



UNIVERSITY OF WATERLOO ENGINEERING SOCIETY 'A'

MEETING #4 –WINTER 2018 ENGENDA

Date: Wednesday March 14th, 2018

[D] = Decision (Will Require Vote)

Location: E5 3101

[I] = Information (No Vote Required)

Speaker: Andrew Dawson

1. **Call to Order**
2. **Godiva's Hymn**
3. **[D] Approval of the Engenda**
4. **[D] Approval of Minutes**
5. **Executive Reports (Appendix A)**
 - 5.1. [I] President – Abdullah Barakat (president.a@engsoc.uwaterloo.ca)
 - 5.2. [I] VP Student Life – Mariko Shimoda (vpstudentlife.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 Communications – Céline O'Neil (vpcomm.a@engsoc.uwaterloo.ca)
6. **Open Floor Discussion**
7. **Feedback Session**
8. **Business**
 - 8.1. [D] We Don't Fund Memes, We Fund Teams [Sponsorship Allocations W18]
 - 8.2. [I] Student Spaces Info and Opinions
 - 8.3. [D] Now This is Just Ridiculous [Constitutional Amendment]
 - 8.4. [D] Bye Felicia [Constitutional Amendment]
 - 8.5. [D] Just So We're Clear [Constitutional Amendment]
9. **Director Updates**
10. **Ignite Conference Pitch**

11. Affiliate Reports

- 11.1. [I] WEEF – Sarah McCurdy (weef@uwaterloo.ca)
- 11.2. [I] The Iron Warrior (iwarrior@uwaterloo.ca)
- 11.3. [I] Senate – Grant Mitchell (gwmitche@edu.uwaterloo.ca)
- 11.4. [I] FEDS Councillors
- 11.5. [I] EngFOC – Lexawn Normacumming (engfoc@uwaterloo.ca)
- 11.6. [I] MATES – Simon Grigg (mentalhealth.a@engsoc.uwaterloo.ca)
- 11.7. [I] GradComm (uwgradcomm@gmail.com)
- 11.8. [I] Other

12. Varia

13. Adjournment

APPENDIX A

President – Abdullah Barakat

president.a@engsoc.uwaterloo.ca

Executive Update

Hey friends, here is what I've been working on since we last met:

- Isaac Operations wants to donate a ping pong table to POETS!
- I have been working on a transition plan for my meetings with Mariko.
- I had one-on-one meetings with Peter Douglas, Robin Jardin, and Dean Sullivan to discuss the student death that happened last week. They are all very willing to hear our concerns and put some plans in place to work towards them.

Goals Update

Thinking Forward

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| | Revamp All Existing Governing Documents – Completed! |
| | Creating Transition Documents for EngSoc Business Manager – Continuing to have weekly meetings with Mary to work on this document. |
| | Create E7 Transition Plan for RidgidWare and C&D – Still a work in progress, but we are in a good place with this. |

Miscellaneous

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| | Run a Mental Health Fee Referendum – No longer necessary! |
| | Revamp EngSoc Website – Since October, the amazing website team has been working hard to create a new EngSoc website that is more intuitive to use and with more relevant content. |
| | Promote POETS as a Study Space Once per Week – Every Tuesday starting at 6:30 pm, POETS will be converted into a study space that is open to all students. Make sure you tell your classes! |

VP Student Life - Mariko Shimoda

vpstudentlife.a@engsoc.uwaterloo.ca

Executive Update

My updates:

- Rock Climbing was fun
- Engplay and Mac Eng Musical are this weekend
- Come out to CPH Foyer on Friday for free pancakes
- Paint Night is TOMORROW AND ITS LICENSED PLS COME
- Puppies in POETS IS NEXT WEEK
- Semi Formal is also next week!!! Tickets on sale online and in office

Goals Update

Event Promotion

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| • | More Posters! – <i>Ensure Posters for All Events Are Made Early Enough to Advertise</i> <ul style="list-style-type: none">• Making sure all posters for March have been made |
| • | Modernize Event Sales – <i>Sell Tickets for Two Events Online Through Square</i> <ul style="list-style-type: none">• Selling tickets for semi-formal and Engplay online |

Feedback

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| • | Event Feedback – <i>Implement Standardized Event Feedback Forms</i> <ul style="list-style-type: none">• Feedback forms have been sent out for ski trip, tubing trip, and ERTTWAK |
| • | Director Feedback – <i>Gather Feedback From Directors on the Director Experience</i> <ul style="list-style-type: none">• A director feedback form is being developed |

Miscellaneous

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| • | Transition Docs – <i>Update/Create All VPSL Transition Documents</i> <ul style="list-style-type: none">• Meetings have been booked for January & February directorships |
| • | Environmentally Sustainable – <i>Increase the Society's Effort to be Environmentally Sustainable</i> <ul style="list-style-type: none">• Unfortunately compost doesn't run in Winter :(• Looking for something else to do... let me know if you have ideas!! |
| • | Inclusive Events - <i>Raise Awareness on How to Create an Inclusive Event</i> <ul style="list-style-type: none">• Attended an inclusivity training session by the SSO |

VP Academic – Pat Duong

vpacademic.a@engsoc.uwaterloo.ca Office hours: Friday 10:30 am – 12:30

Executive Update

- Co-op Fee Deep Dive update with a breakdown of the \$709 into spending categories
<https://uwaterloo.ca/co-operative-education/your-co-op-fee>
- WatPD (Final Report on Recommendations: <https://www.eng.uwaterloo.ca/~watpd>)
- CFES has published their Report on the undergraduate engineering student experience, talk to Céline, our VP Communications, for more details!
- Career Fair and Interview Skills have wrapped up for the term and we have ideas for improvement for the future!
- Tax Filing Workshop: How to fill in Canadian Taxes is happening on Tue. Mar 20!

Goals Update

Co-op

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| Co-op Fee Deep-Dive Updates Timeline: Ongoing/Every Council Meeting |
| <ul style="list-style-type: none">• Follow up with FEDS and CECA and provide updates |
| New Service: External Employers added to WW Timeline: Before Rankings |
| <ul style="list-style-type: none">• Advertise during council meeting• Clarify process with CECA |

Services

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| Exam Bank – Website Update Timeline: End of term |
| <ul style="list-style-type: none">• Add a description; make the Exam Bank less sketchy on the EngSoc website |
| Resume Rescue Report Timeline: End of term |
| <ul style="list-style-type: none">• Summarize impact, service, strengths and tips for improvement for the service that has turned 2 years old! |
| Exam Bank - Collaboration with Profs Timeline: End of Term |
| <ul style="list-style-type: none">• Work with Gordon Stublely (Associate Dean of Teaching) to grow the Exam Bank as a resource |
| [Council Interest] FYPD Poster Workshop Timeline: Recommend for next year |

Miscellaneous

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| Evaluate if the 2 commissioner structure is worth continuing in the future Timeline: End of Term |
| <ul style="list-style-type: none">• Collect and document best practices |
| Investigate potential future collaborations to grow EngFair Timeline: Career Fair |
| <ul style="list-style-type: none">• Collaborate with the Dean's contacts/network |
| [Council Interest] Investigate cross-departmental collaboration/course taking Timeline: tbd |

VP Operations and Finance - Michael Beauchemin

vpfinance.a@engsoc.uwaterloo.ca

Executive Update

My updates:

- Sponsorship committee decided allocations!
- UWaterloo chapter of EWB has podcasts (!) available at <https://anchor.fm/uwaterloeweb>
- Coveralls arriving late this week or early next
- RW Fire Sale Round 2 (!!) coming this Friday, March 16th
- Novelties Fire Sale may be happening – will happen after coveralls come in
- ECIF Proposals due March 18th (!!!) Please ask me if you think you can apply
- I unearthed an old POETS twitter account – but don't yet have the password (Straw Poll: should I/we care?)

Goals Update

POETS and BEvERages!

Fourth Year Fridays – *Final Hurrah for fourth years*

- Licensing has finished for the term.
- We didn't meet minimum March 2nd, but an arrangement with Bar Services may keep us from paying if our other ones did great.
- Data will come after the term is over, and we can plan better for next year (my 4B).

Bring Back Warrior Lager – *Final Hurrah for fourth years #2*

- Warrior Lager, the POETS brew, is BACK and cheaper than other beers

Feedback

VP OF Services Survey – *Put out survey to direct VPF A/B focus for the coming terms*

- A survey is being developed for Novelties, RW, POETS, Deals, etc.
- This has been low priority – I will aim to get it out by the end of term and include BSoc
- Currently making it – surveys are hard to get right.

Support Directors More – *Based on Feedback from Spring - be more approachable*

- I have had people tell me I'm doing a good job so I'm gonna go ahead and make this one green – I need more victories in my life rn...

Miscellaneous

Student Design Teams – *Fully Support and inform SDTs about all monies early in term*

- Done! Student Teams may still hate us, idk, but at least I gave them ample warning to get funding this term

Events in POETS! – *Give POETS Managers more responsibility*

- Each director is spearheaded an event
- Term is winding down, events went well, gathering feedback from my Managers on how they feel soon

Documentation - *Have all transition documentation updated by the end of term*

- VPOF half-updated, all other hasty update and will update through term. Still working on it
- I still haven't done any work on this since last term, but I swear upon the Tool that I am transitioning your next VP Finance to the absolute best of my ability – she will not lack for support

VP Communications - Céline O'Neil

vpcomm.a@engsoc.uwaterloo.ca

Executive Update

- ESSCO blood drive is ongoing. If you donate blood between Feb 17th and April 17th, take a photo to help up compete against other Ontario schools. (Also contact me if you're curious about the patch design competition.)
- The CFES released an 81-page report analyzing the results of its student experience survey, which includes questions about the connection between student workload and mental health. (Will post the document to council group.)
- Waterloo is sending a hockey team to an inter-school competition in Ottawa this weekend. If you can get yourself to Ottawa on Friday and would like to play, talk to Ben Beelen.

Goals Update

Internal

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| Refresh LCD screens – <i>Improve usability and readability of the LCD screens</i> <ul style="list-style-type: none">• Fixed usability on the backend, working on making a more usable and pretty front-end. |
| Marketing resources – <i>Provide design resource bank for marketing directors</i> |
| Increase social media engagement – <i>Work with media and social media directors</i> |

External

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| Select delegations for all ESSCO and CFES Conferences – <i>Work with Delegate Selection Committee</i> |
| Improve conference takeback – <i>Distill information more conveniently for council, faculty, and future VP Comms</i> <ul style="list-style-type: none">• Great response from dean's office on shorter-form summaries!• Working on transition documents for Andrew. |
| Engage Waterloo in provincial / national advocacy – <i>Take advantage of inter-school collaboration</i> |

Miscellaneous

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| Create conference transition doc bank – <i>Help Waterloo conference/competition chairs with institutional memory</i> |
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Appendix B:

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| Title | We Don't Fund Memes, We Fund Teams [Sponsorship Allocations W18] |
| Mover | Executive |
| Secunder | |
| Spirit | To Ratify the sponsorship allocations as decided upon by the Sponsorship Committee |
| WHEREAS | The Sponsorship Committee sat in POETS and watched presentations for 7 hours |
| AND WHEREAS | The Committee did, to the best of its ability, impartially review and allocate \$6500, plus rollover from the previous sponsorship year, in sponsorship funding to applicants in need |
| BIRT: | The sponsorship allocations be approved as presented |

Appendix C:

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| Title | Now This is Just Ridiculous |
| Mover | Tron 2018 |
| Secunder | SYDE 2018 |
| Spirit | To streamline the Joint Annual General Meeting |
| WHEREAS | Currently the chair of the Joint Annual General Meeting is expected to count every vote on every motion at the Meeting as per convention |
| AND WHEREAS | This process is extremely tedious and constitutes a significant amount of the Meeting time |
| AND WHEREAS | This voting method is not a necessary one for the Engineering Society's purposes |
| BIRT: | <p>Bylaw 1: Constitution be amended as follows:</p> <p>Chapter III: General Meetings</p> <p>Section G: Order</p> <p>6. The Speaker may assume General Consent for motions, unless one (1) voting member protests.</p> |

Appendix D:

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| Title | Bye Felicia |
| Mover | Tron 2018 |
| Seconder | SYDE 2018 |
| Spirit | To restrict votes at the Joint Annual General Meeting to paying members of the engineering society |
| WHEREAS | Currently the constitution allows all types of members to vote at the Joint Annual General Meeting |
| AND WHEREAS | These members include engineering graduates, honorary members, and members who have refunded their fees |
| BIRT: | Bylaw 1: Constitution be amended as follows: Chapter III: General Meetings Section D: Voting 6. At each Joint General Meeting, each A-Society and B-Society Member of the Society holds one (1) vote. |

Appendix E:

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| Title | Just so we're clear |
| Mover | Tron 2018 |
| Seconder | SYDE 2018 |
| Spirit | To clarify a non-specific part of the constitution |
| WHEREAS | The constitution has a vague sentence that is inconsistent with the succeeding sentence |
| BIRT: | Bylaw 1: Constitution be amended as follows: Chapter II: Membership and fees Section C: Fees 6. The amount of the Engineering Society Fee may be adjusted only through one of the following two (2) mechanisms: a. By a Special Resolution of the Board of Directors, specifying an adjustment increase of a percentage equal to or less than the increase in the Consumer Price Index for Canada in the previous calendar year according to Statistics Canada. This increase is subject to Ratification at the next Joint Annual General Meeting; and b. By a successful Joint Referendum specifying the amount the fee will be increased. |

Acronym Bingo

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| C&D - Coffee and Donut Shop | POETS – Piss on Everything Tomorrow’s Saturday | 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 Foundation | 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 |