



MCMaster ENGINEERING SOCIETY

Council Meeting Minutes



Nov. 1st, 2018 | ETB 238/239 | 6:30 p.m.

Note: Administrator was unable to make it for most of the meeting. Therefore, this document was completed with the help of Nick Aubry and Aras Siddiqui

ALL ATTENDANTS: Please inform President of your presence.

Approved Absences: Amy Gullins (Midterm, Ian Currie), Andrew Aslanidis (Class, Brendan Tomaiuolo), Andrea Obungen (Late, Midterm, Brodie(Class, Aya Aboughanem), Julian (Class, Desmond)

PROXY: (Person for Person)

Quorum Count: Enough

Ratification of the Agenda

Majority for
None opposed
None abstained
Motion passes

Ratification of Last Council Meeting's Minutes

Majority for
None opposed
None abstained
Motion passes

Executive Updates

President: Liam McDermott

Discussion:

- Faculty will advocate for 24/7 access for Hatch. (Not guaranteed to happen but they are pushing for it)
- WIE & Julia are working towards getting feminine hygiene products for the bathrooms in Hatch.
- The Drain is going to be making some aesthetic changes.
- 10 people showed up to Image of an Engineer information secession, info can be found on the MES website in a blog post. Applications are now open!
- Had long-term plan info session (about 8 people showed up) there are no minutes, as just questions were being answered.
- Had Executive-AVP meeting and flushed out final Long-Term Plan draft.

VP Student Life: Katya Lemos

Discussion:

- Had a casual meeting with Matt Lukas to discuss making some changes to Hatch operating procedures with Julia



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- working with Leisha on policy for cheers and behaviour on busses
- Evaluating our relationship with Prep101 --> expect a presentation on this in January
- Working with Carm Vespi to strengthen our relationship with alumni, and to make their events more accessible to our students

VP Academic: Ian Currie (Given by Melissa)

Discussion:

- Cookies & Cram coming up on upcoming Tuesday for PHYS 1D03, try to encourage first years to attend if they are struggling
- Meeting regularly with Dr. Coley now, have a meeting with him and wellness coming up in a bit
- Starting work on updating the test bank, if you have tests that are waiting around send them to arc@macengsociety.ca
- Eng 1 operating committee happened, again nothing too much of note
- Have been meeting with Student Success Centre. Had issues where they were looking at cutting funding to the engineering students to simplify their process with TutorOcean when doing final updates to the system. We negotiated a change to the funding structure such that we are currently looking at 7 sessions per semester @\$10 per session sponsored from the SSC (from 10 sessions @\$8 per session previously). MES subsidy (\$5/session) is still included on top of the SSC subsidy.

VP External: Melissa Cusack Striepe

Discussion:

ESSCO:

- Will be motioning on the Tougher Gun Control Notice at the November Teleconference as it was tabled during the October Teleconference.
- Is looking for a new Director of Sports. Let me know if you are interested.
- Will be putting out a stance about the cuts to school funding that are happening in York Region (affecting York University).

Sustainability Committee:

- Students working on getting ECCS to include a sustainable jobs day or section in a career fair style event.
- Will be adding a few questions to the clubs and teams EOHSS google form to increase consideration of sustainability of events.



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VP Finance : Nick Aubry

Discussion:

- Last years budget has been audited will be reviewed at the next council meeting.

Motion #1: Reconstructing the MES isn't just for Civil Students

Motioned by: Liam McDermott

Seconded by:

Whereas the portfolios of the Director of Public Relations and Director of Sports are already presented by other positions when it comes to voting.

Whereas there is still a need for these positions to exist.

BIRT that the following changes are made to the sections B.4 and B.6 of the policy manual

Majority for
 None opposed
 None abstained
Motion passes

Motion #2: It's 2018, Our Constitution Should Reflect That

Motioned by: Liam McDermott

Seconded by:

BIRT that the following changes to the constitution be made to Article 5: 1 (b) ,1 (c), 1 (e), 1 (f), 2 (a) and 2 (C), which would also be voted on at SAGM 1 2018

Discussion:

In a not shell these changes are similar to the role changes in the proposed document.

Reflecting the current state of the positions within the MES for the Directors, Coordinators,

Q: Why is wellness being changed to an associate vice present positin

A: Giving the position a voted-in portfolio to give the position more credibility. Especially for advocacy reasons.

Response: With the wellness position being an elected position, it raises risk that it will come down to a popularity position

Response: We elect people to represent our interest for their respective portfolios. Everyone gets a right to vote, so having the constituents have the ability to vote.



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Response: It's something that should be considered here, before being brought to the general vote. Proposal to bring it to SAGM II when the role has been flushed out further, and more stakeholders should be consulted prior.

Q: What does this mean in terms of this year?

A: Wellness will continue to be an appointed position this year until the next election cycle.

Q: Timeline? If pushed to SAGM II, would voting have to be pushed to next year?

A: Would have to go to a bi-election, and if chosen prior.

Q: Can we motion to decouple the wellness position from the overall vote.

A: Yes

New Friendly Motion:

Motion to decouple the wellness position?

Majority for, none abstained, none opposed, **motion passes**

Motion all changes expect wellness in constitution

Majority for. None abstained, none opposed, **motion passes**

Discussion continued for Wellness:

Point: Regardless of when it was brought up, it has been brought up now?

Q: How is the position picked now?

A: Appointed position, interview process with the executive team.

Q: Has the details of this change to portfolio been considered?

A: Unclear as to how the position will be any different as an AVP then a coordinator in terms of ability to advocate to the faculty. Don't think it should be changed until fully flushed out.

A: The natural progression of voting roles changes over time. We learn what works and what doesn't work and change accordingly.

Clarification: Is the other voting members been elevated to a voting position or started as one

A: Been around for a long time.

Q: How long has it been around.

A: 3-4 rounds

Point: Would like to see the position be under



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Point: Evolving is good. In order to evolve change does need to happen. In order to fulfill the avp position requirements need to flush out more details.

8 for
 12 opposed
 1 abstained
Motion does not pass

Motion #3: Consistency in the Constitution

Presented By: Liam McDermott

Seconded By: Ian Currie

Whereas the MES Constitution currently lacks consistency in its footer because Mitchell’s motion at SAGM II 2018 was unconstitutional.

BIRT all occurrences of the footer of the MES Constitution which read as “McMaster Engineering Society

Policy Manual” be changed to reflect the true purpose of the document as shown on pages i-iii of the Constitution which read “McMaster Engineering Society Constitution”.

Discussion:

Point: Constitution outlines that motions have to be motioned at council before going to SAGM so last time this happened, it wasn’t constitutional.

Majority for
 None opposed
 None abstained
Motion passes

Motion #4: Addition of Long-Term Plan to Constitution

Presented By: Liam McDermott

Seconded By: Alexii

Discussion:

Was sent out so unless there are any discussion points, nothing to say.

Majority for
 None opposed
 None abstained
Motion passes



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Presentation #1: Co-OC

Presented By: Karlo Nesovic and Emma Rogers

- Present new and fresh ideas
- welcoming and opening community so that everyone has a story
- should be something for everyone

Timeline

Nov 12: committee app out

Nov(end): app due.

Feb: tryout

March(end): list out

Tryout

- Clarity
- Fairness
- Consistency
- certainty

Uni relation

- Planners present at move in
- Flexible event time
- Discuss bed racer overhaul
- Advocate switch faculty say to back to faculty fest
- Shorten faculty fusion

Event improve

Diversity day: ambassador system in specific program

Faculty day :

- tone down succus portfolio
- Modify summer Olympic (have icebreaker)
- Build on winter Olympic (coding challenge) AMD sponsor -> do two levels(beginner & intermediate)

Faculty fest: hatch showcase (more chill, video/board game) use lounge and junction

Faculty night: change venue (closer and cheaper) increase on campus event, increase bus at night

Interfaculty events: increase paint night, change eng-sci to amazing race, reach out to planners early.

Community training

- job expectation explained
- training on running pod
- increase communication with co-oc



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Rep

- Rep 101, help reps understand better
- Create rep handbook
- Forum for voicing concerns
- Anonymous feedback

Questions:

q) Linford: how u know other person deals with stress?

Emma is calm, karlo gets stuff do. Creates a balance

q) Zackary: how does image of eng award change ww rep?

They are encouraged to apply to ww rep and it is sperate then ww rep.

q) parsa: define metric for selection process success?

Define appositeness and u want to create welcoming community.

q) parsa : define satire vs having fun?

Its case by case, define a line of appropriateness.

q) santi: Wanna do interview over weekend, what if there is bias with people going 1st?

Wanna minimize the burnout and extend it. It's a span of weekend (not necessarily two)

q) nick: how to handle tough situations for rep be inappropriate?

Take them aside, talk to them, explain its not appropriate. If 2nd time, won't be afraid to say ur dismissed 3rd time. Ur rep of faculty and do it best as possible.

q) liam: whats biggest failure as committee?, how u fixed it

karlo: sponsor, recognize its better done with other people. Committee member start late, recommend to do early.

Emma: faculty night, underestimate # of people. Time line on burgers. Better to over estimate.

q) mark : most imp point from presentation?

Rep support(improve team, best rep faculty), diversity day(programs specific things, have them done[ibio, btech, comp sci]), faculty day(make people included, cater to everyone)

q) santi: what weakness u have as a pair? That others don't?

we are buddies, we are different, diverse exp. We have understanding. We are same but are spread out in community.

q) liam: how u picking committee?

Read app, pick top, them interview

q) aya: co-oc sponsor, is that a big thing?

Its worth it, we get more money and gave it out to 1st years. To help 1st years.

q) dedicated sponsor committee member?

Have less committee member, but have the co-oc on it.

q) santi: faculty fest, how u fit 30 club team in hatch?

Have it around hatch and inside hatch, have it out (bay-door open).



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q) liam: define sponsorship role?

Any merch we get is sponsored, anything external coming in.

q) liam : big money going in WW? How can u make sponsorship more successful this year? To get more funds?

By doing it earlier, we reach out a lot, mass message. Its going to be effective, tell us money we expecting.

q) santi: hatch is homebase, is it a pod?

Its gonna be a rep chill spot.

q) brandon: idea on committee selection, bias based on past exp??

This will be forced on upper year rep, to make sure they on par. Create even field for 1st year and returning rep.

Pick anonymous?

1st impression is un bias (anonymous) then we will look into in interview

q) zack: rule: what old rep has changed vs what new reps bring in?

on app it says if u have exp as a rep. we evaluate differently.

U judge person, when u see their name anyway.

We have amanous and then we compare that after.?

q) ahmed faud: committee training, when, how, who?

Co-oc are familiar with job. Transition doc should state all and everything. We both have exp, its easier for us to see what works and change what didn't. Plan email to committee, debrief meeting.

q) pars: implement feedback throughout week?

Yea we do that.

Presentation #2: Co-OC

Presented By: Tommy and Keith

- Co-chairs of OEC: exp with 200,000 budget
- do work well in a team
- have experience managing large team.

1)improve inefficiency

2) clear communication

3)engagements

Move in: do a presentation before, do and dont;

Monday: diversity day involve eccs, nursing bowling

Tuesday: faculty fest, build on paint night, bring trivia and increase tours.

Wednesday: faculty day, change fireball tours (link with winter olympic) everyone has same schedule.

Cur down olympic -30 min. do faculty speech. Explain cheers. Handout snacks

Faculty day, keep air band, change summer olympic. Have maps at each event, streamline event schedule.



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Thursday: faculty night. Ensure closer venue (decrease transport) increase buses, and (change)waivers, have it in lobby. Clear flow of student t

Friday: bus pull, keep fire walk, keep more 1st year , advertise and food voucher (to get people to come at graduation).

Misc.:

- address success and feedback
- change sports promote engagements (1st year an other reps).
- remind app
- DO: sponsorship during the week, have exp with OEC, MES and concrete Tbog.
- What they want from us, engage sponsors with students.

BIG IDEA: WW 2019 passport:

Everyday u get a stamp, at end to week u bring to drain and get a patch. When u get a passport, u go checkout JHE and have tips for each day.

- Committee: open it up(other exp with other teams and clubs). Diverse representation. Around the world 1st years, so committee should handle needs of people

TIMELINE:

Do selection in December

January: 1st meting 2nd week

Feb: tryout.

Questions:

q) liam: clarify, MES has LTP. Identify what would u use for, LTP in ww?

Make eng More diverse, welcoming. More neighbourly, engage other faculty, have campus presence. 25% (1st year) was female, cater to change in people coming in

q) marc: manage committee, u guys haven't been on committee?

We have worked together as co-chair, part of team. Hold people accountable. Taema is well equipped, choose adequate people Parallel b/w cochair and co-es than committee member and co-es. We used transition docs to get to know co-chair and worked from there.

q) marc: pick people for individual role or well-rounded team?

Do good communication, need big picture, shoot people in role but also be good at planning and executing

q)santi: invite eccs, what can we do to mediate that?

U get more people and relate it to diversity and more clubs and team. Include info at pre-welcome week end out. Put descriptions, add info. Prep students for what we plan for. Explicit detail.

q)liam: eccs doesn't take away from diversity day and change to co-op day?

Not taking away form it, but eccs can attract students, promote diversity day. Eccs won't dominate, we limit what they present, hae it fair and preserve diversitd ay

q) brandon: limited turnout to diversity day, how do we get better turnout to it?



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Falls in clarify expectation ion events, when we include details to diversity day, include stake holders, students know what each team is.

q)liam : pre ww mail, what details u want?

Whats a bus pull? Define that. Hype events, addition to that. Faculty and Olympics, what the meaning of that. Market best way possible.

q) santi: what needs sponsorship, h=what will u do with money?

LeviatE MES funding, let mes spend that on students. Also we show 1st years opportunities for co-op.

large portion comes from mes, we can do cooperate sponsorship. More money to work with. Gek is large scale, so we can put for to other events.

q)liam: biggest failure from OEC, how u change?

Sponsorship, there was miscommunication. About the expectation b/w teams, we consulted each other and talk it out. We make sure who's working with who and whats their role and everyone is on same page. We made a clear priority, be on same page. Talk everyday, express doubts, concerns. Identify weak points, Identify roles.

q)liam: improve sponsorship on ww?

What we offer to sponsor. We ask too much of the company, it needs to gage interest and get people to hire, doesn't work with 1st year. If we ask too much people wont sponsor. Identify area sponsor will fit, clear branding, like pus pull.

q) erin: trivia is oo Tuesday?

People might want low energy events. It gives options, doesn't take away from paint nite

q)chealsea: how u prioritise sponsors vs 1st year exp?

End of day we cater to 1st year, balance that. Same as we wont let eccs dominate the diversity. Cant do it during everyday events. Put it during clubs and teams, great opportunity and free to talk. Keep mac eng tradition.

q) Hannah: parallel programming, what other options we got??

Wasn't enough turnout, so we want capture larger audience. Not to limit anyone's opportunity.

q) gabe: during ww, cross faculty sometimes its difficult, miss communications, how u communicate with them?

We will let them know ahead of time, in my exp its difficult with some people. Being honest in request, if problem then address it. If the faculty had resentment with us, understand what we can do run event.

Don't dodge situation work it out, confront it. Be honest.

q) santi: co-chair vs committee. Committee has ww exp, how do u overcome those?

Surround ourselves with exp committee, reach out to old co-os. That is our strong point. We will reach out. Contacts matter, have that relationship, ask questions, seek answers. We can take mature approach to problems

q) marc: TOP 2 priorities?

1. clear metric for how many students are attending. To see engagement, we got. And improve that.

The passport we got does that. Push students to be more involved. More students involved in clubs and mes.



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q) zackhary: passport has what type of programming?

Includes all details throughout the day, all parallel programs included.

q)liam: committee selection? Whats guarantee that u wont select friends? What improvements u put in process?

Get ref outside committee, we chose vp for OEC, it was hard, to tell friends they didn't make it. We did that for OEC, made tough decision, put exp first. As a professional, you pick what works best for the team.

Presentation #3: Co-OCs

Presented By: Emma and Roba

About us:

Why us:

- Roba: Worked as eccs, venture, work with faculty, rep faculty (employers, info session) work at union. Talk to people across uni. Commuted and did residence.
- Emma: 2 year on committee, venture (assistant Director and director), AVP
- Planned "the event", event coordination, budget, got to see each other.
- fresh rep and committee member

ideas and changes:

[changes we likes:

- improve communication
- email, google calendar
- feedback
- parallel program
- academic program
-

committee interview:

What, why how. (face to face interview),

- Do it throughout exam period.
- Open schedule.
- For people to pick and place.
- Accommodate people.

Events

Buss pull:

- change location proposal.
- Do Dundas, cannon, York, westdale.
- Highlight and explore Hamilton.

GEk



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- change location
- arrange buses better
 - **Ancaster fairground** (fair building). (at indoor, weather not issue) round trip is 50 min.
 - Ancaster ground has big rooms for parallel programming.

Ø 3-6 **6 bus**

Ø 6-9 **2 bus**

Ø 9-11 **6 bus**

Diversity day:

- reach more students by identify based group
- change layout of day.
- Open to students form all groups
- have people reach to different student groups.
- Ton of potential, restructure to impact more people.

TIMELINE:

Jan: rep application

Jan (end) app due

Feb (tryout week

Feb end(team select)

Questions:

q) parsa: there is 2 weeks form app and tryout, enough time to make informed decision?

That's 2 weeks to application submit and tryout

q) conflict in ur work, what u guys do?

We think about problem, we come at it from diff angles. And find solution

q)nick :conflict (between) with u 2?

Open communication, respect each other, have exp communicating each other.

q)conrad: do u look at stream for application?

We don't consider it as a factor, the diverse committee selects a diverse rep group.

q) conrad: how u chose ibio people who chose health sci stream?

As it is, it doesn't matter what program you in right now. Wouldn't consider that. Other faculty can become rep.

q)santi: Weakness u guys have, as a group?

We can take issue and work through it, we know each other and work the rest of way. We take stuff up.

We know how to distribute task.

q)liam: failure in mac eng?

Roba: haven't been on MES and did more eng eccs and stuff. Will be more involved now, not a failure

Emma: vie been narrow, and this path, I haven't been branching to other mes stuff.

q)sara: moving reps selection ? like with musical and other team events?

Process of selecting team, not final date. Releasing list has impact of people and being mindful of that

Prepared by Christos Liaconis, MES Administrator

administrator@macengsociety.ca



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q) Dziugas: for timeline, if this gets pushed back, gives u less time to pick committee?

Committee is 12/15 and rep is 100+ so ya its time based. It wont take as much time. Small list, small group. Regardless when people want interview, we will keep reading application.

q)santi: academic programing?

From past, we selective to programs and info we provide. Needs to be helpful on academic preparedness. Talk to vp academic and work with people involved

q)PARSA: transparency is issue, often people feel feedback was generic. Any plans to address that issue? In term of transparency, **if doesn't need to be secret don't keep it as secret** If making selection be clear with reason as when u select anybody. Shouldn't be hidden, people need to improve, give them reason to improve.

q)aya: if u never been on committee, what ur exp in this role?

Worked with eccs, did analytics and logistics.

q) Ian M: u haven't been on committee? What difficulty u see?

Personally, I see that at end of week, I wont be able to make new friends. But that's not my role, this role continues beyond the week.

q)ahmed faud: the others persons biggest weakness.?

roba: takes lot of responsibilities and burns herself out. Takes on too much, I speak up to her and call her out. Keep an out and self care.

emma: no exp on committee, he has exp to do necessary for role. Counter balance that with my exp. Brings in diff perspective.

q)Linford: selection Is selective, how u go about personal vs professional interaction?

See people cross line, dint think that appropriate. Don't bring personal beef. Co-oc facilitate

q)sara: How u planed "the event"?

people were busy and we worked with team of 6, delegate roles. Organized volunteers, brought up new team, transitioned.

q)Hannah: what has ur commuter exp taught u for this role.?

as a commuter I didn't know what was going on. We can have more communication and let them know.

Presentation #4: Co-OCs

Presented By: Andrea and Jack

Andrea: eng recruitment, on committee, ibio TA, suez co-op, chem rep

Jack: committee 2 year, Bunge co-op, venture, ultimate coordinators.

TIMELINE:

Mid november: committee app

December: Committee selection

Mid jan : application

Mid feb: tryout

Mid march: selection

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



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1) incoming 1st year,

Advertise: gek, faulty day, faculty night. Include overview, do remind again. Publish on mes website.

2) ww rep

- Organization and communication: a guide book for reps. Pod schedule, eng event, campus map.
- Emergency contact.
- Create a crash course on rep. rep care, include jargon
- Checklist and deadline for event
- REPCARE: make up catapult day. **Bowling escape room**, include walk home team, increase bonding b/w new rep and upper year

3) WW events

Faculty night; bring close to campus (confederation park, Churchill park [walking distance]) save expense (reallocate it).

- **Confederation:** \$1000, private, accessibility bus,
- **Church hill;** \$5500 reallocated, decrease travel, public location, campfire at alpine, tours at aviary.

Diversity & academic day:

- keep presentation, then bring to one big group
- make students aware of all services.
- Have keynote speaker.
- Have rep from each club, talk to people about it, outline goals for the year.
- 1st years who resonate with these roles will join.
- Parallel program for each mes service.

Sponsorship: do it early. Do it as co-oc and send it too committee

Buss pull: diff location, west dale, campus, Dundas.

Questions:

q) ian: you are on co-op, how will you operate with meeting people on campus?

Im done at 4, will work through that. Have committee take few roles. Took ww off. Have half days and will use that for selection

q)sara: why bus pull be better in Dundas??

Able to put a safe location for students, its up for consideration not final

q)patrick: keep selection fair and unbiased?

Do blind application 1st then do it separately, then discuss as a group. This way bias are taken out.

Similarities will yield a better outcome.

q)parsa: transparency from committee or co-os, feedback wasn't proper, this -negative impacted the community. Any plans to improve that?

As a team we discuss what type of feedback we give. Any personal feelings wont be included. Make sure to give constructive. Best pick committee that have unbiased feedback.

q)liam: biggest failure?



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Underestimating# 1sy tears. And getting amount of buses. Having it close will wliminate that. Need to focus more on my team, reaching out for help. Need to make team aware of that. Lend a hand and ask for one. Make sure everyone on team is doing their job.

As someone in-charge of buses, did u go to past committee members ?

Year to year we do transition doc, keep track, improve events. Keep communication with committee. The location was far and now we keep that in transition.

q)Konrad: with ibiomed, is it imp to make connection with health sci? people didn't relate to eng and went to health sci?

Imp to work with health sci and other faculty. Ensure inter faculty events, parallel program. Keep 1st years in the know. Have events that combine interest of both.

q)aras: how do u deal with conflict, and work as a pair?

Worked in last ww, something we do is, we handle stress the same stay clam and collected. We just took a break and talk bout it, recollected thoughts. We have good communications, respect each other a lot.

q) Amin: rep clumping, improve the overall team, how would u do that?

Clumping: our reps sticking together.

That's the purpose of crash course video, we make reps aware to responsibilities and even jargon we use.

During olymipcs, we don't want reps to make their own group, its meant for reps to make group with 1st years. Talking to team is fine but be limited, will bring up in feedback, to improve upon.

q)marc: so you said u said u had similar conflict resolution, what if you don't agree?

Marc: andrea is more of peoples person, im more logistics (break down to small steps)

Andea: jack is reserved so people don't approach him, we balance it out.

q)Liam: did you want to add sponsors in video?

Yes add it to entrance video, kinda an option we offer for them.

Do they get creative control on video?

New idea, it in the making. Company will be aware that its just a part, rest of video is just us.

q) santi: whats the 1 thing u will look back and be proud?

-The guide book, its super accessible. It has a space for notes, for you to keep track of.

-the diversity day event, to give students the service they need through out their uni career.

q) Patrick: saving money on gek, where would u use that money?

The guidebook. Put back into faculty night event. Provide food.

q) incorporate people with people with disabilities.

Painting, coding (winter Olympic), more parallel program. Parallel program for airbands, video game board games.

Other Business:

Supdates:



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Motion to Adjourn the Meeting

Motioned by:

Seconded by: