaterlooWorks

	Ensure engineering students have adequate resources for a smooth transition Timeline: Beginning of term (during first round) FIND CECA's Feedback Response: https://uwaterloo.ca/co-operative-education/waterlooworks-news/waterlooworks-feedback-response/
	Collect engineering student feedback using a survey → also include Chrome ext. Timeline: TO OPEN JUNE 26 – JULY 14
	Have a representative from WaterlooWorks attend an EngSoc meeting Timeline: Middle of term (the third or fourth meeting)

Meetings/Initiatives

	Update Council regarding the state of Co-op 2.0 at the end of Winter 2017 → Meeting in June, Flexible Work Term Pilot (F17) + developing Research Certificate Timeline: Meetings #1&2
	Get a Co-op 2.0 representative to answer questions at a council meeting Timeline: Meetings #3 → they RSVPed! 😊
	Academic/Co-op Meetings: Keep Students updated with concerns through a minimum of 1 post per month at https://www.facebook.com/UWEngSocVPA/ Timeline: Ongoing

Miscellaneous

	Teaching Awards: Create a transition document on committee procedures/timelines Timeline: July
	Advertise MATES services and support Engineering MATES through advocacy Timeline: Ongoing
	WatPD Survey: Results Summary → Meeting on June 26 th with the committee Sub-goal: push for 1-3 actionable items Timeline: before the end of term

VP Operations and Finance – Michael Beauchemin

vpfinance.a@engsoc.uwaterloo.ca

Executive Update

Hey Council! Here are my updates since last meeting:

- FEDS has given us a bunch of money!
- **Raspberry Pis** are in and we have some extras in RidgidWare
- Got back the Tool Bottle-opening keychain quote. It would come out to probably \$15.00 per keychain, so unless everyone has some major desire for it, we likely won't bring it in.
- Matt is amazing and fixed the projector for us!!
- **Square** is coming to **Novelties** this week! Look for a fire sale end of June/ beginning of July
- Sold 17 pairs of coveralls, expect them late June/early July
- Sponsorship happened! We allocated many, but not all, monies (stay tuned for more info)
- **POETS sleepover** is this weekend, it's an easy place to stick around and be ready for **SLR and JAGM** on Saturday
- The Wii is working and the Projector is fixed! Expect to see some **Smash Bros** this Tuesday from 3-7 :D
- **POETS** will be **licensed** again next week (Thursday, June 29th). Please let your classes know

Goals Update

POETS

Events in POETS – Bar Services again next week. Last night we had a functional Wii in POETS for games night, and it went well (hopefully)

Student Deals

New Student Deals – Reaching out to local bookstores, local farmers' markets/fresh food opportunities, Bao Sandwich Bar, and Abe and Erb. Sex shops already have student deals without needing the EngSoc sticker, so go wild, kids. Instead of a sex shop we will be approaching the next best thing for a deal – Urban Bricks pizza. If you have other recommendations, corner me after the meeting

Sponsorship/ECIF

Website – Only update remaining to be done for now is the Novelties UI update. Check the Finance Tab on the website for the fruits of our other labours

Novelties

Competitions – The Novelties directors have closed patch design submissions and have opened. Last term's winning patch was "I was a non-consensual WaterlooWorks Beta Tester". Submit your design and you could win 5 free patches!

VP Student Life - Mariko Shimoda

vpstudentlife.a@engsoc.uwaterloo.ca

Executive Update

My updates:

- Compost is available in POETS! If you would like to help us maintain it, talk to me after the meeting!
- EngPlay, Beach Day, Semi-formal, and Pride tickets are all available in the Orifice, and Engplay tickets are also available online.
- Canada Day kids' activities will be run by our volunteers in the university Canada Day celebration!
- Learn how to solder with Women in Engineering next Wednesday!

Goals Update

Event Improvement

■	Environmental Sustainability – Compost is IN POETS NOW
■	Improving Accessibility – Looking for organizations to reach out to for education on improving event accessibility for students with disabilities
■	Local Partnerships – Bought apples from a local farm for EngHack and possibly Beach Day, ran an EngSoc workshop with Eng Outreach, looking into other local organizations

Director Support

■	Director Feedback – Feedback form in the works for the director
■	Transition Documents – it's going! They're happening!
■	Event Feedback – Feedback forms being sent out for each event on the event pages

Miscellaneous

■	Archineering – Architecture has been invited to EngPlay!
■	Mary's Birthday Card – Mary got her card!

Appendix B

Title	Feedback makes things better!		
Mover	Executive	Second	
Spirit	To elect a Chief Feedback Officer for the Fall 2017 term		
WHEREAS	The Society is actively seeking feedback from members in order to assist with Society transparency and continuous improvement		
AND WHEREAS	A CFO is elected each term to facilitate the feedback process		
BIRT:	The member listed below be ratified as Spring 2017 Chief Feedback Officer 1. _____		

Appendix C

Title	Let's commit as a community to continue this commendable committee (Appointing a Delegate Selection Committee)		
Mover	Executive	Second	
Spirit	To appoint a delegate selection committee for the Fall 2017 and Winter 2018 terms.		
WHEREAS	It is the responsibility of the VP Communications to select A-Soc's conference delegations.		
AND WHEREAS	A delegate selection committee reduces the potential bias in selecting conference delegations.		
AND WHEREAS	Council appointed a committee in Fall 2016 to trial this idea.		
AND WHEREAS	They did good.		
BIRT:	A committee made up of the A-Society VP Communications and two members-at-large be formed to select delegates for the following conferences: <ul style="list-style-type: none"> - Conference on Diversity in Engineering (CDE) 2017 - PEO Student Conference (PEO-SC) 2017, if run - CFES Congress 2018 First-year Integration Conference (FYIC) 2018		
BIFRT:	Each member of the committee shall hold only one vote.		
BIFFRT:	The members-at-large shall not be eligible to submit delegate applications during their term on the committee.		
BIFFFRT:	The following members be the members-at-large for this committee: 1. _____ 2. _____		

Appendix D

Title	Shake it Off		
Mover	Software 2020	Seconder	
Spirit	To make motions more exciting		
WHEREAS	EngSoc currently uses the term "seconder".		
AND WHEREAS	"Seconder" is a really boring word.		
AND WHEREAS	We should do all we can to make Council less boring and more fun.		
AND WHEREAS	"Shaker" is a word that epitomizes fun!		
BIRT:	The term "seconder" shall be changed to "shaker" for all future motions.		

Appendix E

Title	There's Money in Them Teams [Sponsorship allocations S17]		
Mover	Executive A	Seconders	Chem 2019
Spirit	To ratify the sponsorship allocations made by the sponsorship committee		
WHEREAS	The sponsorship committee sat long hours on Saturday		
AND WHEREAS	They did, to the best of their ability, impartially review and allocate \$5 000 in sponsorship funding to applicants in need.		
BIRT:	The sponsorship allocations be approved as presented (in Appendix)		
BIFRT:	The sponsorship committee be commended for an job well done.		

Appendix E – 2

Team/Organization	Request Info	Funding Amount
University of Waterloo BAJA	Half Shafts	800
	Steering Rack	150
	Team Computer	0
UW Concrete Toboggan and Canoe Team	CNC for Ski Formwork	400
	Concrete Design Handbook	230
	Steel Design Handbook	370
Waterloo iGEM	Gloves	100
	Pipette tips	300
	3D Printer	300
University of Waterloo Autonomous Sailboat Team	8 in Portable Monitor	120
	Dremel Set	120
	Bluetooth mouse and keyboard set	40
Waterloo Rocketry team	Model Rocket	450
	Safety Supplies - FAK, Safety gloves, dust masks	600
	Fabrication	400
Waterloo Formula Electric	Vicor V150A12C500BL 500W DC-to-DC converter	412
	Two Battery Management Units	204
	Six NUCLEO with USB cables	0
	HitL - simulating vehicle environment	0
WARG	Aircraft composite materials	1000
C-Soc	Coffee Sleeves	0
UW Nano-Robotics	Microfabrication and other development cost	300
2017 International Autonomous Robot Racing Challenge	Printing T-shirts for participants and volunteers + signs	200
	Duct Tape, staples, paint, carpet for creating tracks	200
Waterloo Submarine Racing Team	Fabrication of 3rd gen vehicle	0
Total	Total Funded	6696

Appendix F – Midterm Actuals

University of Waterloo Engineering Society 'A' Budget

May 1, 2017 - December 31, 2017

Revenues

General Revenue	Requested	Budgeted	Actuals
Student Fees	\$ 50,000.00	\$ 50,000.00	\$ 25,000.00
Orifice Sales	\$ 1,500.00	\$ 1,500.00	\$ -
Charities	\$ -	\$ -	\$ -
Total General Revenue	\$ 51,500.00	\$ 51,500.00	\$ 25,000.00
Event Revenue	Requested	Budgeted	Actuals
Beach Day	\$ 600.00	\$ 600.00	\$ -
EngHack	\$ 18,500.00	\$ 18,500.00	\$ -
EngPlay	\$ 4,200.00	\$ 4,200.00	\$ -
Laser Tag	\$ 360.00	\$ 360.00	\$ -
Paintball	\$ 480.00	\$ 480.00	\$ -
Pride Parade	\$ 1,661.05	\$ 1,661.05	\$ -
Semi Formal	\$ 3,000.00	\$ 3,000.00	\$ -
Tool's 50th Birthday	\$ 500.00	\$ 500.00	\$ -
Total Event Revenue	\$ 29,301.05	\$ 29,301.05	\$ -
Other Revenue	Requested	Budgeted	Actuals
Total Other Revenue	\$ -	\$ -	\$ -
Total Revenues	\$ 80,801.05	\$ 80,801.05	\$ 25,000.00

Expenses

Fixed Costs	Requested	Budgeted	Actuals
Payroll/Operations	\$ 30,132.00	\$ 30,132.00	\$ 15.82
ECIF	\$ 2,449.41	\$ 2,449.41	\$ -
Sponsorship	\$ 5,000.00	\$ 5,000.00	\$ -
P**5	\$ 545.00	\$ 370.00	\$ -
Total Fixed Costs	\$ 38,126.41	\$ 37,951.41	\$ 15.82
Discretionary	Requested	Budgeted	Actuals
Executive	\$ 1,000.00	\$ 500.00	\$ 50.04
President	\$ 1,000.00	\$ 1,000.00	\$ -
VP Operations & Finance	\$ 100.00	\$ 100.00	\$ -
Total Discretionary	\$ 2,100.00	\$ 1,600.00	\$ 50.04

Event Expenses	Requested	Budgeted	Actuals
----------------	-----------	----------	---------

Beach Day	\$	1,455.50	\$	693.50	\$	-
EngHack	\$	18,500.00	\$	18,500.00	\$	10,650.67
EngPlay	\$	4,381.22	\$	4,356.22	\$	155.30
Laser Tag	\$	774.05	\$	774.05	\$	-
Paintball	\$	807.95	\$	807.95	\$	-
Pride Parade	\$	3,536.64	\$	2,761.49	\$	703.09
Semi Formal	\$	3,000.00	\$	2,845.00	\$	-
Tool's 50th Birthday	\$	1,247.50	\$	1,247.50	\$	375.15
Total Event Expenses	\$	33,702.86	\$	31,985.71	\$	11,884.21

Other Expenses		Requested		Budgeted		Actuals
Appreciation	\$	2,189.40	\$	2,189.40	\$	50.01
Cash Variances	\$	-	\$	-	\$	-
Charities	\$	-	\$	-	\$	53.36
Jazz Band	\$	-	\$	-	\$	-
Orientation Week	\$	800.00	\$	800.00	\$	-
Other Expenses	\$	1,200.00	\$	1,200.00	\$	111.87
Total Other Expenses	\$	4,189.40	\$	4,189.40	\$	215.24

President Directorships		Requested		Budgeted		Actuals
Historian	\$	92.00	\$	92.00	\$	-
Website	\$	200.00	\$	200.00	\$	-
Total President Directorships	\$	292.00	\$	292.00	\$	-

VP Academic Directorships		Requested		Budgeted		Actuals
MATES	\$	525.00	\$	315.00	\$	139.41
Mental Health	\$	295.00	\$	295.00	\$	35.00
Student Services						
AutoCAD Workshop	\$	10.00	\$	10.00	\$	-
Exam Bank	\$	150.00	\$	150.00	\$	-
Excel Workshop	\$	27.09	\$	-	\$	-
Hardware Workshop	\$	40.00	\$	-	\$	-
Interview Skills Workshop	\$	228.00	\$	100.00	\$	-
Life Skills	\$	39.00	\$	39.00	\$	-
Ongoing Resume Critiques	\$	25.00	\$	25.00	\$	-
Resume Critiques	\$	300.00	\$	300.00	\$	149.82
SolidWorks Workshop	\$	40.00	\$	-	\$	-
WaterlooWorks Workshop	\$	50.00	\$	50.00	\$	50.00
Total VP Academic Directorships	\$	1,729.09	\$	1,284.00	\$	374.23

VP Communications Directorships		Requested		Budgeted		Actuals
Feedback	\$	159.00	\$	87.00	\$	-
PEO Representative	\$	385.00	\$	285.00	\$	272.12
Advertising						
EngSoc Media	\$	275.00	\$	150.00	\$	-
Social Media	\$	155.00	\$	95.00	\$	-
Total VP Comm Directorships	\$	974.00	\$	617.00	\$	272.12

VP Operations & Finance Directorships		Requested		Budgeted		Actuals
Meeting Food	\$	2,900.00	\$	2,400.00	\$	886.84
Novelties Design Contests	\$	100.00	\$	100.00	\$	-

POETS Game Nights	\$	246.00	\$	123.00	\$	-
POETS Sleepover	\$	109.00	\$	109.00	\$	-
Total VPOF Directorships	\$	3,355.00	\$	2,732.00	\$	886.84
VP Student Life Directorships		Requested		Budgeted		Actuals
Director Appreciation	\$	1,210.00	\$	410.00	\$	-
Outreach						
Archineering	\$	20.00	\$	-	\$	-
Canada Day	\$	378.00	\$	315.00	\$	-
Education Outreach	\$	85.00	\$	85.00	\$	-
Environmental	\$	287.20	\$	147.20	\$	-
Hockey Team Sponsorship	\$	400.00	\$	400.00	\$	-
Women in Engineering	\$	-	\$	-	\$	-
Social						
Arts	\$	154.00	\$	114.00	\$	-
Athletics	\$	944.64	\$	719.64	\$	-
Coffee House	\$	178.00	\$	146.00	\$	-
EngiQueers	\$	270.24	\$	191.24	\$	19.46
EngProv	\$	135.65	\$	25.00	\$	-
Euchre	\$	100.00	\$	100.00	\$	-
Exchange	\$	300.00	\$	160.00	\$	160.00
Genius Bowl	\$	175.00	\$	125.00	\$	-
Mental Health - Puppies	\$	276.00	\$	176.00	\$	-
OT's	\$	473.75	\$	473.75	\$	508.74
Professional Photoshoot	\$	50.00	\$	40.00	\$	10.45
Special Outdoor Events	\$	201.17	\$	100.00	\$	20.00
WEC						
WEC	\$	1,867.50	\$	1,690.00	\$	530.21
Total VP Student Life Directorships	\$	7,506.15	\$	5,417.83	\$	1,248.87
Total Directorships	\$	13,856.24	\$	10,342.83	\$	2,782.06
Total Expenses	\$	91,974.91	\$	86,069.35	\$	14,947.37
Net Total	\$	(11,173.86)	\$	(5,268.30)	\$	10,052.63

Acronym Bingo

CnD - Coffee and Donut Shop	MATES – Mentor Assistance Through Education and Support	GradComm – Graduation Committee	CFO – Chief Feedback Officer	FEDS - Federation of Students
BOT/MOT/EOT – Beginning/Middle/End of Term	ESSCO - Engineering Student Societies' Council of Ontario	WEEF - Waterloo Engineering Endowment Fund	FOC - Federation Orientation Committee	CRO – Chief Returning Officer
ECIF – Engineering Capital Improvement Fund	EWB – Engineers Without Borders	WEC/OEC/CEC - Waterloo/Ontario/Canadian Engineering Competition	MATES – Mentor Assistance Through Education & Support	SFF – Sandford Fleming Fund
IST – Information Systems & Technology	P&P - Paul & Paula Plummer Awards	WiE - Women in Engineering	IRS - Iron Ring Stag	IRC - Iron Ring Ceremony
JAGM - Joint Annual General Meeting	CFES – Canadian Federation of Engineering Students	FY(EL)C - First Year (Engineering Leadership) Conference	SLR/WLR - Summer/Winter Leader Retreat	P**5 - Paul & Paula Plummer Participation Points