



MCMaster ENGINEERING SOCIETY
Council Meeting Agenda



October 29th | ABB 136 | 6:30pm

ALL ATTENDANTS: Please inform President of your presence.

Approved Absences:

PROXY: (Person for Person) Adi Gelb for Roberta Boreham,

Quorum Count: 21

Ratification of the Agenda

- All for ratification of revised agenda.
- 1 opposed

Ratification of Last Council Meeting's Minutes

- All for
- Minutes PASS



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Motion #1: Hyperloop Affiliate Ratification

SPIRIT: To give students the chance to participate in the international Hyperloop competition to improve their skills and McMaster's reputation.

Motioned by: Hawk Yang

Seconded By: Chris Liaconis

WHEREAS: the team has had considerable success in recruiting students, faculty and has made significant progress in designing a prototype and planning to compete in the competition in the coming year.

BIRT (Be It Resolved That): McMaster Hyperloop Team be henceforth recognized as an MES Affiliate

DISCUSSION:

- Hawk: We made a mistake with the motion the last time but the presentation shows that the hyperloop team deserves ratification
- Chris: The Queen's team has shown how valuable the hyperloop team is and it would be very valuable to the mcmaster community.

For:All

Against:

Abstained:Alex

Motion:ASSES

Motion #2: Lower first quorum for Mechatronics

SPIRIT: Most of 3rd, 4th, and 5th year Mechatronics students have a midterm or class conflict with first quorum for SAGM

Motioned by: Sophie

Seconded By: Dzuigas

WHEREAS: 3rd Year Mechatronics has a 3K04 Midterm at 6:30

WHEREAS: 4th and 5th Years have Ethics lecture

WHEREAS: The majority of students involved in the MES and SAGM are upper years

BIRT (Be It Resolved That): First quorum for Mechatronics removed, but final quorum is still in full effect.

DISCUSSION:

- If students cannot show up due to academic responsibilities, and they plan on coming for second quorum, I don't see a problem.



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- Motion to **amend** the original motion to lower the quorum from 10 students to 5.

For:ALL
Against:
Abstained:
Amendment: PASSES

- Motion to **amend** the original motion to SAGM 1 2019 ONLY.

- Question: have any second years been reached out to

Motioner: Agrees

- Does this go against constitution?

- CRO: I believe that it may be but I think this is a fair amendment

- How many more people can we afford to have absent before we don't make quorum and can't motion anything?

- 3% of all membership!
- 150 students

- We could make a revision to say that the missing tron students need to find proxies from outside tron.

- We could make an amendment that quorum count for tron at SAGM 1 2019 be lowered to 5 students, be it further resolved that Tron finds 5 students from other dept.'s to account for the deficit.
- We could add that they must stand for tron at quorum?
 - Maybe they should stand for their own department
- We could ask that the people attending for tron be noted prior to the beginning of the meeting.

- Motion to amend the motion to say that they must supply 10 people for SAGM 1, but only 5 need to be from tron, and 5 can be from any other department in the faculty.

For:ALL
Against:
Abstained:
Amendment:PASSES

For:ALL
Against:
Abstained:
Motion:PASSES



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Motion #3: MES Fee in the Policy Manual

SPIRIT: To make the MES Policy Manual more consistent in representing the total student fee for each year.

Motioned by: Ian Currie

Seconded By: Terrel Marshal

WHEREAS: The MES Student Fee changes to match inflation each year with a majority executive vote.

WHEREAS: Representing the MES Student Fee in the policy manual results in inconsistent information with the actual amount

BIRT (Be It Resolved That): The following changes be made to the policy manual

DISCUSSION:

- Presentation from a couple weeks back
- Some revisions to clerical errors in the PM
- Shouldn't it say students in the engineering rather than just faculty of engineering?
 - We don't include fees from graduate students
- Motion to amend the motion to say "all students in the faculty" so as to not create confusion regarding comp sci btech and ibiomed.
 - Numbering will change as a result.

○ **Motioner: Agrees**

For:ALL

Against:

Abstained:

Motion: PASSES



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Presentation #1: ESSCO PM Accountability Presentation

Presented by: Amy Gullins

DISCUSSION:

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COOC CANDIDATE PRESENTATION:

Brendan Tomaiuolo and Benjamin Torres-Kulik

Main Presentation Points:

- Some background on involvement and past roles in welcome week
- Integrating first year communication
 - Past years used remind, but there were a lot of features that we didnt take advantage of
 - Ie. map, FAQ,
 - We want to heavily advertise these features to increase communication and outreach and first years.
- Social media: We want to reach out during the summer
 - Develop a summer social media posting schedule
 - Get people excited
 - Increase engagement with social media teams during the week (with first years)
 - Directly engage with students over social media
- Supporting and preparing our rep team
 - We want to develop a structure for reps so that they feel as comfortable and prepared as possible
 - Create an environment for reps to reach out for help
 - We want to create a deeper connection between committee and reps
 - Develop a series of informal workshops with the committee on communication, pod leading, ideation, etc.
 - Implement a mandatory additional training called safe talk to make the committee receptive of more serious first year situations
- Transparency
 - We want to make our rep teams fully aware of how plans will play out, ie. during a rainout
 - Better communication on this
 - Want to open opportunity for safetalk training for reps
 - Create an electronic rep handbook for easy access
 - Cheers

Prepared by Andrew D'Elia, MES Administrator
administrator@macengsociety.ca



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- Schedule
- Contacts
- How-to's
- Etc.
- Want to create a first time rep presentation to help new reps learn what to expect
- Outreach with Community.
 - Encourage and foster diversity
 - Improve on some of the diversity events
 - We want to eliminate the overlap between these events so students can take advantage of all of them
 - We want to begin this planning earlier in the summer and remain in contact with them throughout the summer to better our impact
 - Start developing relationships with local businesses
 - Westdale tour was run last year
 - Incentivizes students to get to know off campus
 - We want to encourage world service in the rep team
 - Community service events in the summer
 - Tree planting
 - Garbage clean up
 -
 - Create a level field between committee and rep team
- Parallel Programming
 - Super broad variety of events
 - We had a lot more students who wanted to participate in parallel programming than we expected
 - Want to continue to work with clubs and identity based groups to jumpstart students into their interests.
- Comprehensive welcome week audit
 - A better tracking method for accounting for budget and materials used
 - Reduce waste
 - Save money
- Committee notified by December early january
- Tryout weekend in february
- Rep team selected by march.

QUESTION PERIOD

Q: outlined a timeline for red selection, do you have one for committee

A: Yes, nov 8th applications will be open,



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Q: Mentioned you wanted to include more parallel programming, do you have a plan for working with the SSC to run programs during uni programming

A: We will do what we can to avoid overlap, we just want to let students what they want and be aware of all the events available to them

Q: What information would you include in the audit? As opposed to past years

A: This is an opportunity to standardize the process and actually put into numbers the money and resources we use better

It actually also allows us to work with sustainability to improve food waste and keep track of food waste to create improvements in the future

Q: Do have a plan to create a sense of belonging for the other streams in eng

A: Making sure that the reps know that they aren't representing just engineering, that we have key reps who are experts in each field, we don't know who will be on the rep team but we hope to have discussions with all the different societies .

Q: Do you have any improvements for the events throughout the week

A: we want to reduce event overlap, improve winter olympics and make it equal with summer olympics, we also want to work with our committee to work on new events

Q: in terms of diversity groups and programming other than scheduling?

A: Main thing is having a framework of info between the diversity teams and all the other groups. If we have a system of communication we can improve their visibility and thus their impact.

Q: One of the biggest constrictions with winter O is space, how do you feel you can expand the amount of people welcome to winter O

A: We originally didn't expect so many people so we didn't book many rooms, but this year we will prepare ahead of time, develop more events and work with more clubs, book more space, etc. We will use the audit to predict future welcome week Winter O turnouts.

Q: Do you have any big ideas to pump up welcome week

A: we do have a list of smaller changes regarding efficiency, communication and preparation. Our big ideas are on the optimization of the small things. Our audit will help future years will help us more efficiently plan future welcome week. We do have some bigger ideas that we aren't sure are feasible yet so we don't want to share those yet

Q: could you list a couple small ideas

A: Not printing as many handbooks or making them electronic, this can't be done right now with a given partnership. Looking to getting an actual space on campus to store welcome week things so that we can



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reduce waste and money between welcome weeks. We also want to have a fair selection workshop with our committee for selection.

Q: Youve picked your team, and now a rep has come to you expressing discomfort with another rep.

A: We would talk with a pod leader and create a plan with them. We may rearrange pods. We may change scheduling so they don't collide with each other. We will reach out to the rep to share their experience and listen for ways to fix it. We will ensure that training for such a situation is done and that we are all aware of the resources in place to handle it. We have midweek feedback opportunities to approach both reps and sort out smaller issues.

Q: How are you looking to engage marginalized communities

A: we want to shift away from isolated event structures, where all the diversity events get one block to run their events. We want these groups to play a more fundamental part in the programming and leave it up to the diversity groups to become involved.

Q: As you are aware the mes received budget cuts, how would you prepare for uncertainty in your budget

A: WE would develop a tier budget system, meeting the requirements of the events and spare unnecessary fees while still engaging first years. This way we know what we can afford and can't afford as soon as the budget becomes clear.

Q: How would you go about making sure committee gives timely responses to reps on REMIND

A: We would allocate a group of reps to help committee out with answering rep questions. If were to do this, we would grab experienced reps from each of the four streams to help out with this. While we dont want reps on their phones, we do appreciate the opportunities to make things better for first years

Q: would the audit files be available to the general public

A: We don't want to privatize all of the information. We don't want to include finances per se but we would include all other info regarding waste and resources

Q: What is a weakness both of you share?

A: We have different visions for welcome week that touch on different things, we both get a little too involved in those specific things. We are here to counterbalance each other though and we will keep each other on track during ww.

Q: How do you want to increase communications beyond welcome week

A: we want to extend remind service throughout the year. It is owned by the MES and still functional. Last year we had all first years enroll in one class and then they would be separated after. We want to



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create classrooms based on last name from the beginning to avoid fees associated with remind. Our responsibilities belong to welcome week but we want to work with the VP comms and social media coordinator to ensure that welcome week is in line with the rest of the year and with the MES

Q: What is the biggest challenge you foresee for the planning process, what do you plan to do.

A: A lot of small things. When a rep is making mistakes, a weaker link, we need to be prepared to approach that and know how to handle that. We need to learn how to facilitate their proper growth.

Q: How do you plan on increasing identity based groups outside of ENG

A: Pins that are associated with external identity based groups. Last year the eng event was geared towards increasing visibility of external services on campus. We want to incorporate external services into all of our programming. We want to reach out to these teams and services ahead of time and see if they want to work with us to increase their visibility. WW is all about foundations. We want to increase the visibility of these diversity clubs so that they can be jumped right into beyond welcome week.

Q: With 1P13 coming out next year, some upper years are clearly biased towards it... how do they plan to educate their rep team.

A:

Q: How do they plan to eliminate potential biases with selections of the rep team?

A:

Q: Notoriously, working with external groups is extremely difficult, you don't seem to have a plan to do that yet. We want to make sure our own team is solid before we

A:

Q: Food. How do you plan to increase food variation for dietary restrictions.

A:

SUPDATES:

Sustainability Coordinator:

- Looking into waivers posters in hatch for ideas for sustainability.
- Having a battery/electronics drive
 - A group is Looking to reuse electronics for the less privileged
- If there are any ways you think your position could be improved, please reach out

Equity and Inclusions Officer:

- Working on the equity committee, I sent an email for you all to appoint someone on behalf of your groups.

Prepared by Andrew D'Elia, MES Administrator
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- Working on an equity town hall on Nov 14th at 6:30 in hatch to address equity concerns in the MES, discussion based led by me.

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ECE Rep:

- Starting to organize BP social event
- Starting merchandise very soon!

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Matls Rep:

- 1M03 review for ibiomed with gaps in knowledge
 - It will be repeated should more help be needed
- Movie night for november shrek or iron man
- Tshirt designing competition, winner gets a free shirt!
- Second semester, the materials department will be helping first years for 1m03

Tron Rep:

- Selling merch right now.
 - They say “tron” on them

Mech Rep:

- Coffee house planned with chem and eng phys
- Just a social night
 - Date/location?
 - MES doing a coffeehouse at the end of november just be mindful of that
- Industry night on jan 28 on CIBC hall, open to undergrad and grad mech as well as btech automotive.
- Selling tshirts soon!

-

Software Rep:

- Having boardgame and smash night next THURSDAY, all are invited!
- Thursday at 9am, students will be giving constructive criticism for 4HC3 to the president.
 - The course has many shortcomings, students from the CS society went to the prof, half the changes were accepted but many were not, and the students want to go to the chair about it.

Civil Rep:

- Planning annual formal festibus, selling tickets at the end of the drain in November 30th
 - \$35
 - Civil only!
- Meet the profs in mid november
- Department released a sticker that looks like a civil structure!

-

- Handed out at fall preview

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- ETA for merchandise is November 4th

Chem Rep:

-

iBio Rep:

- sweater sales

Eng Phys Rep:

- OPG kinetics learn how to network, sometime in nov.
- T Shirt contest is done, new swag out soon with stickers
- November 7th-meet the pros (phoenix or Epub)
- Eng Phys has a linkedin now
- Smash tourney before reading week great success with 10 people

BTech Rep:

- Ordered merch, came in the other day
 - Sweat pants only ordered in youth mediums so if you would like boxers, please let me know
 - Probably will be donated
 - CPCA (canadian process control association) industry night tomorrow until 4:30
- Ake sale with cheesecake in hatch tomorrow
- November 13 is alumni night!

Management Rep:

- Vote for t shirt is on
- Collab with grain and grit, pumpkin carving contest, everyone who comes gets a free pumpkin

Society Rep:

- Holiday party with all the pros and students
 - Potluck
 - White elephant Holiday gift swap.
- Want to have a meet the reps night! So that students can get better acquainted with rep positions

First Year Reps:

Eng:

- One rep dropped out, looking for a new member
- Eng 1 operating committee invite to John
- Thinking about adding new policy for mandatory lab manuals as part of the tuition fee. Looking into this and will get back to you.
 - This can avoid backorders in lab manuals and possible discounts to students.
 - OSAP would not be in for september yet so would you even know by then?
- What about textbooks?
 - Lab manuals are 100% mandatory
- Which policy manual would you be looking at
 - We'd be going directly to the faculty for this, added

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BTech:

- Campus wide man-hunt
 - We can try to organize it for everyone?
- Gaming tournaments
- Going to the btech meetings now
-

Comp Sci:

- Have merch coming
 - Shirts with corona logo
 - Stickers
- Collab with Deltahacks for a coffeehouse
- Fall preview did not have much turnout
 - UofT had an event on the same day
- Someone mentioned a CS lounge, we deserve one.
 - Space and funding is a challenge for this. look for sponsors that can help with this
 - There isn't any space for a lounge, but we have money for it so we are waiting for a space to open out.
- A town hall is a group of people that discuss things

iBioMed

- Getting a lot of feedback from 1st years
- First year ibios don't know each other
 - How will secret santa work if they don't know each other?
 - We are still gauging interest
- Work on events where 1st years can meet other first years
 - Looking at a skate night
- Looking at doing a holiday chill night
- Planning a secret santa for first year iBio's.
- Do you find value in the mentorship program
 - I'm not in it so I can't speak to it, think it just started.

AVP Services and Productions:

- Chem eng is doing a clothing drive.
- If you know anyone who would be dope at frequency editing or interested in handbook send them my way
- If you did something cool, please write something about it and send it to me for the frequency
- Coffee urns are the bees knees.

AVP AR:

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- 2 1M03 help sessions are being run in second year, if anyone in MATLS is interested in helping please let me know.
- If any groups are holding help sessions please let me know
- Physics help session on Nov 4th led by Andrew
- Catch up session in late november
- Contest for course evals coming soon
- Feedback for the textbook library is always appreciated.
 - There are some comments from the survey results.
 -

AVP Events:

- Haunted Hatch October 30th,
- In junction , 2\$ or a clothing item for admission.
- Oksoberfest happened, very thankful for health and wellness
 - Petting zoo canceled
 - Bumble did great!
 - Air Popper for popcorn
- Raised 31\$ for movember so far
- By your tickets to eng pub
- PHEK pub (with PnB)
- Wellness wants to do a naloxone training session on nov 26th.
- Dodgeball intramurals haven't

AVP Clubs and Sponsorship:

-

VP Student Life:

- absent

VP Comms:

- No updates

VP External:

- Recently attended ESSCO council meeting online
- Discussed presentations and promotions
- Not significant really
- What to do when changing the working of a motion
- EGS and MES partnered on a financial literacy workshop with scotiabank
- Linkedin photoshoot went well
- Released an external opportunities page on the MES website
- ESSCO clothing drive is on until october 31st at midnight
 - Goes to helping hands hamilton
 - If you want to go to haunted hatch, you can bring clothes instead of 2\$

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- CELC applications are open, good if you are interested in leadership, this is a cool opportunity during winter break.
- CDE is this weekend and FYIC is happening in two weeks from now
- Movember is coming up, if you go on movember.ca you can find our mcmaster team and join if you want!

-

VP Academic:

- Monthly meeting with Steve
- Discussed issues with students in the faculty as well as future initiatives, mainly regarding 1p13
- Helped the faculty find 6 CLA interview candidates to hire for engineering 1.
- MEC is this weekend, debating and is still open
- Prep 101 are now being opened to all students in the faculty.

VP Finance:

- Any dept. Rep, if you haven't given SAGM documentation, you need to do that now.
 - Not including appendix U, which is due on Monday
 - For appendix U, you do not need signatures from AVP or vp finance, you can hand it in without
 - Just SAGM 1 packages for now
- Working on getting a bonus for clubs and teams as determined by optout.
- Opt-out committee having first meeting next week
 - If you're still interested let me know.
- Preparing sponsorship packages for Advertisement
- Working on fireball
- Handbook editor applications went out and closed last week, interviewing people who applied shortly
- Frequency editor applications are open, we need a second editor. If you know anyone who would be interested, its a great entry level position
- Data survey: went out via email to everyone in the faculty, at 5% of the population right now
 - Presenting this to council after nov 15th
 - It would be helpful for you to participate!
- Jacket sales in the drain this week!
 - 8 sold last week
- Gabe is going to help out Sophie with implementation of MES membership validation system.
 - Can't just release this info, hosting it on a server for if, else if, and else statement
- Opt out committee has average 9 members including Ian.

President:

- Mid semester meetings with everyone who reports to me as well as dept reps, please reach out to me if you don't have a time yet

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- Went to operational meeting for engineering
- Went to a faculty dinner, highlighted some achievements
- Working on some HR policies we discussed a long time ago, working with MSU and equity and inclusion office.
- Working on sponsorship with Ian and berta to arrange a sponsorship package.
- Organizing the cooc selection meeting
- Working with andrew on sagem, bsb 147
- President of B Tech rep elections
- Managed to get btech and comp sci as part of the presentations for info sessions.
- MSU spark sessions started today, we need 4 more volunteers to talk to first years about the streams and how you chose what you are in
- **Q: What presentations are btech and compsci now in?**
- A: Fall preview info sessions. Btech and Compsci students have now been added to these presentations to speak to student experience.
- **Q: You were looking for volunteers for MSU spark?**
- A: yes its catered towards teaching first year students about how to go about university choices.

CRO:

- President elections are starting soon! It's going to be great.
-

Administrator:

- SAGM in BSB 147 at 6:30pm Pizza has been ordered
- Meeting info and form will be released tonight
 - No rick rolls I promise
- Swag has been ordered please pay me.
 -

OTHER BUSINESS

- FYEC happened
 - 72 people signed up, 20 people showed up
 - Presenters, research ,
 - ESSCO MSU, MES etc were present
- Amy: A bunch of patches were ordered for welcome week, they just arrived, looking to do a path auction for movember
 - Patches are from a bunch of ESSCO schools.
 - Would you rather do this as a silent auction or a formal auction?
 - Formal auction!
 -

Motion to Adjourn Meeting

Motioned by: Amy

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Seconded by: Ian
All for
Meeting Adjourned.

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