



# MCMaster ENGINEERING SOCIETY

## Council Meeting Minutes



Jan. 22nd, 2019 | JHE A114 | 7:00 p.m.

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

**Approved Absences:** Kat Lemos (class, Melissa Cusack), Julian Simeonov (class, Jonathan Wang), Erin Nunn (class, Desmond Kennedy), Andrew Aslanidis (industry night, Amy Gullins), Kaylie Lau (class, Aya Aboughanem), Patrick Wojtera (class, Nicole Sutton), Aras Siddiqui (class, none found)  
**PROXY:** (Person for Person)

**Quorum Count:** 20

**Ratification of the Agenda**

None opposed, None abstained, Majority For, **Motion Passes**

**Ratification of Last Council Meeting's Minutes**

None opposed, None abstained, Majority For, **Motion Passes**

**Executive Updates**

President: Liam McDermott

OEC went well over the weekend! We had lots of positive feedback from other universities. As well, this week, I am filling in for Nick Aubry, as VP Finance. I just finished discussion with the board of directors, discussing the upcoming election. Fireball this Friday! We will find out the new president-elect! I will be officially replaced in March and until then I will focus on transitioning instead of working on new things.

Discussion:

VP Student Life: Kat Lemos

Working on changes to our contract with Prep 101 (it's up for renewal this year) Fireball is this Friday! Hope to see you all there!  
 Interested in bus monitoring for Fireball? Email: fireball@macengsociety.ca

Discussion:

VP Academic: Ian Currie

Me and SRA Eng are working on a mentorship program for the MES, focusing on lower year students and will be in conjunction with mentorship programs that already exist so we dont step on any toes. I will reach out to anyone that has been in a mentorship so we can gather more information on the topic. A committee is getting together for projects for 1P13, we are planning on having past students present for this. They have had upper year students come and voice their opinions about how there will be no materials science covered in 1P13, that is not true. It will be covered in a different way. Please



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contact me about any other concerns. Bringing changes to the Policy Manual with ARC at the next council meeting.

Discussion:

**Q:** Will ARC changes come with the tutoring program?

**A:** Yes.

VP External: Melissa Cusack

Went to Congress, no presentation yet, but it's coming soon. Real spicy discussions that I can't wait to tell you about. In terms of other things, we selected our delegation for first year integration conference (beginning of February (1st to 3rd)) and for the Conference for Sustainability (25th)

Discussion:

VP Finance: Nick Aubry

Discussion:



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### Presentation #1: Hatch Position Motion

Presented By: Julia Bauer

#### Sample Motion:

**Whereas** the Gerald Hatch Centre Coordinator is no longer a position hired by the faculty

**Whereas** the position was added to the constitution at SAGM II 2018

**Whereas** the position currently does not exist in the policy manual

**BIRT** the following addition is made to the policy manual:

#### **Gerald Hatch Centre Student Coordinator**

The Gerald Hatch Centre Student Coordinator shall:

- a) Act as a liaison between the McMaster Engineering Society and the Faculty of Engineering for issues relating to the Gerald Hatch Centre.
- b) Sit on the Hatch Operations Committee.
- c) Be responsible for the Hatch Booking System.
- d) Work with VP Student Life and AVP Clubs & Sponsorship to organize meeting times and space allocations for Clubs & Teams in the Gerald Hatch Centre.
- e) Allocate Gerald Hatch Centre 2<sup>nd</sup> floor lockers to Capstone Project groups.
- f) Responsible for organizing renovations and improvements to the Gerald Hatch Centre, such as to the Drain or the Lounge.
- g) Responsible for troubleshooting the Via Kramer system in the Hatch 2<sup>nd</sup> floor Meeting Rooms.
- h) Update the *Hatch Procedural Manual*, when needed.
- i) Report to the President.

**Julia:** I've been working on this throughout the year and it outlines what I've done this year in this position.

**Q:** Is this a paid position?

**A:** No.

**Q:** For f) and g), they should start with “be”, to go along with the grammar of the opening sentence.

**A:** CRO will fix them, as he is in charge of editing the additions to the Policy Manual

**Q:** Is there a specific reason why it's only “Report to the President” and no one else?

**Liam:** That's just how it turned out this year, but it's not restricted to *just* the President.

**Q:** This looks like a lot more work than the lounge coordinator, which is a paid position. What's that all about?

**A:** We would have to discuss this with Nick (VP Finance), who is not at this meeting.



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**Q:** Let's take an unofficial poll about whether this position should be paid. It should be considered for the official decision.

**A:** 12 yes, 7 no

**P:** We should be cautious about payments because we don't really know the budget or anything.

**Q:** Why is the lounge coordinator paid?

**A:** Initially, it was an unappealing position, so it was a way to make sure we could consistently fill the position.

**P:** This policy manual change can be made, but the payment can be done later and is unrelated.

### **Motion #1: Elections Changes**

**Motioned By:** Liam McDermott

**Seconded By:** Terrel Marshall

**Whereas** the MES has an existing gap in policy that makes elections accessible as candidates do not have any spending limits on campaigns.

**Whereas** the size of posters during the MES Presidential elections got out of hand but were allowed since no existing policy addresses this issue.

**Whereas** these problems could get even more out hand with general elections.

**BIRT** the following policies be added to the policy manual:

C .

10. 12

Candidates must submit all expenses made during the election to the CRO, with receipts. The total amount of campaign expenses per candidate may not exceed \$ 50 during any election.

10. 13

Candidates may not use physical posters or banners that exceed 11" x 17" inches.

**Liam:** I'm not trying to throw anyone under the bus. We have the same thing for general elections, and things will get out of hand. The spending limit is because some people don't have the money to spend and we want any MES member to have the opportunity run for any position. We would put more additions to update the elections policy, but we wanted to start with just these as early as possible. If there are any other things you want added, we can discuss it.

**Q:** For general elections, if a person doesn't spend any money, how will this change things?

**A:** It will be obvious if the person spends money or not.



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**Q:** How did you land on \$50?

**A:** Normally, when I spent money on posters for a campaign, it was about 20-30. We are flexible on the amount to be honest. We thought 25 was too low and the underground might change prices unexpectedly.

**PC:** You could make roughly 80 posters with the \$50 budget.

**P:** If there's a limit being put, how do we compensate this change so other people know about elections. We also have to take into account donations that are made towards people running.

**DR:** It should be included. We might have to add a policy about taking donations, including a receipt.

**DR:** If you force no donations, then it will force people to pay their own money which contradicts the limit.

**DR:** Would it be possible for the drafters of the motion to come back with an addition that some sort of meeting is held to show this information

**A:** This is already in the PM

### Motion #3: Open Conference Fund Policy Manual Change

**Motioned By:** Melissa Cusack

**Seconded By:** Leisha Fernando

**Whereas** other funding policies within the MES typically allow for small amounts of funding to not require a vote by council.

**Whereas** this policy manual change was made last year without testing, and has proven to be impractical and a barrier for groups applying for small amounts of funding.

**Whereas** the VP External has to review all documents to ensure the conference is worthwhile, and manages all documentation for the open conference fund.

**BIRT** the following policy manual changes be made:

#### 3.4 Conference / Competition Funding Policy

##### a) Open conferences and competitions

i) The MES will fund 50% of the delegate, transportation, and accommodation fees for all other delegates

ii) Delegations requesting funding from the Open Conference and Competitions Fund must fill out the MES Conference/Competition Application form (Appendix V) and submit it to the Vice President External Relations

iii) The funding shall be approved in the following manner:

a) By a vote from council if in an amount greater than \$500, in which case the head delegate from the group requesting funding must present to council to receive the funding.

b) At the discretion of the Vice President External Relations if in an amount less than \$500, in which case the Vice President External Relations must update Council on what funding was approved.

Prepared by Christos Liaconis, MES Administrator

administrator@macengsociety.ca



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iv) The head delegate from the group requesting funding must present to council to receive funding.

iv) In the event that a presentation needs to be made:

The presentation shall be made before attending the conference or competition and shall be evaluated based on the following criteria:

- a) Delegate/entrance fees
- b) Location of the event
- c) Number of McMaster Engineering representatives to attend
- d) Length and reputation of the event
- e) The degree of effort put into fundraising by the delegates
- f) Benefits for the MES
- g) History and value of the conference or competition

v) The head delegate must also submit a report to the Vice President External Relations, to be published in The Frequency and/or the MES website no later than one month after the conference or competition has concluded

A) The report shall include updates on activities of the delegates, tangible outcomes, and effectiveness of the delegation in representing McMaster

vi) The following funding mechanism will be used once the conference or competition has been approved for funding:

- Delegation is between 1-20 students – 50% of the delegate fees, transportation and accommodation up to a maximum for \$100 per delegate and 1 head delegate to a maximum of \$150, not exceeding \$1000 per delegation
- Delegation is between 20-50 students – 50% of delegate fees, transportation, and accommodation up to a maximum of \$75 per delegate and 2 head delegates to a maximum of \$150 each, not exceeding \$1500 per delegation
- Delegation is above 50 students – 50% of delegate fees, transportation & accommodation up to a maximum of \$50 per delegate and 2 head delegates to a maximum of \$150 each, not exceeding \$2000 per delegation.

vii) The delegation must submit the signed Delegate Code of Conduct (Appendix K) prior to attending the conference. Failing to do so will give the MES Executive the right to revoke reimbursement.

viii) MES funding approval (while not preferred) can be given post-event on the condition that the MES Executive has been made aware (in writing) of the event and that MES representatives are attending it. The amount given will still be determined by the above criteria.

ix) If council approves funding is approved, the group must submit receipts for all expenses being covered by the MES no later than one month after the conference or competition has concluded

x) Inappropriate or unprofessional delegate behavior gives the MES Executives the right to revoke reimbursement

xi) The funding pool is limited and may be exhausted before all delegations apply. The Vice President Finance shall decide whether requests are acceptable and within the limits of the MES Budget.



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**Mel:** This is pretty much the same thing you looked at last time, but there is one addition with respect to funding allocation and approval.

**Q:** Who approves the funding?

**A:** If it's below \$500, VP X approves. If above, council gets involved. It has nothing to do with timing.

None opposed, None abstained, Majority For, **Motion Passes**

### **Motion #4: Drain Space Improvement**

**Motioned By:** Bailey Hume

**Seconded By:** Alexie McDonald

**Whereas** the money from the Hatch Surplus will be put towards the purchase of a black dry erase board to be hung behind THE DRAIN counter. This will be used to display prices for everything as well as have information for events. As there is not currently a functional way for this to work within the constraints of the space this is a good opportunity to fix the problem. Furthermore, it will improve the aesthetic of The Drain as well which is relatively drab compared to its predecessor in the BLUE Lounge

**BIRT** a portion of the surplus will be used to buy the dry erase board as picked out by the Drain Coordinators as opposed to be used on other improvements to Hatch.

**Bailey:** Basically the drain is really boring. We found a 5' x 4' board that we want. We have lots of merch that people don't even know about so it'll be good to post information and have things look better.

**Liam:** If you wanted to get money from the surplus, you need to show exactly what you want to spend the money on.

Specific Item that Bailey Has: \$845.40 (on the US site!)

**Q:** Why dry erase over Chalk?

**A:** Chalk doesn't look good after a while. Very drab.

Motion disabled until we find a new product with a price.

### **Presentation #2: McMaster Steel Bridge Team Special Projects Fund**

**Presented By:** Kailey Zeran

Delayed to next council meeting. The VP Finance has to review it and we are not in a position to have that done.



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### **Presentation #3: Data Coordinator Presentation**

**Presented By:** Desmond Kennedy

I am currently the MES Data Coordinator, which is a new Ad-Hoc position that we made up this year. People have said that there has been a decrease in engagement in the MES. We don't have any data to back up these claims so we decided that we should see if it's true and get the numbers. Relevant to the LTP (student engagement and Public Image).

We are looking at how we plan events, who comes to the events, and a survey. We are sending forms to anyone in the MES that plans events to collect data based on advertising, timing, budget, success etc.

Using the forms, we can find trends that work towards creating better events and we will work to implement whatever that is.

**Desmond:** What's the best way to get this form out to event planners?

**A:** EOHSS is probably the best idea, since every event has an EOHSS form. Because it bureaucratic, it can be consistent.

**A:** Can we make it mandatory, so if they don't fill it out, they will face some repercussions?

**DR:** There is, but that might work better down the line

**C:** Don't you do EOHSS before the event?

**DR:** Yes, which is an issue. We can get some pre-event information like advertising, but not post-event stats through an EOHSS form.

**DR:** Is it possible to have that done by sending an email a few days later?

**R:** EOHSS is the best idea. EOHSS approval is a memorable moment so people will notice it with that. Can we include the after-event stats with the form AND do an email?

**Q:** Is this just for MES events?

**A:** It's for MES and any affiliates. The wider the range, the more data.

**P:** It seems like a big survey with lots of questions. I think that it could work best in terms of getting responses to get two separate surveys, one for before and one for after.

**DR:** Right now, all of the stuff you do before is multiple choice, and the post-event is longer answer

**P:** Emails get lost pretty easily, but the MSU president election this has a potential spam function.

**P:** Another thing that may be a good idea, for department clubs, say that it is part of their job description.

**P:** could you contact people that attended the event to get their feedback as well?

**DR:** yes we are working on that



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**Desmond:** We want to find out a lot about demographics attending each event so we can generate further engagement.

For example, if we see a trend that B-Tech students don't attend lots of our events, it could point to something we are doing wrong wrt advertisements, or other things. We want to use the trends to solve our problems.

### Student Engagement Survey (Lizzy's Idea!)

A survey that we can send to ALL members of the MES to find out how engaged the general population is (social, tutoring, etc.). We are thinking that completing the survey will enter you in a draw for a prize.

**Lizzy:** still working on the draft of the questions, but I want to specify what kind of events people attend.

**Q:** Would we do this on a regular basis? Or is it every so often?

**A:** Ideally once a year, it would make sense to do it closer to the beginning of the year so the information is ready for event planning.

### **Other Business:**

#### **Supdates:**

**Mel (VP External):** nothing new

**Terrel (First Year Rep):** Nothing new. Looking to integrate ibio with health sci faculty

**Konrad (iBioMed):** Lots of event pending to be planned with other programs.

**Leisha (AVP Events):** Graffiti Pub went well, bowling night with ibio and health sciences went well. Working with health sciences and ibio to get more stuff going for course selection. I've been trying to get a hold of kin to do Inside Ride and they just got back to us. Takes more planning than we anticipated so we will plan it this semester to be held in the fall. Working with Co-OCs about tryouts.

**Q:** Next pub night?

**A:** March 2

**Q:** So we aren't doing the Waterloo one?

**A:** Not enough interest, we had 7 people sign up.

**DR:** We should invite other schools to us. We host one and they pay to come.

**Ian (VP Academic):** Nothing



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**Desmond (Eng. Phys):** We sold t-shirts and made more money than expected. We got a discount so we will probably spend it on a social night, like bowling. Industry night on the 31st

**Aya (ECE):** Hopefully having a social night coming up with other programs

**Aya (MEC):** New co-chairs, they should be ratified at SAGM II. We have two teams going to CEC so I oversee that and help them with all of that. Ran OEC prep sessions at the beginning of January and might do the same thing for CEC (March 1st).

**Cassandra (Chem):** Coffee house was last Thursday, we should have several more social events that are in the works coming up soon.

**Q:** Why was civil kicked?

**A:** We were told about it a while ago, we said yes and we didn't hear anything back until right before the event

**Amy (Materials):** Tomorrow night is a mentorship dinner at BP to bond and hangout, and then Jan 30th is industry night.

**Hassan (Tron):** Next week we have a trivia night at 1280 on Wednesday. We are getting shirts this week that anyone can buy.

**Bailey (Drain):** We are doing ibio swag, going to start selling tickets for PDC tomorrow. We have a new chromebook too!

**Alexii (Equity):** Distributed a survey last semester. Will have to talk to Erin about deadlines for that

**Julia (Hatch):** Helping with the drain improvements and women in engineering

**Karlo (Co-OCs):** Tryouts are 8th to 10th, talking to the city about bus pull, meeting about events.

**Brendan (Civil):** Meeting about macLab, that proposal is done. Boston Pizza night on Feb 5th, skating night Jan 31st. Board game night on the 7th and even more after that! If any other faculties want to join, don't be afraid to ask!

**Julian (Mech):** Mech industry night! T shirt pre sales out! New FB page for MSME.

**Jonathan (Sports):** Wanted to do bubble soccer, but EOHSS said they no longer do that, so now we are just working on Ratboy and we are planning a Super Bowl viewing in the junction.

**Q:** is ratboy dodgeball or soccer?

**A:** We want to do soccer and maybe a dodgeball thing on the side



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**Hawk (First Year):** Laser tag went really well. We had issues with ads so we want to step that up for next time. It was after eng pub so the turn out might have been due to that.

**Natasha (Comp Sci):** Not a lot for comp sci, but there are lots of hackathons coming up!

**Andrew (Society):** We just had our industry night, was successful and full! First meeting on thursday!

**Brodie (Management):** Alumni night went well!

**Alexie (Comp Eng):** Hackathon info session went really well! Reevaluating the advertising strategy. We are doing a trivia night with comp sci and tron.

**Christos (Admin):** Council swag order went out, it should be here before February!

**Barbs (CRO):** Elections end tonight! There is a position at btech so if you know anyone who wants to run! Been editing the PM.

### Other Business

Amendment to the Agenda:

Majority For, **Motion Passes**

### CRO Policy Manual Changes

**Ian:** These are policy manual changes that I just drafted up. This is very important to the election process and we want to make sure we properly communicate with those who are running. The Policy Manual says it's decided by the elections committee. A large majority is decided by them, so there's no real way for it to get out to those running, except for a meeting.

**Q:** Can we get a list of do's and don'ts public of what candidates can and can't do?

**A:** We usually use the MSU's but we can draft one up.

**Q:** Didn't Liam say that there is already a meeting like this?

**A:** Yes, that is exactly why we have this change being made. We noticed that it wasn't in the Policy Manual.

**Q:** Consequences if they don't show up to the meeting?

**A:** It can be up to the committee or can be in the Policy Manual.



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### **Discussion Regarding OSAP and Tuition Changes:**

Let's briefly talk about the Government of Ontario things (reducing tuition and amount of grants provided) and changing fees in terms of being mandatory. The MES is very much opposed to this because it acts against accessibility towards students. We have a little thing you can send to their MPPs so your voices can be heard. Also we are working on looking at how the MES will be impacted by making these fees non-mandatory. The MES might be at a safer position than the other societies at Mac. Our funds come through the Co-op office. Other engineering societies are on board with our viewpoint and they will be acting on it as well. This will be brought up to president's council. We will further discuss it in February.

**Q:** Didn't ESSCO put out a statement regarding this?

**A:** Yes, the statement is nice and all but actions are needed

**Q:** What happens if our fee is deemed non-mandatory?

**A:** If that happens, the school hasn't outlined whether it will be an opt-in or opt-out. It may look like MacLab (you can opt out of it ~50) It involves a lengthy application that says how you aren't affected by MacLab. Low opt out rate. If it's like that then we are less concerned. But this is in the news and many people don't know that they can opt out of MacLab.

**P:** the government has stated that the decision will be given to each individual university. So this would all be internal. But we don't know yet what it would look like.

### **Motion to Adjourn the Meeting**

Motioned by: Desmond

Seconded by: Natasha

None abstained, none opposed, motion passes.