



MCMaster ENGINEERING SOCIETY

Council Meeting Agenda



Dec. 3rd, 2019 | JHE H204 | 6:30pm

ALL ATTENDANTS: Please inform President of your presence.

Approved Absences: Roberta Boreham (class), Erin Yusek, Patrick Wojtera

PROXY: (Person for Person) Adi Gelb for Roberta Boreham, Aras Siddiqui for Patrick Wojtera

Quorum Count: 23

Ratification of the Agenda

**ALL FOR
AGENDA PASSES**

Ratification of Last Council Meeting's Minutes

**ALL IN FAVOUR
MINUTES PASSES**

Executive Updates

President: Melissa Cusack Striepe

Discussion:

- Working on
 - Nominations for president are open along with Btech rep and are due on dec 8.
 - Applications for CRO will be open in the next couple weeks, for the beginning next year
 - Need to have had an elected position
 - HR was unaware that student societies were not all within the MSU.

VP Student Life: Aya Aboughanem

Discussion:

- Away last week for things
- Had a hatch operating meeting
 - Once a term
 - Confirmed loedker policies etc
 - Will be added to website
- Frost week planning for first week of school
- IF you'd like to volunteer let erin know

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administrator@macengsociety.ca



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- Euchre tourney
- Graffiti pub
- Skating
- Fall space allocations this week
- Setting up ticket sales for fireball beginning next semester
- Haven't gotten around to club policy yet but you will see it at the beginning of the school year

VP Academic: Alex Moica

Discussion:

- MEC apps are closed, new chair by the end of this week
- Meeting with As. Academic about town hall, will be planning on another one
- Bringing open educational resources to campus
- Bringing more things to the drain (supplies)
- Improving the mentorship program

VP External: Amy Gullins

Discussion:

- Career carnival
- A success, will be meeting with ECCS to discuss
- EDI training for em the COOC's and the delegates of the Queen's space conf.
- AGM conference apps are now open , end of January
- CELC from the 2nd to the 8th, many CFES positions open so if you're interested let me know
- Meeting With Tommy, and mental wellness coordinators
-

VP Finance: Ian Currie

Discussion:

- Meetings with Fac. over exam weeks
- Cheques have been slow Im sorry
 - Should be done by the end of the week
- Helping AGM with finances for money
- ECES- helping with banking problems
 - If you need help let me know
- Frequency coming out soon
- Had changes to the names of the membership fees submitted to the MSU, will have more clear names for SCI next year if it happens



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- The Divisional court found CSI to be unlawful, and will know by DEC 10 if it will continue to be challenged or not. Can take up to a year thereafter.
- We will continue to plan as if CSI is happening next year
 - Does anyone know why it was found unlawful
 - Has to do with division of powers. The uni has its own control of certain policies that the Ontario government does not have control over.
 - The uni should be able to choose this.
- MEMbership Checker is in the drain, selling memberships now
- Ads are done for membership
- Data report is done
- Helping out VP academic with dran things and bonus funding for teams
-

VP Communications: Roberta Boreham

Discussion:

- No updates,
- Sponsorship package is done.

Motion #1: Office Use Contract

Spirit: To re-add Office Use Contract

Motioned by: Aya Aboughanem

Seconded By: Dziugas

WHEREAS: there used to be an Office Use Contract but has been lost and out of the policy for some years.

WHEREAS: the Office Use Contract is important for all who have office access to sign and understand their responsibilities

BIRT: The Office Use Contract will be added as an Appendix and the updated changes in Policy section F6 be made.

DISCUSSION:

- Presented this last time, here it is with revisions.
- Not too much in terms of change from the presentation last meeting.
- Created it from an old policy manual.
- It's important that everyone with access to the office understands the privilege and their responsibility to the office.
- The spirit remains the same in either 2nd or 3rd person.

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For:ALL
Against:
Abstained:
Motion:PASSES

Presentation #1: Hatch Use

Presented by: Melissa Cusack-Striepe

DISCUSSION:

- Opening the floor for discussion on Hatch Use
- What's the current status of the Hatch Building?
 - Hunter just makes sure that there aren't any conflicts in the timetable in the junction, no software that does this yet.
 - When someone books the junction, the
- Just want to know how everyone feels about the hatch building.
- The issue pertains to the override capabilities of the ECCS and faculty.
 - Do these bookings show up so that students can see these?
 - Hunter: I can see both team and faculty bookings concurrently and I usually reach out to teams separately.
- Are faculty still able to override bookings?
 - No.
- Do we have a guideline for booking the junction?
 - We are changing it to ten days from week of notice, but it's generally at any time.
- Does MES have priority over space? Can they overrule bookings?
 - What type of event?
 - Like an info session for a position..
 - We would still ask whether or not they are okay with moving they're booking.
- ECCS cannot book rooms but they generally work with students who can.
- If someone wants to book the junction with at least 10 days, it's totally fine unless there is a conflict.
 - The main form of communication is email, and that is why conflicts are so hard to resolve because not everyone checks their emails.
 - I think 10 days is a good buffer to allow for this lapse in communication
- Does the 10 days have to do with the EOHSS form? Isn't there a 10 day minimum for EOHSS?

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- Bookings on campus are different than room bookings, we have our own booking system. EOHSS is more for events and such. This meets the requirements of EOHSS in terms of time.
- It's hard to accomodate large groups of students in places outside of Hatch.
- Should there be a limit for the number of meetings that can be cancelled on a person?
 - 2 in a semester? This may be a reasonable amount of time.
 - This means that there would be a maximum of 10 events in a year. You would run into a lot of conflicts with popular days of the week. Some people will inevitably be affected more than once.
 - What does your ideal number look like Hunter?
 - A lot of these events rent out the other rooms in Hatch for storage. Maybe we can ask that one of these rooms be opened up for student use.
 - Picone suggested opening up a room on the third floor of hatch for students.
 - What if we have a maximum of 2 cancellations, but then potential movement of rooms? What would the movement max be?
 - We need to decide on this. Most movements would be within hatch, a movement to another building would be considered a cancellation.
- Do we have a limit on the number of times the faculty can book the space? Say 2 per month?
 - It's not just the faculty, it may also be an industry night with student society collabs with the faculty.
 - What about when they don't have association with a student group?
 - Rooms should not be booked by the faculty under these circumstances. It's hard to set a limit on the number of bookings.
 - What faculty are you referring to when you were moved out of the room?
 - Events run by the Dean.
- We will talk to the faculty and let them know that they need to communicate with the hatch coordinator in order to make sure that faculty conflicts don't happen.
- What happens if you have a recurring meeting in the same room by a team pre scheduled at the beginning of the year. But it's always in the prime-time of the week when everyone wants the space for an event?



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- If they have a booking request more than 12 days in advance, a cancellation may be in order, but after more than a few times we would not be able to move that booking time for the new event.
- I don't think you can put a max on the cancellations, because it really does put too much of a constraint on the hatch space booking system.
 - Maybe we can instead make the cancellation an optional thing, we can ask the team to move beforehand instead of outright cancelling.
- What happens if you have a team that has had all their cancellations in the first month and now they have the freedom to book the space with no cancellations?
 - In packed times, the system will not be allowed to have back-to-back bookings like that.
- 2 full cancellations and 4 reschedules max?
- I didn't know that clubs and teams can book on top of pre booked event times. It would be nice for students to know what is already booked.
 - Hunter is aware that January is very busy, we will try to create a list so people know what has been booked.
 - I will let you know what events are occupying the hatch centre beforehand so you are better prepared?
 - This will be added to the Hatch booking policy Manual.
- If you want to continue this conversation contact Aya and Hunter.

Presentation #2: MES Policy Regarding Student Societies Merchandise in the Drain

Motioned by: Dan Wise

DISCUSSION:

- Important for Depts. And programs.
- A lot of people have been asking to sell things out of the drain, it's hard to answer the same question all the time.
 - We want to put these things in the policy manual.
- Preorders and event tickets, easy just email us
- Small merch: sticker pins and lanyards, we can generally take it.
 - Fill out a form, get paid back through the vp finance
- Big Merch: Tshirts, hats, sweaters, etc.: we will only take general faculty of eng stuff, nothing program specific.
- You said you could do pre orders? What about when the shirt arrives?

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- We cannot sell the shirts, the dept. Will be responsible for distributing the merch.
- ARE you allowing groups and teams or just depts.? Make sure this is clear in the policy manual. All of the things must be clearly outlined.
- Is this only for affiliates or members/clubs/teams? Make sure this is clear in the manual.
- If someone wants to make something available for preorder but then order more than what was originally available for preorder.
 - If it happens that's fine, but if we know this is going to happen this should be done through the proper processes.
- Can you clarify what the process would look like in terms of timeline
 - No timeline, just submit your form, unless you are providing things that need to be stored.
- The drain will not be handing out pre-ordered merch?
 - No.
 - Can we add a clause for that to the policy?
 - Yes.
- What if it was an MES committee doing the sale?
 - Do physical tickets count as stock items?
 - No the MES has priority, and those things are fine to put in the drain.
- Should add a signature line for the club contact in the form.
- Groups and teams vs affiliates in the drain? Opinions on this
 - Affiliates should be allowed:
 - Affiliates should not be allowed: majority
 - Third option, affiliates are able to sell but do not have priority?
 - Space is a hard thing to exclusively reject people for, we are doing this just to maintain the organization of the drain space.
-

Presentation #3: So You Want Hot Beverages

Presented by: Yovana Racic

DISCUSSION:

- Can we add a maintenance fee bracket to the sheet?
- Do you need an EOHSS form for urn rentals
 - Idk. for big events where they have received EOHSS approval I assume they can use the coffee urn. We can also take out the EOHSS form

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- It's more of a way of encouraging people to use the urns for events only.
- Maybe it can be reworded to be for approved events only without making it EOHSS.
 - **If we** do it this way we won't be encouraging events to be officially made. We should be checking for EOHSS completion
 - Do we remove it? If we are not enforcing the completion of an EOHSS form.
 - Point four still says water cooler.
- Is there going to be a maintenance fee for the water coolers?
- Are the services we rent out for food and drink periodically cleaned?
 - We have the maintenance fee for this reason.
 - How periodically does it get cleaned?
 - After each use one way or another. Either the renter cleans it or the AVP SandP does it.
 - Make sure there is a standard of clean for those with allergies.
 - Yes let's make that a thing.

Presentation #4: Accountability Presentation for CFES CDE

Presented by: Rehoboth Roba Dekamo

DISCUSSION:

- Me and Adi went, yay fun. I was the head delegate.
- Themes:
 - Accessibility for all students
 - Regardless of physical, financial, social, etc.
 - Effective and sustainable culture change
 - Active allyship
 - What it looks like
 - Activities
 - External resources
 - 30 by 30 initiative for female engineers in Canada.
 - Comprehensive report with session notes that I took, I can send if you are interested.
 - Wrote an article for the frequency
 - Had a town hall with Adi. (EDI)
- We should
 - Continue to expand inclusive and accessible programming
 - Exercise caution with numbers and be weary of bias.

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- Make targeted efforts in culture change.
- Will the comprehensive report be posted anywhere?
 - I gave it to Amy, but it will be .
 - We don't have anywhere on the website to post it yet but I'll look into it! (AMY)

Presentation #4: Results of MES Fall Student Survey

Presented by: Desmond Kennedy & Thomas Baker

DISCUSSION:

- All data is shared in the presentation document entitled “Fall Survey Presentation”, including the figures and infographics.
- Is there any representation from the HESE iBioMed spec?
 - No, but we will put in that option for next time.
- No significant differences by year? Is this liek significant difference or just like by eye?
 - We only took one stats course, we still need to figure out if the numbers are actually significant.
- Working on a better metric for mental health.
- Results are inconclusive
- These data points are to give us a better look at where we should continue getting data for.
- When the MES service question was asked, was it specific to this year?
 - No.
- For the MacLAB question, make sure you preface for what MacLAB is.
- n = 259 people (5%)
- expand on other social events as well as our sports events
- Make a survey that pertains to this year specifically and then their undergrad at large.
- Make the handbook question specific to first years.
 - Excess handbooks are handed out to upper years while supplies last so maybe not.
- A formal report of all the data will be made
- Why are some of the ethnic groups conglomerated and others not?
 - Divisions were made according to stats Canada.
- Be consistent with what is significant and what isn't significant.
- macengsocietydata@gmail.com
-

Presentation #6: CFES PM Accountability

Presented by: Amy Gullins

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DISCUSSION:

- Went to CFedEngineerignStudents Presidents meeting Sept 26 to the 30th
- Hosted by UBS Okanagan campus.
- Very Busy
- Went to Eng Accreditation Meeting, further budget discussion, Engineering Accomodation,
- Talk of potential international engineering competition.
- CFES membership increase
- How does one become a CFES member? Are we all members?
 - Yes we are all CFES members. The school is allowed to have a trial year every three years. We have voting rights and reduced rates at these conferences.
 - How do we pay for our membership?
 - That is paid by the VP external account which is taken by the MES membership
- Why the raise in price? Was it because of SCI?
 - U of T left CFES, this may have been part of the reason.

Exec Feedback

-

SUPDATES:

Equity and Inclusion Officer:

- Working on equitable hiring training for exec, coocs, and teams.
- Working on a more detailed incident report.
- Did Training on equitable hiring

ECE Rep:

- BP night last thursday, didn't sell many tickets.
- Planning for our industry night

Matls Rep:

- Iron shrek was a massive success.
- Mentorship bowling night went very well
- Jan 29 is our industry night.

-

Tron Rep:

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- Sold lots of merch, it was good merch
- BP night tomorrow, tickets are sold out!

Mech Rep:

- Industry night coming up, looking for more partners to come out to it
- T Shirt contest open right now, going to give people some time over christmas break to make more submissions.
- Working on a support initiative for third year's hardest course
-

Software Rep:

- Had an industry night
- Had a destressor night: great success

Civil Rep:

- Festivus was great! Raised \$162 and a box of food items!

Chem Rep:

- Planning industry night for next sem, 3 companies locked down.
- Approaching profs for network connections to employers.

iBio Rep:

- Industry ng

Eng Phys Rep:

- Industry night on Jan 14
- Selling hoodies and such!
- An eng phys girls dinner night!

Comp Sci:

- Networking night with FIX!

BTech Rep:

- Elected new council for BTA, new president as well as many council positions.
- BP night is on right now!
- BTA Town hall on accountability presentations from last years exec, as well as a transition meeting.
- BTech merch is in
- B Tech rep position is open

Management Rep:

- Tech innovation in the workplace, next time we will have a better turnout but it was a great success
- Alumni night Jan 23rd
 - \$5 for tickets JHE A214.

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Society Rep:

- Industry night can buy tickets in JHE A214 for \$5,
- Jan 15th
- Maybe a raffle, don't know.
- Planning annual brewery tour.
 - May bring other groups
 - Mech is looking into this too.
 - Can you go on the brewery tour if you aren't in it?
 - maybe
- Society hats and patches in the drain.
- Happy birthday Ian.

First Year Reps:

Eng:

- Event last week did not happen, it got moved to tomorrow
 - The ugly sweater murder mystery dinner charity event
 -

BTech:

- Anyone can go to it! By donation to the ronald mcdonald house.
- 0 signups
- Dept. Reps please spread the word!
- Is there a facebook event? Posting? Can we plug?
 - Aw hell yeah. Plug it.
-

iBioMed:

-

Comp Sci:

-

AVP Services and Productions:

- New handbook editor that will be working with Emilia! A first year named Harlene who is super talented!
- Emailed Print factory inc about the frequency

AVP AR:

- Final help session of the year last week
- Course eval contests should be advertised in the next day or so, tell everyone to write them!

AVP Events:

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- Coffeehouse went really well.
- Confirming all pub nights for next semester, completely confirmed graffiti pub
- Interested in volunteering for frost week? Contact me!

AVP Clubs and Sponsorship:

- Hatch Allocations part two.

VP Student Life:

- Will be away for CELC in January
 - Help for Erin would be greatly appreciated.
- Back on the 9th.
- Please start organizing teams for Ratboy dodgeball. Can have dept. Teams or make a completely random team.
- Wellness is giving out care packages next week in Thode.

VP Comms:

- Nope.

VP External:

- AGM apps open tomorrow
- I will be away from Dec 27th to Jan 8th! You can still contact me

VP Academic:

- Make sure to reach out to department about MacLAB
- Fill out course evals!

VP Finance:

- Fill out your doodle poll for meetings for next semester!
- Does not speak german
- Drain closes tomorrow.
 - Will be doing leather jacket pickup during exams.
 - Make Sure you return textbooks if you have taken them out!
 - If you need to return a textbook, AVP AR will send you an email and arrange a time for drop off. You can also drop off textbooks if there is someone in the office.

President:

- I will be away for the first week of school! I won't be reachable at that time
- No more office hours for the rest of the semester!
 - Email anyone if you have to reach them.

Administrator:

- Doodle polls for Exec and council meetings.
- Holiday Potluck

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- Please read my emails!

CRO:

- My last meeting but still in my role until the next meeting!
 - Will be transitioning the next CRO
- It has been a great year, you are a great council
- Thank you all for being cool and shit.
-

Other Business:

- Westdale theatre plays Christmas movies on the weekends! Maybe we can do something together
- Please fill out the form for meeting space allocation!
-

Motion to Adjourn Meeting

Motioned by: Berta

Seconded by: Andrew

ALL IN FAVOUR

Meeting adjourned