



MCMaster ENGINEERING SOCIETY

Council Meeting Minutes



February 5th, 2019 | JHE H204 | 7:00 p.m.

ALL ATTENDANTS: Please inform President of your presence.

Approved Absences: Julian Simeonov (class,), Erin Nunn (class, Desmond Kennedy), Kaylie Lau (class, Aya Aboughanem), Andrew Aslanidis (volunteering, Amy Gullins), Hassan Elaghoury (midterm, Natasha Varghese)

PROXY: (Person for Person)

Quorum Count: 18 --- 19 (Julian Simeonov showed up)

Ratification of the Agenda

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

Ratification of Last Council Meeting's Minutes

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

Majority for, passes

Executive Updates

President: Liam McDermott

So, at the end of this meeting, I'm bringing up an important update regarding sexual assault allegations brought against a member of the SRA engineering caucus. Two members of the engineering caucus have resigned, and as of now they have not posted anything about the matter. Mel and I are meeting with SRA Engineering and the VP Admin for the MSU. We will be pushing them to make a statement, since engineering students should know.

Finally sent an email about the image of the engineer award, Mel and helping her transition. (edited).

Discussion:

Q: The email you sent says the person you nominated has won the award.

A: I sent the email to the nominator because I don't have the emails of the winners



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VP Student Life: Kat Lemos

This month has been working on the semester started. We will be doing an event for valentines day, grams and cookie decorations. Please reach out to mel and I! Tryout pub so tell your first years to come out! Shoot me an email about our upcoming Prep 101 news!

Discussion:

VP Academic: Ian Currie

CEC people are getting registered soon and then I've been doing a million policy manual changes.

Discussion:

VP External: Melissa Cusack

This past weekend I attended FYIC, I won't be presenting on it now, since Im presenting on the Congress meeting. If you have questions, feel free to ask me! Working on the open conference fund! For groups to get money if they are going to conferences. PDC: looks like we might be cancelling it, few people have bought tickets. OSPE, Isaac and many others are coming and we don't want to look bad. Please reach out to people and let them know about it to come! If you aren't coming because of tryouts, we will let you do both! If you have bought a ticket, you will get a refund. National engineering month (march)! You will see a bunch of stuff going on regarding this! Katherine from ECCS on health insurance. Some people on coop don't qualify for MSU health insurance. It's not a lot, but it's a few and we want to get them insurance. If not we want to inform them that they don't have it. There are questions up in the air regarding funding and stuff as well. ESSCO GM 2020, happening in February at Mac. We won the bid! CEC eligibility: The CFES board of directors decided U of T will get observer status which would allow them to be in CEC, it's not exactly what we wanted out of the status and a lot of schools are unhappy at this decision. It is unfair, as they should have made the decision at OEC. Please come talk to me if you have any concerns. I will relay this to the new VP External.

Upcoming dates: March 1st, nomination forms due. SAGM II March 19th

Discussion:

Q: Is there a link about PDC?

A: There's a Facebook event!



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VP Finance: Nick Aubry

Liam was covering for me in January, thank you all for co-operating. Over the break, we finally got the student fees released, so we have money in the bank. We also got the Welcome Week levy from the MSU. Fireball was pretty good, a little over budget but not too bad. I'll be doing presentations at SAGM, we've decided to raise the MES student fees based on the CEI rate, based on inflation and other factors. Will be implemented next year.

Discussion:

Motion #1: Updating Policy Manual to 2019

Motioned By: Michael Barbosa

Seconded By:

Whereas the Policy Manual is old and out of date and should be updated to accurately reflect our current society.

Whereas most titles, names and locations are incorrect

BIRT the following policies in the attached document be added to the policy manual

Voting to pass power of CRO to Liam? Majority For. **Motion Passes.**

I went through the PM and edited a lot of things out of order. It's fixing things that were miscopied, small stuff. A bunch of different roles, things like information technology coordinators. Updating names, making things more proper and making it related to 2019

Q: Are all changes sent out for us to check out?

A: They will be.

I also changed BLUE Lounge to DW Lounge.

Motion to make barbosa the CRO. Majority For. **Motion pass.**

Discussion:

For:
Against:
Abstained:
Motion:



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Motion #2: Open Conference Funding for EWB xChange Conference

Motioned By: Melissa Cusack
Seconded By:

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

Whereas Engineers Without Borders has submitted an application, and has provided all appropriate documentation to the VP External.

Whereas Engineers Without Borders has presented on the xChange conference.

Whereas Engineers Without Borders sent 15 engineering students (which falls into the 1-20 student category in Appendix V - McMaster Engineering Society Conference/Competition Funding Application).

BIRT applicants for Open Conference Funding to attend EWB's xChange conference will be granted \$1000 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.

Discussion:

Engineers Without Borders has 36 chapters. It's a conference that brings together all chapters, talking about education, advocacy, leadership. 4 of these projects were with the city of hamilton. We took 15 engineering delegates. A lot of the conference was about international development, we talked about sustainability and how the conference changed our perspective. How our actions impact our lives and other lives. There were 32 workshops.

Main highlights: FinDev, Match International, Gender Advisor, etc. Another cool session was innovation, and how that sector is changing. How different enterprises should work together on something that is unanimously agreed upon to be good. EWB is important because engineers need knowledge outside of the technical sphere. This is good for us to become better engineers and citizens. A lot of the events were about sustainability, impact, etc. We learned how our decisions impact other people. We learned about how we can move on from failure, how it is something that happens to everyone and it's ok.

There is a reflection that one of our delegates did, if you want more information, you can read it!

P: As of last year, a change of policy. Groups cannot apply for open conference funding. Because of that, I increased the funding EWB gets by 250. You can use that, but per policy, we can't use open conference funding.

Q: Given that we didn't know that and didn't consider it, are we able to re-submit a funding request?

A: The conference was in your budget proposal. Let's meet after to discuss this



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Q: How is it different if the group goes compared to if people on EWB goes.

A: There were teams that were double dipping. They'd include conferences in their budget and then they would apply for conference founding. I tried to compensate this year for teams that regularly go to conferences.

Can't be motioned as it is against our policy

Motion #3: Communicating Confusing Campaign Canon to Candidates

Motioned By: Liam
Seconded By: Patrick

Whereas campaign rules are not communicated effectively with potential candidates and a pre-campaign meeting has been successful in the past in communicating campaign rules

BIRT the following changes be made to section C.2. of the Policy Manual

SECTION C.2.

- a) A "Meet-and-Greet" style of event will be held by the CRO prior to each regular election.
A mandatory pre-campaign meeting for all candidates will be held by the CRO prior to each regular election to inform candidates of the Campaign Rules and important dates as determined by the Elections Committee.
 - i) The consequences for unexcused absence from the pre-campaign meeting on the part of a candidate shall be decided on a case-by-case basis by the elections committee but may include removal from the election if the elections committee sees fit.
- b) There shall be three distinct regular elections: Presidential Election, General Elections, and First Year Representative elections.
 - i) The First Year Representative elections do not require a "Meet-and-Greet" event

BIRT the following changes also be made to section B.5.2. of the Policy Manual

SECTION B.5.2.

- i) Organize a meeting prior to each regular election campaign season to inform candidates of campaign rules and important dates as per Section C.2.a)

Discussion:

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



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Presentation #1: McMaster Steel Bridge Team Special Projects Funding

Presented By: Brandon and Kaylie

We are both the co-captains of the MES Steel Bridge Team. We are now looking for funding! We want to teach people about the aspects of bridge design. We are an interdisciplinary group of 30. We are competing against teams from Mexico, Puerto Rico and China. We are looking to craft a 23 foot steel bridge for the Canadian National Steel Bridge Competition. We are almost done the design of the bridge and we are soon moving into full bridge fabrication.

For our financial plan. Our steel and hardware is about 1500, We are making a lot of tools and jigs for the building. We paid our comp fees back in December, \$400. We plan on taking 12 people to the competition. Polytechnique has given us hotel info, but there is a difference depending on the hotel they give you. We have funding from the ECCS, Civil, Faculty of Eng! Since we are a first year team, it would help us get off the ground. It is hard to get money when you don't have past experience to show them. The competition is in May so students will be taking time off work. So people will give up their work pay. Some people can't afford this and we want all people committed to come watch.

Q: For finances, you say you're bringing 12, but the initial application said 20

A: We thought that meant total people involved, not people going.

Q: How much space is left in special projects?

A: \$4500

Opposed: 0

Abstained: 0

For: Majority

Motion Passes.

Presentation #2: Canadian Revenue Agency but backwards

Presented By: Ian Currie

So this is looking at changes to the whole Academic Resources Coordinator role. Consistently, we have 3 separate coordinators that do their thing. There is no one taking responsibility and ownership, we often see that we have two options. The VP Academic spends too much time on small things instead of big pictures. This is us trying to find a solution, so there is someone taking responsibility, amalgamating the ARCs as well as a committee.

The top line is changing the VP Academic folder so it's no longer managing the tutor role. In addition, we also have this huge block which is a description of the role, AVP Academic Resources. Last thing, is the committee, because of the fact that the ARCS plan a lot of the events, cookies and cram, the amount of work is a lot more than expected, so we are looking at this committee that would help doing the basic things, it would be a small committee, but it would be up to the AVP Academic Resources. Read the specifics on your own time. Please bring up any concerns. Voice them sooner than later.



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Q: Do you think this committee will be effective given the social committee?

A: there are definitely reservations about that system. The idea of having student support is better than having zero support. It's the whole reason why we have that there.

Q: Do you want this to be elected in the upcoming elections?

A: Yes, ideally.

Presentation #3: Prep 101 Contract

Presented By: Kat Lemos

We have a contract signed with Prep 101, i'll explain the contract. The point is that it comes up for renewal. Prep 101 is a paid service that prepares you for first year courses. Their goal is to teach you how to do the questions on the exam. They don't teach you how to do well in the course. They have no affiliation with the university, we just do business with them. Marko signed this contract in 2016, the point was to get more financial support and to give them more advertising. We would use our platform for them. I recommend giving the contract a read.

The main parts of the contract, the most important to both parties are here in the presentation.

Provide us with 2 free prep sessions, 1 per term; ---- HAPPENS

A 10 dollar discount for exam seasons for MES members, --- DOES NOT HAPPEN

pay us 400 on August 1st and jan 14th each year. --- DOES NOT HAPPEN

10 certificates for free prep sessions. Usually given away in raffles and stuff, course evals, etc. ---

DOESN'T HAPPEN

MES will post 4 times on FB and we post promotional material in hatch --- HAPPENS

Options:

We can end the contract

We can renew the contract

Or we can renew and alter the terms

Q: How would you tailor the contract?

A: We can ask for up front payments, how much we get, when we get it, the number of coupons, etc., we can change the wording, since it gives them leniency

Q: Has there been other similar companies that want the partnership?

A: We have a bunch of different tutoring organizations reaching out to us, none of them are as structured or as well founded on campus as Prep 101

Q: Would it be reasonable enforce the current contract?

A: There's no way for us to actively force it

Q: Could we tell them we will only renew it if they hold up their end?

A: Yes, we can add clauses in!



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Let's work on it after

Q: Do they need this contract to exist on campus?

A: We are strictly promotional for them. They were on campus before they connected with us.

END IT --- 0

RENEW ---- 0

RENEW AND CHANGE --- everyone bruh

P: assuming you can't change it, what would people prefer?

END IT --- 6

RENEW --- 10

Q: Do they have this relationship with other faculties?

A: I don't know, we are just focusing on our end. I can look into it though.

Presentation #4: Discussion on Potential VP Communications Position and VP Committees

Presented By: Melissa Cusack

1. Discussing how to improve the experience of council members and the efficiency of the MES through further integration of council members into the activities of the executive
2. Discussing how to engage more students in the MES, specifically through MES advertisements and branding and looking into whether structural changes to the MES are appropriate in order to ensure this happens effectively

Ian and I want to try something new, so we will be splitting the council into two groups to discuss one topic each. We will discuss for 15 minutes and then reconvene all together. We want to get your input on them. Ian will lead one, I will lead the other

Ian: trying to get council more involved, so council does more in the activities about the exec.

Mel: I want to talk about advertising and branding of the MES. We can have the new position in time for the next election.

Ian: we talked about getting council involved in exec roles. We talked about how it's tough for council to feel involved. The roles are not well defined for reps to take initiative. They just don't know before something happens due to lack of communication. We want to include more of council during exec activities. We talked about how council needs to be on 2 committees and how that rule had fallen through. We arrived on how the committees were not always that helpful and that council members felt being in a committee was a placeholder position. We got into more of whether we wanted it to be a role,



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or task or however we wanted to get tasks taken down. We arrived on a job board for council. Where council can find new initiatives that are being worked on.

Mel: There was an agreeance that ads needs work. Technically, most of the stuff that's listed is stuff we should already be doing. Then concerns on why they haven't been done yet. And then there were questions on why it is a VP rather than AVP. then we discussed either way happening. Starting as AVP then moving it to VP. since this is looking at curating the brand of the MES, it probably should be a VP position

In terms of next steps, we will look to see if I can edit it and bring it up at next steps. But I can ask Barbs about how I can best move towards this.

Barbs: we can run ad-hoc but we can work on it later. Ad-hoc can be voted in by exec to run for a year

Q: If it's ad hoc, can it be a voted position?

A: Yes

Q: Whats Ad-Hoc?

A: It's a position that is implemented for a year as decided by the exec. There is usually no policy written yet so policy can be written afterwards. Basically a trial year.

PC: Do you run the Ad-Hoc as AVP position? How does the voting go?

A: Yes, depending on the elections committee.

Ad-Hoc? Yes or No?

I will send a google form afterwards with more information

YES --- Rest

NO --- 3

Presentation #5: What's TutorOcean? - Academic Resource Policy Updates

Presented By: Ian Currie

This is the second part of Presentation #2 (MOVE THESE). These academic resources have not been updated in 3 years. This is just sorting through it, organizing it and making it reflect the current state of the MES. Tutoring network, changed based on my negotiations over the fall. The MES textbook library, updating it to its new state. It's in the Drain, not the BLUE Lounge. Plus a description of the MES textbook library

Q: You can say something about, if they never pay the fine, you are not allowed to graduate.

A: It should be in there so the VP academic can enforce it.



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Presentation #6: That Time Kat Forgot About Accountability

Presented By: Kat Lemos

So, exec retreat happened over the summer. I wasn't at meetings last semester because of night class! The purpose of the retreat is to transition executive members. To make long term plans for the next year and work on the budget. Here's some numbers, we were super under budget on exec retreat, so the max money we can spend on exec ops is 1500, so we spent less than 50% of the budget. We expensed gas less than the regular price because it was ridiculous, marko cooked and we had to pay for data.

Q: Whats red, yellow and green?

A: It's a three tier budget. Red is when you don't have enough, yellow is when you have enough and green is when you have more than enough.

We restricted the LTP, which we all heard about last semester. We also went through our platform points. We talked about supporting them and we also set our goals. It looks like fun but we sat around all day and talked about stuff

Presentation #7: Congress 2019

Presented By: Melissa Cusack

So, Congress is the CFES big meeting. There are meetings, sessions and it is spread over two days. There are presentations, workshops, etc. We sent, 7 mcmaster delegates. Sustainability orientation (carbon footprint about different CFES conferences and we ate vegetarian), inclusivity orientation (engiqueers) engineering change lab workshop, mediation workshop and others. These were attended by the delegates that were listed before. We have lots of notes regarding all of these!

Major outcomes from general assemblies. The VP External's talk about everything and then vote on them all. There are budget caps and the CFES has an official stance on diversity. Proportional delegate cap so big universities can send more delegates. The CFES will finally be audited. Their budget will hopefully be inline by next year.

The CFES has observer status, where schools can enter as an observer so schools can enter the CFES. All CFES will be mandated to have parallel programming to drinking centred events. ACcountability option for schools, students can ask CFES about their VP External's and see what they are doing at conferences. There is also a grace period for schools who leave the CFES to be able to return without issue. So if one VP External leaves, the next one can decide to rejoin.

New CFES president is Dani Lake!! YAY



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Presentation #8: We Should Probably Do A Better Job With Mentorship

Presented By: Ian Currie

A few months back, Siraj from the SRA said they don't have a mentorship program with the MES, other faculties do. It was a good opportunity that we would be upset to miss. Basically, we are currently in the process of creating the actual program. Siraj is talking with other mentorship programs that exist on campus. We are also reaching out to other mentorship programs like women in eng and matls. We want to support those programs and not ruin them. We are planning on having it for 2019-2020. They should be able to access membership. Looking to pass policy changes now so we can work on administrative stuff sooner than later and do a good job. I will go into more detail cuz this is a new position. They would all under the VP Academic because it fits best there. They would advertise, hold a database, match mentors and mentees, plan monthly newsletters (based off of science mentorship which rocks) with themes where mentors focus on the themes (housing in january, midterms in october), etc. Organize at least 3 events per year, a kick off event during eng 101 week, and then two other less defined. Main point of contact for all members, reach out to existing programs to work together. Report to VP Academic

Q: For Eng 101 week, they would be meeting their mentors, but it says they are assigned them at the end of september.

A: I will fix that. We can have two dates, pre registration for the first date.

Q: For h), does that have to be in the policy manual for their role? Or isn't that a part of developing their role?

A: They don't want it to be their initial role. They want them to take continuous steps towards improving the program

P: You have g) as the main point of contact for the mentors, should they be the main point of contact for the mentees?

R: We can add that.

P: I recommend doing this in ad hoc for a year. I think there can be more added.

A: Having policy before hand can help structure the program and have something to fall back on. It could be either way

Q: Are you going to run a town hall? For first years and upper years?

A: Wasn't planning on it, but it very well could happen.

Presentation #9: Data Coordinator Policy (I ran out of anything remotely clever for titles)

Presented By: Ian Currie

This is the last one I have for today. This is reviewing the data coordinator that Desmond has been filling in for. The past while. We wanted to put it into policy so it could be something that moves forward in the future and so the investments we've made can continue. First thing, 1.5.m. We have this under VP



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Finance. It does not fit into the VP A role. Moving forward, the role would create form and collect data. Expand the data collections. ORganize surveys. ORganize and analyze the information that has been collected. Provide reports to the MES and report the VP Finance

PC: Why don't they report to VP Student Life?

A: That would work as well, but we put VP Finance because a lot of the tasks that they do tie in with VP Finance and the way that they are implemented. A lot is done through the drain. It also involves clubs and teams. As well VP Student Life has a lot amalgamated already, we tend to shove a lot on it already, since were a student organization

P: potentially, VP or AVP Communications, if it is made a thing, could cover this.

PENDING SUCCESSFUL VOTING AT SAGM (unless it's done ad-hoc)

Other Business:

Supdates:

Natasha: Computing and Software had trivia night and it went well, high turnout. No supdates for tron, for CS, we have a town hall coming up soon

Alexie: Not much for software, trivia went well, done out conference proposal. Gearing up for next software pub

Brodie: Nothing

Aya: ECE: ibiomed combo for skating night! Tickets out soon. For MEC, nothing, I'm done we could have had programming going to CEC, but U of T is a thing. We extended sweater order and we are setting up a lecture series for the ibio topics

Aras: Btech association having a game night thursday and the committee is meeting then too

Liam: I'm working on a code of conduct for people on council which will come out within the next month depending on AVP Exec meetings. We have interest in having a council meeting next week because of the amount of policy changes that need to be made in time for elections

Terrel: Working on a joint faculty night with arts sci and health sci

Eng 1: first year committee, planning an event with nurses, meeting thursday night.

Youssef: Nothing.

Julian: New Facebook page for Mech Eng. Working on industry night and shirts!



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Alexii: Helping with code of conduct

Desmond: Doing an event called phaser tag with tron! Industry night went well! 6 companies and lots of people. (Data): Got the chrome book in the drain, people say it's better than the ipad, it wasn't a good ipad. Lizzy is working on a draft for the survey that will go out by the end of term. I am helping planning the event, March 29 and 30, tentatively. Also Kipling and Toga, so don't plan other events that weekend.

Q: When will WW training be?

A: April 6th

Kat: Aras: Planning a PEO night on the 6th

Ian: We've been struggling with cookies and cram this year and finding tutors to come out. We are currently meeting to find out how to move around this, including hiring a position to head up 1 night of tutoring for 3 hours. It would work well to invite mentors from the upcoming mentors to show up. If you know tutors for 1E, 1ZA and 2ZZ. Sorry comp sci and btech, were not there yet and that's a whole other problem. It's a great way to get involved and you can meet potential clients!

Amy: matls has officially planned and booked a help session for 1M03, considering streaming it. It went over capacity last time. Also, there's a 1D04 midterm that night. We also have bowling mentorship night that we are planning. Also patches and stickers.

Andrew: no supdates

Barbs: president elect now, b tech rep election happening soon

MEC: doing interviews to hire people

Motion to Adjourn the Meeting

Motioned by: Julian
Seconded by: Youssef

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