



MCMaster ENGINEERING SOCIETY
Council Meeting Agenda



Sept 30 | [Zoom](#) | 7:00 PM

ALL ATTENDANTS: Please inform President of your presence.

Approved Absences:

- Sarah Sohn - iBioMed Rep (Cultural celebration)
- Hazem Elkhayat - Mech Rep (Midterm)
- Vivek Kannan - Sponsorship Co-Coordinator (Family event)

PROXY: (Person for Person)

- Sarah Sohn - Carl Castro
- Hazem Elkhayat - TBD

Quorum Count: 24

Ratification of Last Council Meeting's Minutes

All For
Motion: Passes

Ratification of the Agenda

Motioned By: Terrel
Abstained: Liam
All For
Motion: Passes

Motion: Aviation is applying for affiliate not club status

Motioned by: Jack Flannery
Seconded By: Alex

Discussion:

- They are trying to get added to the affiliate list, ie change to the policy manual, Should have put presentation and not motion (motion next meeting)
 - No motion needed

For: All
Motion: Passes

Motion: Remove MacSmith and Aviation motion

Motioned By: Alex Moica

Seconded By:



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Discussion:

- Presentation needs to be done in one meeting and then motioned next meeting

For: All
Motion: Passes

Executive Updates

President: Alex Moica

Discussion:

- First years reps have joined, welcome :D
- President meeting with John Carlo
 - Discussing welcome week, co-ocs and how other council are planning formals, focusing on tuition and how the university is working with the government in that regard

VP Student Life: Erin-Leigh Yusek

Discussion:

- Wellness is having a movie night
 - When is it?
 - Probably this friday
- Lots of EHOSS forms
- Planning to plan a meeting to discuss fireball and kipling

VP Academic: Andrew D'Elia

Discussion:

- We've started curriculum policy, going into the 2020-2021 cycle
- Curriculum policy and the changes that are happening relate a lot to how a degree is structured, when course should be taken etc
 - If you have a suggestion, reach out to Andrew, might be able to come as a guest to attend a meeting



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- Finished putting together the academic updates for the faculty and will be available on the website
- Reps, look at his emails, trying to set up a meeting with
- Setting up meetings with departments and the reps to get that advocacy
- Happy Birthday Terrel!!

VP External: Damilola Fadiya

Discussion:

- ESSCO Cal conference last week
 - Who was gonna run OES last year?
 - UofT will be
- CFESTM council last weekend
 - Talking to other presidents and discussing their budget and whatnot for CFES
- Let the first years know to apply to

VP Finance: Emma Mandel

Discussion:

- Budget finalized
- No one have compaliend :)
- Budget on the website
- Working on cheques, reimbursements etc.

VP Communications: Terrel Marshall

Discussion:

- Winners of the recent elections are on the website
- First edition of frequency just finalize dand will be distributed soon on messenger
- First issue of plumblin will be in review
- Budget on the website
- Office hours are also the website

Motion: Give Alex the CRO Chair



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Motioned by: Alex
Seconded by: Andrew
For: All
Motion: Passes

Motion #1: SLEEP 1: Splitting of the Policy Manual

Spirit: Create the MES Bylaws and the MacLab Bylaws and rearrange information within the existing Policy Manual to support it

Motioned by: Aras Siddiqui
Seconded by: Alex Moica, Dziugas Nausedas

WHEREAS: The MES’ Governing Documents have historically been disorganized with no clear distinction between clauses which must be followed, and those which are best practices.

WHEREAS: The distinction between these types of clauses can be made more clear by keeping them in separate documents.

BIRT: Former sections A, B, C, D, E, H, and K of the Policy Manual now be reorganized into the MES Bylaws

BIFRT: Appendix O of the Policy Manual is removed from the Policy Manual

BIFRT: The MacLab Bylaws document is created and consists of only the content from Appendix O

BIFRT: The remaining sections and appendices of the former Policy Manual remain as a part of the new Policy Manual

BIFRT: The CRO be authorized to complete necessary cross-referencing within the Constitution, Bylaws, and Policy Manual from these changes

Discussion:

- Policy manual is giant document that is super important
- Separating it into Policy Manual, Bylaws and making MacLab it's own documents
- So it's easier to read



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For: All
Motion: Passes

Motion: Aras replaces Alex as Chair

Motioned By: Andrew
Seconded by: Sakshi
For: All
Motion: Passes

Motion #2: SLEEP 3: Updating the Policy Manual

Spirit: Update the information within the MES Policy Manual to reflect current structures and operations.

Motioned by: Dziugas Nausedas
Seconded by: Alex Moica, Aras Siddiqui

WHEREAS: The MES' Governing Documents have historically been disorganized and the MES Policy Manual must be updated and organized to represent the current structure and operations of the MES.

BIRT: Assign the creation and maintenance of the MES Website to the Social Media & Website Coordinators, the IT Coordinator is now only responsible for the uptime of the website

BIRT: Consolidate all MES Equipment into one section under Services rather than individual sections

BIRT: Remove the MES Test Bank Section

BIRT: Remove the Conference Mailout Section

BIRT: Removing the macLAB section (separate document)

BIRT: Removing the Donations section (in Bylaws)

BIRT: Added financial need exemptions for WW Rep suits



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BIRT: Changed the talking system at meetings to be more in favour of continuous discussion

BIRT: Remove the MES Org Chart

BIRT: Remove the Fireball Awards Appendix (is now online)

BIRT: Expense Reports now require mailing addresses

BIRT: Conference Delegate code of conduct now applies to competition delegates to

BIRT: Removed macLAB Appendix

BIRT: Removed the Appointed position application form (is now online)

BIRT: Removed the Sponsorship Checklist

BIRT: The Water Cooler appendix now applies to the Coffee Urns too

BIRT: Overhauled the MES Office Use contract, specifying who is allowed to work in the office and on what

Discussion:

-

For: All
Motion: Passes

Motion #3: SLEEP 4: Updating the Bylaws

Spirit: Update the information within the newly created MES Bylaws to reflect current structures and operations.

Motioned by: Alex Moica
Seconded by: Aras Siddiqui, Dziugas Nausedas



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WHEREAS: The MES' Governing Documents have historically been disorganized and the MES Bylaws were created from sections of the MES Policy Manual to better organize the MES.

WHEREAS: The MES Bylaws must be updated and organized to represent the current structure and operations of the MES.

BIRT: Remove Academic Resources Coordinator, change any mentions of it to AVP AR

BIFRT: The Administrator shall be responsible for sending out MES Council meeting agendas ahead of meetings as well as ensure the posting of meeting minutes on the website

BIFRT: Remove the \$1500 MES exec collateral deposit for Exec transition

BIFRT: Remove specific mention of SRA Engineering Caucus rights at MES council meeting

BIFRT: Any undergraduate student in the Faculty of Engineering can vote in MES elections, not just MES members

BIFRT: Split B.Tech and Presidential Elections into separate sections

BIFRT: Added individual department/program rep positions to the General Elections, removed Internal Affairs Coordinator and Sports Coordinator from General Elections

BIFRT: First year students can only vote for the first year elections that are for their program

BIFRT: Added listing of appointed positions to the MES Bylaws

BIFRT: Co-OC selection is voted on by the MES President, Faculty of Engineering Associate Dean Academic, the Faculty of Engineering Assistant Dean Studies, and the outgoing Co-Ocs

BIFRT: Remove the Faculty Committees section and specify in the descriptions of each position the committees that they sit on

BIFRT: Runner-up candidates for by-elections no longer automatically get the position if the winning candidate refuses the position



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BIFRT: Motions to become ratified as an MES Group or Team can only be done at the second MES General Meeting in a given academic year, unless given special permission by the AVPCS

BIFRT: Reverting financial changes made due to the SCI

BIFRT: Remove the taxation section as it is only relevant for the VP Finance

BIFRT: Remove the contracted and paid positions section

BIFRT: Add a cash advance section allowing Clubs, Groups, and Teams to take interest-free loans from the MES for extraordinary circumstances

BIFRT: Changed the deadline for meeting item submission to 48 hours before the council meeting

Discussion:

- Old policy will no longer be valid once this passes

For: All
Motion: Passes

Motion #4: SLEEP 1: Updates to the Updated Policy Manual (Specifically with regards to MES Office use)

Spirit: Ensures that appointed positions that may need access to MES Office in future years may have that access, whether it be for access to the cabinets or software on the computers

Motioned by: Hunter Ceranic
Seconded by: Alex Moica

WHEREAS: the MES Publications Editor should have access to the MES office to ensure that they have access to software in order to fulfil their responsibility of "oversee[ing] the organization, production, and editing" of the publications



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WHEREAS: at the last meeting when I motioned to add this as a BIRFT the motion failed because we counted the amount of people for passing the motion, instead of the amount of people against like every other motion :/

WHEREAS: the Gerald Hatch Centre Student Coordinator should have access to the MES Office in order to fulfill all of their responsibilities as specified by policy

WHEREAS: the Gerald Hatch Centre Student Coordinator had access to the MES Office in the past years and their policy has not changed to affect that

BIRT: Publications Editor is added to Office Use Policy in the list in Section 6.1

BIRT: Gerald Hatch Centre Student Coordinator is added to the Office use Policy in the list in Section 6.1

Discussion:

- Publications editor should have access, especially for ‘crunch’ time editing
 - Helping with handbook and publime
- Hatch coordinator is there for MES TV upkeep, their locker is in the office, they need the office

For: All
Motion: Passes

Presentation #1: ESSCO PM Recap Presentation

Presented By: Damilola Fadiya

Summary:

- Presidents meetings for Engineering Societies across Ontario
- Looked at ESSCO partnerships, workshops, future general meetings etc.

Discussion:

- No Discussion



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Presentation #2: Making MacSmiths an MES affiliate team

Presented By: Vaytiere Iglesias

Discussion:

- Really cool team!! Where is the forge you use?
 - At Mac, in JHE
- Do you have access to JHE to work on the team throughout covid?
 - Don't have access, only MES affiliated clubs/teams will be allowed to work on school grounds
 - Have gone back and forth between MES members, but apparently this is a McMaster wide thing
 - Only affiliated groups can book space in Hatch and must be recognized by the MES to be recognized as a club at Mac
 - You would need a prof to advocate for you to bring that up to the Health and Administration
 - Dean has been trying to allow clubs and teams to get on campus
 - Would need to talk to Nancy White
- Such a cool club
 - In yearly cost, price for travelling was \$800-\$1000, is that still applicable in online
 - Up in the air, haven't gotten much updates
 - Competition still scheduled, talk around just sending the blade and presenting online
 - Stating this for
- Super hands-on, what do you foresee being the capacity beyond the number of students in terms of growing your team
 - Would love to expand the team, so far only 10 in the actual room
 - Had people do their capstone, and other side projects
 - Do our best to incorporate as much
 - Great thanks!
- Exec team, are there other members? Is there a distinction between team and those presenting
 - 12 other participating members



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- In competition, we try to get a good mix of leadership and also students that are coming in to get a good idea of what it means to be in a competition, super valuable to growing leadership and passion
- Are all members a Matls end student?
 - Yes, exclusively
 - If you are a club affiliate, you must be open to allowing other students to join
 - Yes! We'd love to

Presentation #3: McMaster Aviation Club (aka. Fly at Mac) as a MES affiliate club

Presented By: Ruben Zhou Yang

Discussion:

- How many people do you currently have? When Founded?
 - Founded in July
 - Currently have 5 members
 - Have around 5 more people interested in joining, wanting to focus on presenting the club before
 - Started in July, did you have a round of recruiting this year?
 - So far, just people we know, friends
 - Everyone in it so far are all in engineering
- Fundraising efforts, can you clarify how you are going to be raising your revenue?
 - For our workshop series, planning on selling RC built kits for cheap, will have some profit from that

Other Business:

Items from Fall Kick-Off:

- VP Academic: Academic Q&A!

Discussion:

- Can this be free discussion, without direct responses etc
- What are you trying to get out of this Q&A?



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- This was posed as a Q&A for the first meeting, just wanted to give anyone an opportunity that had questions over what may have happened over the summer.
- Any questions about your department, role,
- TLDR:
 - Organize meeting with so many department chairs and reach out to all of them and the department reps on council
 - Advocating for screen time
 - Accommodating students out of country, out of province
 - Costs, inequities between students
 - A lot of conversations went pretty well, most of faculty has been grateful for the conversation
 - This year, new task forces to help with the COVID situation
 - Profs are sometimes extending times, going over the 50 minute limit
 - If you see anything you don't think is allowed or just don't know if it's allowed, reach out to ask
- Some profs are recording lectures and then hosting live lectures as well
 - Not allowed, if you see that, let Andrew know asap
 - Some instruction methods are not good for online situation, ie flip classroom (content posted and then
 - COMSCI 1GC3 content, only supposed to be 1.5 hours, but tends to take up to 3+ hours due to tutorials, content, meeting with lectures (excluding homework), super hard to manage all this time
 - A lot to do here, please send Andrew an email or synopsis, your course should not be entirely different in the labs, tutorials and lecture, they should all be integrated
 - Advocating for less screen time, our eyes are hurting :(
 - If your class is taking that hour, but not allowing for that 10 minute scheduled breaks, they must take these breaks to allow for you to rest your eyes
 - Our frustrations are just as important as profs' frustrations, points must be made



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- You can make it look perfect on paper, but it's actually so much different when all the content is delivered, so we can argue that things are
- Assessment methods should be normal for everyone
- No one should be getting harder questions than others

- Point from iBio:
 - Information seems to be very hard despite it being review
 - Difficult topics, profs do not talk about in live lectures but
 - Very difficult to even find where our assignments are, this adds to the amount of screentime
 - Proposal: Integrating usage of platforms, ie, using avenue to post pictures rather than crowdmark. Creating a 'course google calendar' to help manage time much better in terms of deadlines whatnot
 - There are things we can and cannot necessarily advocate
 - Cannot advocate for them to teach better, ie. cannot advocate for them to change teaching styles. We need to do some stuff on our own such as finding different learning styles for different courses
 - Avenue can do everything that crowdmark does
 - For the google calendar idea, we can maybe assemble a committee that can create that google calendar
 - So this is something that the MES can do as an organization rather than bringing this up to the prof

- Administrator: MS Teams Implementation
<https://teams.microsoft.com/l/team/19%3a858a0cda212a46639a3bf6328766d7e4%40thred.tacv2/conversations?groupId=307914cc-f1ed-4b5d-bc0b-eeaadfe95661&tenantId=44376307-b429-42ad-8c25-28cd496f4772>
Discussion:
 - Will be used for council meetings, office hours, general chat etc.

- MES Ambassador: The Archway Program reached out asking if the MES hosts any sort of 'chat platform' such as MS Teams, Discord, etc.
 - Is this something we want to implement?Discussion:



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- There is an ‘unofficial’ engineering discord, want to make discord a virtual lounge already
 - If Dan Wise could be emailed after letting him know there is a MS Teams
- MES Culture has a discord, should they not have one as an organization?
 - They know, they need to bring it up
- Are we allowed to be in group chats, in these chats because sometimes answers are shared, what happens if we are in a group chat and answers are posted in the chat?
 - There is so much value in making discord servers, we’re able to create such a good sense of community especially as first years beyond the capabilities of messenger, instagram etc.
 - There is nothing wrong with having a group chat, the line where you could cross a problem is when you post full answers to group chats, especially when plagiarizing comes into play
 - Make sure there is a line between completely cheating and collaboration
 - Be careful with actual assessments
- Maria White emailed about using discord as an official platform
 - She said i am ‘working on it’

Motion: Bingo

Motioned By: Alec
Seconded By: AJ
For:
Against:
Abstained: Hunter
Motion: Passes

SUPDATES:

Equity and Inclusion Officer:

- Training for equity committee last week

Culture Coordinator:

-

ECE Rep:



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- First year reps being integrated
- Most of our events have been study sessions to help them get a good idea of how everything works

Matls Rep:

- Academic events, discord events
- Keeping up with the second years
- Complain session to one of the professors

Tron Rep:

- Had an intro to tron, how classes work etc
- Second year elected reps
- With all of CAS, planning our Industry Night

Mech Rep:

-

Software Rep:

- Having a games night recently
- In the process of electing second year reps
- Planning a industry wide with all of CAS

Civil Rep:

- Ran a CAS information session
- Recruiting for second year reps

Chem Rep:

- Got our second year reps
- Second year welcome event, hanging out, playing games
- Had a session with prof in terms of academic concerns
 - Profs are working with us to deal with this

iBio Rep:

- No Updates

Eng Phys Rep:

- Not much
- Did create a discord
- Don't know if that's 'allowed' yet but it's been useful for community
- Figuring out a fourth year social night

Comp Sci:

-

BTech Rep:



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Management Rep:

- Choosing second year reps and other exec positions
- Finally announced winner of bingo contest
- Planning a 'Meet our Profs' night, super time crunch but will hopefully go ok :)

Society Rep:

- Accepted new second year reps
- Also planning events such as bingo
- Might be reaching out to other departments to host events together
 - Would like to run an event with management

First Year Reps:

Eng 1:

- Reached out to a lot of people, introduced ourselves
- Nothing much else
- Sociable has agreed to run a form that first years can 'apply' and be sorted into group chats, is there a process for this to become 'official'
 - What is it?
 - It's a service that would take in responses from the form sent to students that asks them about their interests and then group students to be apart of differently group chat s according to those interests
 - Is it free?
 - Yes
 - What do you mean by partner?
 - Just use their service for the First years
 - You can just bring this
 - Is there any policy on getting MACIDs?
 - Cannot hold on to them or use them for any other purposes
 - Must be given these, MES cannot be giving this

BTech:

○

iBioMed:

- Not much updates
- Rolling a 'feedback' form for the ibios to submit, will update if there is anything urgent



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- Has anyone from iBioMed society
 - No, will reach out to them asap
- Wanted to get on campus for winter tem
 - This will not happen :(

Comp Sci:

○

AVP Clubs & Services:

- Not much
- Working with clubs and teams to become those affiliates

AVP Events:

- Had our first trivia night last week
- Unfortunately not as many people were able to participate due to tech issues

Sponsorship:

- s

Hatch:

- No updates
- Might possibly be in hatch soon

AVP Clubs and Sponsorship:

●

VP Student Life:

●

VP Comms:

- Visit the communications folder for updated logos and fonts

VP External:

●

VP Academic:

- If you have a raspberry PI, not first years, let andrew know if you'd like to contribute to course development for 1P13

VP Finance:

- S

Editor:

- To sign up for the MESsenger, you'll be getting a copy for the frequency

President:

- A number of position have requested to Hatch and those have been approved
- Will be reaching out to those positions soon



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Administrator:

- Join the MS Teams!!!
 - Can appointed positions join
 - Yes!
 - Join using your MACID

CRO:

- Got the first year reps !!!

Motion to Adjourn the Meeting

Motioned by: Liam

Seconded by: Erin

For: All

Motion: Passes