



# MCMaster ENGINEERING SOCIETY

## Council Meeting Minutes



April 2nd, 2019 | JHE A114 | 7:00 p.m.

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**ALL ATTENDANTS: Please inform President of your presence.**

**Approved Absences: Julian Simeonov (class), Kaylie Lau (class), Brodie Bressette (flu)**

**PROXY: (Person for Person)**

**Quorum Count: 17**

### Ratification of the Agenda

**For: Majority**  
**Abstained:**  
**Opposed:**  
**Motion: Passes**

### Ratification of Last Council Meeting's Minutes

**For: Majority**  
**Abstained: 3**  
**Opposed:**  
**Motion: Passes**

### Executive Updates

President: Melissa Cusack

Most of you, this is your first exec updates, where we keep everyone in the loop. Ask us to get details later on! I've been working on transitioning the new VP team, finishing up stuff from this past year as well. Planning our actino plan for the year. Working on how opt-out is going to look. If you want to learn more, there will be more at BTM

Discussion:

VP Student Life: Aya Aboughanem

Meeting with new AVPs, exec meetings to plan what is going on this year.

Discussion:

VP Academic: Alex Moica

So far, it was transition meeting, seeing people that I oversee. Looking to bring the eng 101 week passport back, ifg you have suggestions, let me know

Discussion:



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VP External: Amy Gullins

Transitions and meetings, doing logistics for ESSCO AGM, selection closes soon!

Discussion:

Whats ESSCO AGM?

It's focused around leadership and general practice with other schools in ontario

VP Finance: Ian Currie

I've been transitioning, writing cheques, and working with the MSU and university to secure funding for the upcoming year to work with the new changes made by the government. We don't know exactly how things are going to work, but we want to nail down as much as we can

Discussion:

VP Communications: Roberta Boreham

New position! Not too much in terms of transition. Been interviewing for appointed positions, advertising for FYEC and ESSCO AGM. working on the new brand and updating the website

Discussion:

**Motion #1: Open Conference Funding for Troitsky**

**Motioned By:** Amy Gullins

**Seconded By:** Yovana

**Whereas** the Open Conference Fund allows groups to apply for funding from the MES to attend competitions.

**Whereas** the head delegate has submitted an application and has provided all appropriate documentation to the VP External.

**Whereas** the head delegate has presented on the Troitsky Competition.

**Whereas** the head delegate and 28 engineering students (which falls into the 20-50 student category in Appendix V - McMaster Engineering Society Conference/Competition Funding Application).

**BIRT** applicants for Open Conference Funding to attend Troitsky will be granted \$1500 contingent on submitting a conference report to the VP External.

**BIFRT** the VP External will work with the head delegate to decide how to appropriately allocate this funding amongst the delegates.

**BIFRT** the VP External will review all documentation to ensure complete eligibility prior to submitting the funding Expense Report to the VP Finance and Administration.



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Brad, the Troitsky admin this year. Along with Taylor and Dan. Troitsky is an annual popsicle stick bridge building competition at concordia. Teams are from across canada. Using only popsucles sticks, floss and white glue. It's mostly civil but is open to all disciplines. It was the 35th year running. McMaster has been going since 2010, at the top since then. Ever since then weve been on the podium every year.

Costs: we had 5 teams this year go. 335/ person for 3 night 4 days. Gets you shirts and other “swag”. Thte total cost was 10,335 (for delegates and coaches). Coaches pay less cuz they dont register. A coach bus is also included in the cost. We got money from the civil eng society AND.

This year, we finished 2, 3 ,7. 11, 21 of 34 teams. We had the highest % of females compared to any other school (65%).

Harry potter and the Half Built Bridge won best name.

Whats in it for students? It allows them to apply school knowledge and improve teamwork and problem solving skills. Good interaction with students across canada.

We want to send more, and we want to have each team to have a dedicated coach. Set milestones, and more structure. As well, we want more advertyising to branch out of civil

Discussion:

Q: is the cost in the motion per person or for the whole competition?

A: the whole competition.

Motion Discussion:

Q: is this just this conference?

A: every tear they will have to ask.

Q: how much is left in the open conference fund?

A: enough

Q: is it reasonable to ask previous exec if this is a reasonable amount?

A: this follows the policy taht we have for the open conference fund. This is how much we would usually give.

**For: All**  
**Abstained: 0**  
**Opposed: 0**  
**Motion: PASSES**



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### **Motion to Make an Amendment to the Agenda**

Whereas Presentation #1 is move to this point in the Agenda

All For, Motion Passes.

### **Presentation #1: Conference in Sustainability in Engineering**

**Presented By:**

VP Finance/CRO cant even work Google Drive. We miss Barbosa. He Did it!

It was the first conference on sustainability in engineering. Hosted by the CFES and focused on TBL. located in prine George BC. 80 delegates from across canada, 30 canadian schools and a few international schools. It offered LEED certification! We sent 4 delegates. It took place at UNBC, and we talked about why it and the city is so sustainable. A lot on business and public engagement as well.

UNBC is the greenest university in canada (Self acclaimed). They are not big but are sustainably focused. They have bioenergy plant which is a staple on their campus. Looked at sustainable elenergy farming as well as engineering the future of food production.

This conference featured 2 tours. One of sustainable wood design and well as the Bioenergy plant. They have a design centre that is pretty much all wood. They have a research area that is the most airtight room in canada and is made only of wood.

LEED certification course was the last item. You can LEED certify buildings and people. The re was also a case competitino that focused on food scarcity.

Takeaways: individual action is important, it can cause widespread change. Educate yourself what is being done around you. As future engineers, aim to be leaders and try to work in places that reduce GHG emissions.

Next year it's at U Waterloo!

Discussion:

### **Motion #2: Social Committee Restructure**

**Motioned By:** Katya Lemos

**Seconded By:** Fadia

**Spirit** to provide training and resources to people that may be placed in challenging positions while volunteering for the McMaster Engineering Society, as well as aiding the Associate Vice President Events and Vice President Student Life in planning and coordination of events.



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**Whereas** the current policy in place for the social committee is outdated and should reflect the current needs of the MES.

**BIRT** the following changes be made to section I.4.11 of the policy manual.

**BIFRT** the following additions be made to section I.4.11 of the policy manual

**BIFRT** the following additions be made to sections 1.2, 3.1, 5.6, and 5.9 of the policy manual

**BIFRT** the following appendix be added to the policy manual.

#### 4.11. Social Committee

- a) The Associate Vice President Events shall chair the Social Committee.
- b) The Advertising Coordinator, Fireball Coordinator(s), Vice President Student Life, **Kipling Coordinator(s), Vice President Communications** and Culture Coordinator(s) shall sit on the Committee.
- c) The **remainder of the** Committee shall be composed of a variety of **faculty of** engineering students from different years and disciplines
- d) Any Committee member who volunteers as bus monitor for a particular event shall receive the opportunity to receive up to \$10 after the trip at the discretion of the Associate Vice President Events. **Committee members will receive free tickets to events, excluding Kipling Formal and Fireball, that they sign up to bus monitor for. Tickets for Kipling Formal and Fireball will be available at a reduced cost for bus monitors and volunteers (at the discretion of the respective coordinator(s)).**
- e) The Social Committee shall be responsible for the coordination of the following specific events:
  - i) Engineering Pubs **including but not limited to:**
    - **Frosh Pub**
    - **Halloween Pub**
    - **Mystery Pub**
    - **Graffiti Pub**
    - **Tryout Pub**
    - **Toga Pub**
  - ii) Engineering Road Trips
  - iii) Fireball
  - iv) **Kipling Formal**
- f) **The Committee shall meet over the summer to plan and decide on the events for the year, and shall meet as needed (at the discretion of the AVP Events) during the school year**
- g) **The Vice President Student Life, Associate Vice President Events, Co-Orientation Coordinators, and Culture Coordinator(s) will meet over the summer to discuss the protocol for handling incidents that occur at events. The results of this meeting will be shared at the first council meeting in September.**
- h) **A group of bus monitors for the year shall be selected by the AVP Events, and shall be approved by the VP Student Life. This will be done by selecting people who volunteer for this position.**
  - a. **All bus monitors must complete online and in-person training, as outlined in appendix AD**
  - b. **Bus monitors will be provided with apparel to aid in their identification while bus monitoring**
  - c. **Social Committee members will be highly encouraged to be bus monitors**



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- d. Bus monitors must be in level two or above.
- e. Should someone wish to bus monitor for an event during the year without completing the required training, they will be paired up with someone that has completed the training. This is at the discretion of the event organizer.
- i) Fireball Coordinators, Kipling Coordinators, and Culture Coordinator(s) must also complete the bus monitor training outlined in point (h).

The nice version of all that:

#### 4.11. Social Committee

- a) The Associate Vice President Events shall chair the Social Committee.
- b) The Fireball Coordinator(s), Vice President Student Life, Kipling Coordinator(s), Vice President Communications and Culture Coordinator(s) shall sit on the Committee.
- c) The remainder of the Committee shall be composed of a variety of faculty of engineering students from different years and disciplines
- d) Committee members will receive free tickets to events, excluding Kipling Formal and Fireball, that they sign up to bus monitor for. Tickets for Kipling Formal and Fireball will be available at a reduced cost for bus monitors and volunteers (at the discretion of the respective coordinator(s)).
- e) The Social Committee shall be responsible for the coordination of the following events:
  - v) Engineering Pubs including but not limited to:
    - Frosh Pub
    - Halloween Pub
    - Mystery Pub
    - Graffiti Pub
    - Tryout Pub
    - Toga Pub
  - vi) Engineering Road Trips
  - vii) Fireball
  - viii) Kipling Formal
- f) The Committee shall meet over the summer to plan and decide on the events for the year, and shall meet as needed (at the discretion of the AVP Events) during the school year
- g) The Vice President Student Life, Associate Vice President Events, Co-Orientation Coordinators, and Culture Coordinator(s) will meet over the summer to discuss the protocol for handling incidents that occur at events. The results of this meeting will be shared at the first council meeting in September.
- h) A group of bus monitors for the year shall be selected by the AVP Events, and shall be approved by the VP Student Life. This will be done by selecting people who volunteer for this position.
  - a. All bus monitors must complete online and in-person training, as outlined in appendix AD
  - b. Bus monitors will be provided with apparel to aid in their identification while bus monitoring
  - c. Social Committee members will be highly encouraged to be bus monitors
  - d. Bus monitors must be in level two or above.



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- e. Should someone wish to bus monitor for an event during the year without completing the required training, they will be paired up with someone that has completed the training. This is at the discretion of the event organizer.
- i) Fireball Coordinators, Kipling Coordinators, and Culture Coordinator(s) must also complete the bus monitor training outlined in point (h).

### 1.2 Vice President, Student Life

The Vice President Student Life shall:

- a) Act as the President in all capacities in the latter's absence.
- b) Be an ex-officio member of all MES Committees except those to which they have been duly appointed.
- c) Supervise and act on internal matters such as communication, transition and reports.
- d) Organize Eng Fest to showcase engineering groups and clubs in the week following Welcome Week with assistance from Associate Vice-President Clubs & Sponsorship. Organize Hatch Open House as part of Eng 101 Week (the week following Welcome Week) with assistance from the Associate Vice-President Clubs & Sponsorship.
- e) Assist the VP Academic with planning Eng 101 Week (the week following Welcome Week).
- f) Work with the AVP Clubs and Sponsorship to gather content for the MESsenger, and send it to all undergraduate engineering students on a weekly basis.
- g) Sit on Awards Selection Committee with the Public Relations Coordinator(s) (see "Committees", Section I.4.2).
- h) Supervise the activities and initiatives of the Department and Program Representatives, and the First Year Representatives.
- i) Serve on the Elections Committee.
- j) Be responsible for approving any interfaculty morale boosting activities on behalf of the MES.
- k) Sit on the Sports Committee and First Year Committee (see "Committees", Sections I.4.12 and I.4.8)
- l) Liaise with Environmental and Occupational Health and Safety Services and ensure all MES social activities abide by its guidelines.
- m) Review changes made to the Policy Manual.
- n) Reports to the President.
- o) Sit on the Hatch Operations Committee.
- p) **Sit on the Social Committee.**
- q) **Facilitate the bus monitor training with the Associate Vice President Events.**
- r) Supervise the following positions:
  - i) Associate Vice-President, Clubs & Sponsorship
  - ii) Associate Vice-President, Events

### 3.1 Associate Vice President, Events

The Associate Vice President of Events shall:

- a) Organize all social events of the MES including, but not limited to:



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- i) Pubs
- ii) Road Trips
- iii) Fireball
- iv) Kipling
- v) Sports
- b) Chair the Social Committee (see “Committees”, Section I.4.11).
- c) Initiate at least one new activity and ensure the overall schedule of events offers a variety of activities that will appeal to many different groups.
- d) Sit on the Advertising Committee and coordinate with the Advertising Coordinator(s) and to promote MES activities.
- e) Report to Vice President Student Life.
- f) Supervises the following positions:
  - i) Sports Coordinator(s)
  - ii) Fireball Coordinator(s)
  - iii) Kipling Coordinator(s)
- g) **Select the cohort of bus monitors with approval from the Vice President Student Life.**
- h) **Facilitate bus monitor training with the Vice President Student Life.**

### 5.6 Fireball Coordinator(s)

The Fireball Coordinator(s) shall:

- a) Be appointed by the VP Student Life at the approval of the Executive.
- b) Organize all aspects of the Fireball dinner including:
  - i) Booking the reception hall
  - ii) Selling tickets
  - iii) Decorations at dinner
  - iv) Arrange head table (if desired) and arrange speakers list
  - v) Catering
- c) Procure the Fireball award plaques, including President’s Award and Council
- d) Appreciation Award, once the recipients have been determined
- e) Report to the Associate Vice President Events.
- f) This position may be held by a maximum of two people.
- g) **Sit on Social Committee**

### 5.9 Kipling Coordinator(s)

The Kipling Coordinator(s) shall:

- a) Be appointed by the VP Student Life at the approval of the Executive.
- b) Organize all aspects of the Kipling dinner including:
  - i) Booking the reception hall
  - ii) Selling tickets
  - iii) Decorations at dinner
  - iv) Arrange head table (if desired) and arrange speakers list
  - v) Catering

Prepared by Christos Liaconis, MES Administrator  
administrator@macengsociety.ca



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- c) Organize and coordinate Kipling Prank cleanup.
- d) Hold a Kipling prank planning meeting to coordinate pranks between groups.
- e) Actively discourage any destructive or offensive Kipling pranks (this may include
- f) the running of an “Approved Kipling Prank” Contest).
- g) Report to the Associate Vice President Events.
- h) **Sit on the Social Committee.**

## Appendix AD - McMaster Engineering Society Bus Monitor Agreement

I, \_\_\_\_\_, hereby agree to act as a bus monitor for the \_\_\_\_\_ school year.  
(print name) (print year, ex. 2018-2019)

I understand that in taking on this role, I am a direct representation of the McMaster Engineering Society and agree to act in a way that reflects the values and goals of the Society and its student body.

All bus monitors report directly to the primary event organizer (AVP Events, VP Student Life, etc.). Should a bus monitor be unsure of the protocol to follow in a situation, they will ask the primary event organizer for assistance. Whatever decision made by the primary event organizer is final and the bus monitor must act accordingly.

I am fully aware that it will be my responsibility to ensure that:

- i. All participants have signed waivers before loading the bus
- ii. No alcohol or intoxicated individuals will be allowed on to the bus. All confiscated alcohol will be disposed of accordingly.
- iii. Every person is aware of the time the bus will be leaving the venue to return to campus.
- iv. Every effort is made to ensure all participants are on the bus before it departs the venue
- v. The individuals who get on the bus at the venue are the same passengers who arrived on the bus.
- vi. Every effort will be made to protect the privacy and security of all event attendees
- vii. I will wear the identification apparel provided to me by the VP Student Life and return it to them upon returning to campus after the event.

As part of my duties as a bus monitor, I have completed the following training:

- i. Sensitivity
- ii. Violence and Harassment Prevention (MOSAIC/Avenue)
- iii. Primer on Privacy (MOSAIC/Avenue)
- iv. Safe Talk
- v. Basic Care for Intoxicated Individuals (in-person)

I agree to uphold all the requirements of a bus monitor, as well as to not consume any alcohol on the day of the event until the bus arrives safely back to campus and the event has concluded.



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\_\_\_\_\_  
BUS MONITOR NAME (PLEASE PRINT)

\_\_\_\_\_  
BUS MONITOR SIGNATURE

\_\_\_\_\_  
WITNESS NAME (PLEASE PRINT)

\_\_\_\_\_  
WITNESS SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
VP STUDENT LIFE SIGNATURE

Resturcturing it to make it more useful. This was seen as low commitment and we want to give them more responsibility and standardize the volunteering that we give for people that help out with MES events. We want you to know how to make the best decisions.

Big Change: as a bus monitor, you got free bus tickets, it wasnt in the PM. it is now. If you do kipling and fireball, you get them at the reduced costs

Standardizing Protocol: we dont have any in order to respond to things that happen at events related to us. The goal is to get the VP SL, ACP E and Co-OCs and Culture to meet and figure out an actino plan for if anything happens. The results to be shared at the first council meeting.

Changes made to PM: listing who sits on the committee. Free tickets and reduced costs to committee and any volunteers. Committee shall meet whenever need at the descretion of AVP E. a group of bus monitors for the eyar will be selected by the AVP E. all bus monitors must complete training, dealing with drunk, OD, etc. we now live in a changing world. We are assigning apparel for people to wear as well. Bright neon pinnies with a fireball. We want bus monitors to be level 2 or above. Shoudl they want to bus moitor and not do the trianing, then you will be paired with someone that has training. Fireball, Kipling and Culture coordinators must do training

Q: if im not part of the committee, do i get free tickets, absed on the wording?

A: friendly change that i can make soon

Q: do they have to sign a contract saying that they will stay sober etc.?

A: thats in Appendix AD.

Q: VP comms is not included in this?

A: Vp comms isnt in the PM yet, it will be ad-hoc.

Q: can we change point e), so they have to do training after they bus monitor?

A: that just a clause that we hope we dont have to use. It's not something that will be used on a regular basis.

Q: is there a general quota that the bus monitors have to volunteer for?

Prepared by Christos Liaconis, MES Administrator  
administrator@macengsociety.ca



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A: we dont want to force people, the poeple that we see right now already do all pubs or as many as they can. It's very new so i didnt want to add a lot, I want to grow it.

Appendix AD: the bus monitor agreement. We had one that went through EOHSS. It was outdated and we are making it our own. Some training done trthrough mosaic and avenue, send a screenshot that you finished it.

Q: is this something that will have to be done every thime?

A:

Q: will members of exec be required to take this training?

A: that is a good point, it can be added

DR: i wouldnt add it to this hear, as this is just for bus moiitors. If you want exec to be trained, it is somethign that we can definitely work on that this year.

Ian explains Robert’s Rule of Order to the new comers so that they are familiar with how things work.

Quickly reviewing some of the smaller changes that were made

Discussion:

**For:** All  
**Abstained:** 0  
**Opposed:** 0  
**Motion:** PASSES

**Motion #3: Tent**

**Motioned By:** Nick Aubry  
**Seconded By:** Dziugas

**Whereas:** We have \$5,000 unused money in the long term investment budget line.

**Whereas:** It’s better to spend money this year than next

**Whereas:** The MES tent is now broken af.

**BIRT:** The money in the long term investment budget line be allocated to an account payable for the summer so Yovana and Ian can buy a tent. They will also have to present on what they did come the first meeting in September.

Nick: That. Im sure you’ve seen the tent at some point. It's good branding, and travels with a lot of our teams. It broke, we have money that we didnt spend, so we want to take it out of this years budget.

Discussion:



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Q: are we using up to the max we can spend ont the new tent.

DR: we looked into it, but didnt follow through. The highest quality one with found was \$3,000

A: i just put the 5000 up there because it was the allotted budget.

**For:** Majority  
**Abstained:** 0  
**Opposed:** 0  
**Motion:** Passes

**Motion to Change CRO to Nick Aubry:**

We do this becasue Ian cannot be CRO and have an opinion (motion stuff), so we need to move it to someone else and we change it back

**For:** Majority  
**Abstained:** 0  
**Opposed:** 1  
**Motion:** Passes

**Motion #4: Exec Ops Summer Spending**

**Motioned By:** Ian Currie  
**Seconded By:** Patrick

**Whereas:** the MES executive will continue work on MES operations over the summer

**Whereas:** the 2019-2020 budget will not be approved until September

**BIRT:** \$6,000 be allocated to exec ops for the upcoming summer

Basically, with the MES, council has control over lots of big expenses. Exec will be together over the summer. Due to the cuts upcoming and how not a lot was spent in exec ops this last year. It allows us to do exex retreat where we do planning and allows us to spend more as just the exec, since the rest of council wont be here. Mostly just giving us money to float around and do stuff.

Q: What was the New Program Club Seed Money?

A: it went to iBio.

Q: what in general is the summer money spent on?

A: basically, it's anything. The whole idea is that if it receives 3 votes on the exec team, it is allocated to anything we see fit. Mostly for new initiatives, exec retreat in early summer

DR: some other exacmples include events we are planning that will happen before the budget is approved.

DR: is there an accountability presentation that shows how it was spent?

A: yes, that should be in the motion. We will add it into the motion as a friendlt addition.



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Q: paid position? Why wasn't it used?

A: we have a few positions, mostly as a thank you for the positions that require a lot of dedication. We present it to them at the end of the year.

DR: our budget is not finalized, so there's things that we haven't spent yet.

Discussion:

**For: All**  
**Abstained: 0**  
**Opposed: 0**  
**Motion: Passes**

**Motion #5: Student Space Fund Summer Spending**

**Motioned By: Ian Currie**  
**Seconded By: Aya**

**Whereas:** we have surplus money from 2015 for student space still to be allocated

**Whereas:** student space funding is often spent over the summer when exec has time

**BIRT:** \$10,000 be allocated to an accounts payable for exec to spend over the summer

**BIFRT:** the VP Finance will present on the spending of this fund over the summer

Very few points on this. We have money left over from when Hatch was built. We used it on the TVs and we want to have the money ready in case we want to make decisions over the summer. We will let you guys know exactly what we spent it on.

Q: what qualifies as student space?

A: student space fund was meant just for hatch. It was money that came from the MES year where we funded hatch

Q: who is responsible for student space fund?

A: no one specific, it would tend to be dedicated towards student life and president.

DR: there are several versions, it depends on what you are looking at in Hatch. We have a hatch coordinator. Clubs and Sponsorship or Student life for things like the workshop.

P: there is also a hatch operating committee

DR: some things we get to spend money on, they have to approve it, they can't say how much to spend.

PC: is this fund in the PM?

A: no. this was back in 2013, when we got shut down. The next year exec allocated 200k to budget accounts, this was one of them.

A: it's not in the PM because it's not constant, it will eventually run out.

**For: All**  
**Abstained: 0**  
**Opposed: 0**



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**Motion:** Passes

**Motion to Change CRO from Nick to Ian  
Ian, Amy**

**P:** I prefer Nick's voice

**P:** can we have nick speak and Ian work the computer?

**A:** no

**For:** Majority  
**Abstained:** 1  
**Opposed:** 0  
**Motion:** Passes

**Presentation #2: MED-T**

**Presented By:** Kevin Perera

We started up in late january and we want to create an interdisciplinary team that focuses on medical engineering. We want to focus on education and technical project work. We want to offer things that students wouldnt experience in the classroom.

Our current working structure. We divided the team into VP Admin, VP Social, and VP Admin. We want three technical design teams that are elad by teach leads. We want corodinators to help the VP S. two more positions under VP Admin to help with their duties We curenrtly have 10 members. We want to work over the summer to build the structure.

We are focusing on emdical robotics (low cost 3D printed prosthetic hadn), point of care diagnostics (malaria test for rural communities in africa) and medical device redesign (epipen redesign). We have spoken with multiple professors in multiple disciplines regarding working spaces and support. We are open to adding more. We are basing our club off of UBC and UofT, which have multiple teams.

We want to provide workshops to give expertise to students that are unfamiliar (CAD, soldering, programming, etc.) for internal members only. We also want guest lectures to convey knowledge and information. Currently looking for industry professionals and professors here at mac. There are also a few competitions and conferences that we want to go to. Ryerson has one called IBEST, we want to go in as competitors to know more about it. There are a few other competitions that we want to eventually reach. We want to run our own competition next year too, depending on how our clubs.

Our work starts in May this year. The best way to teach our members is to have our exec sit down and create a proof-of concept with everything finalized for the upcoming year. Throughout the year, we will start with team recruitment, setting up our team with resources, and more. iN the upcoming months, We want to create a few prelim design concepts, come up with a final design by december. Finally, we hope to have our coference showcasing our work in feb of 2020.



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This is our financial breakdown. We doubled our projected costs to create a safety net. We won't be asking for much funding from the MES, but we will look for funding from ECCS, and external sources. Money will be put into our technical teams. We also have it as an option to team up with Design League to work on conferences/competitions.

We want to provide MES exposure on an international level (Harvard competition). We want to give people experiential learning in a bio-focused area. We want to do bridge events with iBiomed and beams as well.

We are not looking for funding from the MES, but we want branding and a potential workspace

P: MEC is now adding a biomedical branch, talk to them. I also want to introduce you to Hawk

A: we are in contact with Hawk

Q: I want to know more about the conference. For Mac or many schools?

A: we want to do it for Mac in our first year and eventually move to more schools. We want it to be a two-day thing as well. We have an idea of funding as we have talked to Energy Week and other in-Mac conferences

Q: for the conference, look into breaking down the cost, especially if you want to do a weekend thing. As well, in terms of space allocation, affiliates don't get space. It can be more of a long-term goal for you guys.

A: yes, that is one of our long-term goals

Q: as an affiliate, we can't give any funding.

A: yes, that is another long-term goal

Q: is it open to everyone at McMaster or just engineering. As well, how many people per team?

A: we anticipate 10 people per team, it seems enough where there are not too many people per team. If you're an exec, you can work on a tech team as a general member. It is open to anyone at McMaster, but for some positions, we will do some sort of application for more intense positions.

DR: MES affiliates must be 50% engineers

Q: do execs take up one of the 10 spots on a team?

A: no.

Q: for space, every club wants some space. What are you guys hoping for?

A: we are mostly just hoping for a locker right now. We would work on a schedule about booking rooms and stuff. We will structure that at a later date

Q: for the competition, there's a lot of competitions that already take place. How would you fit it in?

A: for those people that are truly interested in working on biomedical problems, then we would try to fit it somewhere

Q: are you looking to be an MSU club?



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A: we want to look into it next year

Q: as an MES affiliate, you would represent us. Do you have some sort of structure to create some sort of constitution that ensures that you act responsibly.

A: we will work towards that soon

Q: pretty cool

A: appreciate it

Q: when will affiliate status take place?

A: that happens at a future meeting when they bring us a motion

### **Presentation #3: McMaster Institute of Transportation in Engineering Chapter**

**Presented By:** Mohamed Mirza

We're here to talk about why transportation is important. We only offer one transportation elective to students despite being 4th best in Canada and 30th best in the world. We want to foster an interest in transportation engineering. We won the Canadian Traffic Poll so we have a great reputation. Just this term, we held 5 guest speakers and at another school we saw other presentations. We represent McMaster at conference for the Canadian chapter of the ITE.

It is for more than just civil engineering. We have consistent attendance, the free pizza helps. We are already representing McMaster across Canada. We went to Edmonton, and have been to Ottawa.

Every year we send 3 delegates to the CITE conference. We talk about transportation theory, best practices and more. We started in 2016, were awarded most improved chapter for our dedication. We were the Traffic Bowl champions this year, where we went on our own dime. We did not have any matching shirts. The only ones who were completely undergrads

Q: what is a traffic bowl?

A: it's like jeopardy, but the questions are geared towards transportation

Other events include guest speaker nights, social events, programming nights.

Budget: we are an MSU affiliate club. We are an ITE affiliate. Through those we do receive some funding. Funding goes towards the conferences. We are aiming at sending 10 students to Ottawa this upcoming year. The structure of the budget is mostly for the guest speakers and events here as well.

We want to become an MES affiliate because we are all exposed to the MES from our first minute on campus at Welcome Week. It would be great for our branding. We want to branch out of civil and combine other faculties. We can benefit students on campus with a holistic view of transportation, through soccer or speaker events. Maybe we could branch out to EcoCar and have a joint event with someone from GM. We want to reach out to contacts, such as WSP to get more funding.

Prepared by Christos Liaconis, MES Administrator  
administrator@macengsociety.ca



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### Discussion:

Q: do you have any interest from females in the team?

A: we have 1 girl on an upcoming team. As well an old co-president was a girl.

P: this is a type of civil that often get forgotten. This group makes the stream more reachable for civil students. Also Dr. Mohamed is a super cool dude.

### **Q: what exactly do you do in your software workshops?**

A: WSP offers a lot of traffic simulations, where we can take a scenario and model it/simulate it under different conditions. We want to have all academic guest lectures on campus and software sessions at Mohawk.

Q: as far as your upcoming plan, do you have a budget plan outlined?

A: we are applying to be affiliates, so we don't get any money from the MES so the funding will most likely be the same as last year. We want to raise enough to go to Ottawa this year, we should be financially stable.

### **Presentation #4: Welcome Week 2019 Budget**

**Presented By:** Karlo Nesovic & Emma Rogers

We are in charge of planning WW 2019, we are here to present our budget. Our budget is not very straight forward this year. Unfortunately, a lot of our fees will be opt-outable. We are assuming a 35% decrease in funding :( This will be a cut of approximately 17k, leaving us with ~62k. It is possible to get more or less than we expect. We get the money in June.

Solution is to trim fat and look for more sponsors.

Budget is all major events broken down one by one. There is some overlap between events as well

Cutting GEK (entertainment), having a smaller petting zoo. For interfaculty, they budgeted a lot last year for new events, so we are reducing that funding, taking it down to the bare minimum. Cutting down on first year swag. As well as transportation and supplies for rep bonding over the summer. With all these cuts, we don't want to reduce quality of events, so we are looking at cheaper options and more sponsorship opportunities. In the past we use the same suppliers because of a connection, if we find a cheaper price, then we will move and hopefully this will cause some price matching.

We want to change food as well from local businesses, we want to try to get them to subsidize costs there. We are talking to the faculty right now about how to improve getting sponsors. We plan to reach out to local businesses. Any extra money, we want to improve parallel programming and diversity day.

Mark and Santi were fairly below budget for how much they spent. Yellow is what we want to spend and red is how much they spent. We took it all into consideration.



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Q: whats at the bottom?

A: revenue, showing that they budgeted a lot more than us.

Q: could you go through day by day?

A: sure

Faculty day is mostly for lunch, we talked to them and they open to helping us. 4500 is for bandanas that we give out. 250 is miscellaneous just in case

Faculty night, we will need more money for food since we ran out last time. We made cuts to entertainment, and will go back to moist theatre. The venue is also within the budget.

Faculty fest is mostly misc supplies that we need, theres a petting zoo, banners, waivers, other. We think we can get a smaller petting zoo

Bus Pull, at least for one more year after talking to the city, because of the LRT. covers cost of lane closure, cops and food that we bring.

First year swag, want to reduce by 2000, more useful and cheaper (the screwdriver), maybe get the faculty to help us out here.

Q: whats the extra 1000 for first year swag in mailout?

A: that has since been taken out of the budget

Interfaculty programming, thinking of doing some cheaper stuff that requires less materials. Trivia with health sci (100), biggest one is bowling. We are cutting costs by taking more from the 10 dollar ticket (5 to shine, 3 for shoes, 2 for us). Humanities paint night, canvas, paint, etc. we can use those supplies a lot in other events. Eng-Sci, we want to still allocate about 500 to that event to make sure it is successful.

Reps, covered by rep fees, bidnign events over the summer and the costs of suits

Misc, food for long meetings, selection, naming, etc. snacks for welcome week, etc

Q: did you work with Dan and Louise about sponsors?

A: we've been working with Maria regarding this.

Q: can i see the revenue section?

A: yes.

PC: so the difference in expected rev between this year and last year, you want to make it up by sponsorship?

A: we are hoping to get some sponsors to give us a bigger safety net. Theres a lot of uncertainty from the university too, they dont know how much they want to give us.



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Q: what will you do if it's severely underfunded?

A: theres a lot we could scrap, like the petting zoo, or if they digitize waivers (or waivers that cover the week). We print sooo many waiveers, it adds up in miscellaneous. GEK could be closer too. We would still feed the first years.

### Motion for an Amendment to the Agenda

Mel, Terrell,

Motion for this funding so they can have their budget approved, so that they can spend and move forward in their spending

**For:** All  
**Abstained:** )  
**Opposed:** 0  
**Motion:** Passes

### Motion #6: Welcome Week 2019 Budget:

Karlo, Amy

#### Discussion:

P: this is just approving it for over the summer, if things are changed drastically, we will have to act in real time to it, in case we have significantly less money. This allows them to do stuff over the summer

**For:** All  
**Abstained:** 0  
**Opposed:** 0  
**Motion:** Passes

### Other Business:

#### Supdates:

Nick: Got my ring, thats it

Nilsu: incoming co-wellness director

Abbey: also wellness cooridnator

Roberta: if you would liek to be part of FYEC committee, join

Aya: nothing



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**Konrad:** no longer important here

**Sarah:** the new Konrad, event coming up on thursday, video games night last week was super successful.

P: REMEMBER TO COME TO BTM

**Fadia:** eng phys, event tomorrow (ask the upper year!) and bowling night, eng phys comes in for free.

**Mel:** congrats on making it through your first meeting (almost) if you have any questions about how things work, ask me! As of 3:30 p.m. today, my e-mail is completely full, i havent received any emails. Mesage me on FB or email an exec about it

Q: you can quickly delete a lot of old emails at once

A: help me later

Q: will this effect EOHSS forms?

A: no, it wont affect anything

DR: it should come to your email once it's approved

A: i can check on the system

**Abdulrab:** software, software engineering pub soon!

**Sarah:** advertising cooridinator

**Thomas:** new data cooridnator

**Alexie:** upcoming management rep!

**Amy:** no

**Dan:** new tron rep, all you can eat sushia and elections tmrw

Q: do you have to be in tron?

A: tickets are sold out

**Dziugas:** society rep, tomorrow, ESSA is running a board game night, bring a reusable cup, ESSA has hat coming in! \$10 at annas office

Q: whats ESSA?

A: engineering society students association

Q: who's anna and wheres here office?

A: second floor in the annex, shes the one to talk to about mgmnt and society



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**Youssef:** Comp Sci, BP night this friday, tickets are being sold rn at the Drain, had elections and we have a new president

**Terrell:** AVP academic resources, tell your friends to fill out course evals! Theres a google form where you can post a pic and enter a contest!

**Patrick:** B-Tech, we got council shirts for BTA, we are having a pizza night, stole the idea from comp sci, prepping summer things, etc

**Erin:** new AVP Events

**Desmond:** outgoing eng phys rep, incoming co-data coordnator, no supdates

**Arianna:** outgoing PDC, working on transition

**Julia:** outoging hatch student coordinator

**Jonathan:** ratboy was fuckin sick! Civil won! The trophy has not been engraved for the past 5 years, so we are working on that

**Zan and Connor:** incoming sports coordinators

**Tommy:** incoming PR coordinator, he thinks

**Christina:** incoming Matls rep, mentorship bowling event this sunder after BTM, also coming to final few 1M03 help sessions, have been super successful, want to send out a google form

**Julian:** nothing

**Amelia:** outgoing nothing, hopefully incoming civil rep

**Brendan:** outgoing civil rep, civil has new exec staff

**Alex:** VP Academic, if you rented out a textbook, bring it back or else we'll charge you. Fill out your course evals to win big!

**Q:** how big is big?

**A:** \$75 gift cards

**Hawk:** AVP Clubs and Sponsorship, still getting in the groove

\_\_\_\_:



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**Yovana:** excited to leave since she has to pee, also AVP Services and Productions

**Q:** you can pee if you need to pee

**A:** i couldnt bear leaving

**Karlo and Emma:** got our budget approved about 10 minutes ago, had our first meeting with reps this weekend, meeting with committee every week.

**Chris:**

**Ian:** VP Finance in about 30 seconds, wont be CRo. dealing with finances this year, if you need help let me know!

**Q:** incoming admin?

**A:** his name is andrew and he is nice!

**A:** we will send an email out to everyone once all appointed positions are selected

**Motion to Adjourn the Meeting**

**Motioned by:** Nick  
**Seconded by:** Desmond

**For:** Majority  
**Abstained:** 0  
**Opposed:** 3  
**Motion:** Passes