



MCMaster ENGINEERING SOCIETY

Council Meeting Minutes



September 16th | [Zoom](#) | 7:00pm

ALL ATTENDANTS: Please inform the President of your presence.

Approved Absences: Class: Jennifer Braun (Drain Co-Coordinator), Brynmor Dayes (Kipling Co-Coordinator), Kaylie Lau (BEAMS Rep), Maya Phangsoa (Internal Affairs Coordinator), Club Conflict: Alexi Buenaventura (Plumblin Co-Editor)

PROXY: (Person for Person)

Quorum Count: 21

Ratification of the Agenda

Motioned By: Liam
Seconded By: Harsh
For: Majority
Against: 2
Abstained:
Motion: Passes

Ratification of Last Council Meeting's Minutes

Motioned By: Jack
Seconded By: Dziugas
For:
Against: None
Abstained:
Motion: Masses

Executive Updates

President: Alex Moica

Discussion:

- Since last time we met:
 - First year rep elections and campaign happening electrons happening on 19-20
 - Extending b tech reps
 - 25 candidates for reps
 - Winter term online
 - Will be recording
 - Use slack!!!!

Prepared by Isra Zahid, MES Administrator
 administrator@macengsociety.ca



MCMaster ENGINEERING SOCIETY

Council Meeting Minutes



September 16th | [Zoom](#) | 7:00pm

- Been working on policy manual channels
- Welcome week went really well, was very successful at engaging first year
- MSU creating an advocacy front for international students and more accessibilities such as library rooms, clubs and teams
- Has been pushing to put extracurricular activities on campus within reason
- If clubs and teams on campus, everyone must go through guidelines for on campus

VP Student Life: Erin-Leigh Yusek

Discussion:

- New EOHSS system to reflect online
- Hatch space allocation for online semester in case clubs were back online
- Ran Back2school and was good, hoped for more turnout
- Working on first year and compsci elections
- Working with Carl to create a better communication within social committee
- Wellness committee still looking for graphic designer
- Can someone come in to the hatch space?
 - If you need one-time access, email Alex, set up a date and time
 - If you need consistent access, might not be possible, might need to go under Andrew's access or come in one time with Maria, just talk to Alex

VP Academic: Andrew D'Elia

Discussion:

- Co-hosted with Erin Back2School, a success but a little anticlimactic
- Hopefully will be better for next years
- Struggling a bit with posting recordings of back 2 school
- Apart of undergraduate committee and discussing with them
 - Includes changes minor and major changes
 - Major talking points are around engineering and the pivot
 - Trying to fit in the project based course from first year into upper year calendars
 - Struggle to not add more units to students academic calendar
 - Either students cannot do this or add an extra 3 units
 - Let Andrew know which one you think would be best^^
 - Biggest challenge is management and society
- Department chair meeting and reps are hopefully involved with talking about online semester for the winter term
 - Seems like everyone is in pretty good shape

Prepared by Isra Zahid, MES Administrator
administrator@macengsociety.ca



MCMaster ENGINEERING SOCIETY

Council Meeting Minutes



September 16th | [Zoom](#) | 7:00pm

- Discouraging the use of proctoring software
- Feels like everyone is in good shape and were on track
- Conversation always continue
- New task force for student engagement in the classroom
 - Ie. students struggling with screen fatigue and those becoming isolated in his online environment.
 - Looking on trying to fixing this
 - Another issue: have noticed that profs have gone over their class hours and are going into the transition time, make sure you let your prof know they can't do that!!!
- Around this summer on the website: academic updates, check this out!!
- What's mcmasters world ranking???
 - 69

VP External: Damilola Fadiya

Discussion:

- Meeting with ESSCO
- Had webinars in how students are engaging online
- OES will be running online this year, applications for that closed yesterday
- Have been preparing online virtually (two happening next weekend)
- Do the personal survey for ESSCO EDI group!!!!!!!!

VP Finance: Emma Mandel

Discussion:

- Been working on the budget, just finishing up budget meetings
- Still need to meet up with two others to discuss account management
- Briefly talked about e transfers with the MSU
 - Issue is privacy
 - With business account, need personal info to register in the system
 - Trying to get into hatch
- All kipling cheques have been printed but not all signed and ready
- Also going to start doing drop-offs
 - Hopefully a lot of people are in hamilton
 - Tell Emma your address and shell ge that to you (dont wanna risk it in the mail)

VP Communications: Terrel Marshall

Prepared by Isra Zahid, MES Administrator
administrator@macengsociety.ca



MCMaster ENGINEERING SOCIETY

Council Meeting Minutes



September 16th | [Zoom](#) | 7:00pm

Discussion:

- Pretty good progress on the publication side
- Almost ready to put out the frequency
- Will be posted online and the website, lease go to the website and subscribe to the messenger
- Advertisement going smoothly
 - Everyones been pretty good at submitting stuff correctly
- Everyones been awesome stuff with graphics and everything else :)
- Will keep everyone updates in the future

Presentation #1: Splitting of the Policy Manual

Presented by: Aras Siddiqui

Discussion:

- Reading of the motion: ‘SLEEP Motion 1 - Alex Moica’
 - Summary!!
- No discussion

Presentation #2: Updating the Bylaws

Presented by: Alex Moica

Discussion:

- Reading of the motion: ‘SLEEP Motion 4 - Alex Moica’
 - Summary!!
 - Add cash advance section so it's less messy and whatnot
 - Let clubs and people know of this who may not have seen these changes!!!
- Liam: Thanks alex for answering my email
 - Question for budgeting being motioned on in the first meeting thats in the bylaw
 - Currently needs to be motioned in the first meeting and then the MES will approve this in the first meeting
 - Is this appropriate for it to be in the bylaws in case there might be huge changes in the budget in the first meeting
 - Answer: VP finance goes extensively through the budget, if anyone had questions, VP Finance will go through again section by section to ensure it is fair and then represent it in the next meeting
 - If you feels it's appropriate to have it present first and then motioned in the second meeting,
 - But will need to make another motion to change these bylaws

Prepared by Isra Zahid, MES Administrator
administrator@macengsociety.ca



MCMaster ENGINEERING SOCIETY

Council Meeting Minutes



September 16th | [Zoom](#) | 7:00pm

Presentation #3: Updating the Policy Manual

Presented by: Alex Moica, Aras Siddiqui, Dziugas Nausedas

Discussion:

- Presenting ‘SLEEP Motion 3 - Alex Moica’
 - Talking what's in the bylaws and updating the policy manual as accordingly
 - Making stuff less wordy - MES Equipment section
 - Removing the Testbank section - profs don't give us anything :(
 - Removing MAclab section because making it seperate
 - Donations were in two places, so getting rid of that
 - A lot of stuff were removed because were outdated
- Question: where can i find the competition code of conduct
 - Exactly the same as conference delegate, it's all the same thing, kind of just renamed
 - Can show it to you since these changes are not official yet
 - Let Dziugas know if you wanna see any of thi
- Question: MES office use contract you guys give office use to a lot of editors except publications editors, why?? Since they oversee all the other editor positions
 - Believe we did make that change
 - People who are given the office access is those who need the office directly, not a rank of seniority, just want to give those who need supplies such as the MES Software and the computers
 - Dont want to give those who dont necessarily need access just to avoid a mess
 - Follow up question: shouldnt publications need the same softwares?
 - Will take a look at the policies and talk about this
 - Still cannot add this into this motion, need to present antoher motion
 - Follow up: textual edits, can they be sent to you guys to be corrected (grammar)?
 - Yes! Message Aras
- If you feel strongly about the changes you would like to be made about these proposed changes let them know and we can vote on it! And we can add a ‘BIRFT’

Motion: Amend this motion to add a BIRFT to add publication editor to be granted same Hatch access as other editors

Motioned By: Hunter

Seconded by: Andrew

For: 8



MCMaster ENGINEERING SOCIETY

Council Meeting Minutes



September 16th | [Zoom](#) | 7:00pm

Opposed:

Motion: Fails

Presentation #4: Exec Retreat Accountability

Presented by: Erin-Leigh Yusek

Discussion:

- Made it later waiting for restrictions to pass
- Really fun, talked about our yearly plan
 - Brought along AVP Clubs and Services, Jack
- Cute group picture!!!!

Presentation #5: MES Operating Budget

Presented by: Emma Mandel

Discussion:

- Revenue fees were reduced by 15%
- Capital ledger will contain money spent and given to the MES
- Still determining how much of the welcome week Levy week we get
- Welcome week committee still getting their sponsorship cheques in order
- Fireball and Kipling tickets - budget was created as if winter was in person, will probably have money left over
- ECCS might need to change, might be a mistake
- Cash Advance is only under very special circumstances
- Wanted to put more money into our long term investments and can be used by the future VP Finance but can **only** be used for long term
- Anyone can apply for special projects fund
- Online platforms includes all online budgets that was asked to submit
 - Basis of this was established for students for online platforms (does not include HopIn and Zoom)
 - Not separated equally amongst clubs and teams
 - Based on approximations of clubs and teams
- Grey lines show MES contribution and MEC Sponsorship
 - there to differentiate between the two and how it is being summed up for those events wherever it is
- Transition means transitioning exec members
 - If campaigners are going out for a coffee to discuss something or just in general campaigning



MCMaster ENGINEERING SOCIETY

Council Meeting Minutes



September 16th | [Zoom](#) | 7:00pm

- MES card is running and is online and is free
- Spent well under the Welcome Week budget
- Net income is set to \$22 000
 - That's fine for now because generally is around 25 000, have a huge carry over from last year (thats why it's a bit lower this year)
- Question: IF we underspent on Welcome week, where does this money go?
 - If winter was in person, red suits would have done something special for Frost week
 - Now really has nowhere to go
 - Haven't gotten the total breakdown for welcome week
 - Cant see variance, still waiting on a bunch of stuff
 - If this money is needed, it could go to whoever needed it or even online platforms
- Question: EMbezzlement?
 - Maybe

Presentation #6: EDI Training Session

Presented by: Brooklyn Schmidt

Discussion:

- Diversity is really important especially in engineering to make sure that everyone's voices of all backgrounds are being considered when creating new technologies, operating systems, materials and more
 - Ex. Artificial intelligence program that could recognize anyone's gender
 - Database consisted mainly of white folks. Therefore:
 - 1% fail rate for white and lighter skinned men and women
 - ~35% fail rate for people of colour, more so for women
- Always strive for justice
 - Rather than equality or equity
 - Equality: everyone receives equal amounts of material to overcome a barrier
 - Equity: Everyone receives a fair amount of material to overcome a barrier, that is fit to their circumstances
 - Justice: the barrier is removed entirely

Motion: Take a 5 minute break

For:

Opposed: 2

Abstained:

Prepared by Isra Zahid, MES Administrator
administrator@macengsociety.ca



MCMaster ENGINEERING SOCIETY

Council Meeting Minutes



September 16th | [Zoom](#) | 7:00pm

Motion: Fails

Motion #1 : New MES Committee

Spirit: The I.D.E.A. Committee (Inclusivity and Diversity in Engineering Alliance) will ensure that all voices and perspectives in the MES are being heard. This committee will also facilitate more communication between the WIE Society, NSBE and EngiQueers.

Motioned by: Brooklyn Schmidt

Seconded By: Hunter

WHEREAS:

- Whereas there is a lack of communication between the three diversity-based clubs in the MES.
- Whereas the Equity and Inclusion Officer is not able to represent all perspectives and backgrounds on equity related topics.

BIRT: Having a committee to facilitate communication between students and the MES on equity related topics will create a more inclusive environment.

Discussion:

- Question: Talk a little more about how this committee is diff from current equity committee
 - This one will be more of an advisement and will make sure all voices are being heard
 - Anybody will be able to join
 - Increase communication between all three inclusivity clubs
 - Response: is there value in amalgamating the two committees?
 - Good point but might be more easier to create them differently
 - Only main similarity in aciti ites is training sessions, maybe could amalgamate that and then everything else is done separately

For: All

Against: None

Abstained: None

Motion: Passes



MCMaster ENGINEERING SOCIETY

Council Meeting Minutes



September 16th | [Zoom](#) | 7:00pm

Other Business:

- General concern: Will the MES be moving to Teams or Slack?
 - Can we increase our Slack presence?

Discussion:

- MES is on slack, everyone should have an invite for that already
 - If you want separate teams channel, we can discuss that
 - Make sure to @ everyone otherwise no one gets notifications
- Teams is very sensible because a lot of people already use it
 - Might be nice
- Teams would be nice to have for office hours
 - Need to figure out if
 - Would also be nice for meetings as well
 - Place for all central communication
 - Could be that only council is a private channel and office hours is a public channel
 - Yes, would be public to any undergrad, can put a link to on website, join this teamdn then join the office hours
 - Wont be able to see anything else then
 - Unless youre a hacker
 -
 - Once someone is added to a channel can you remove them?
 - Yes you can, if you are a team owner
 - Currently everyone is on teams with mcmaster, if we need to make the team with macengsociety emails (need to signout), or join with mcmaster email, this will make problems when transitioning
 - With slack, you can look back quite a lot of history
 - Files: everything is not local on teams, actually on sharepoint, can transfer ownership, you wont be able to make it with your macengsociety emails anyways (need licensing)
 - Could we have separate 'rooms' for each office hour
 - Yes
- We need to start office hours
 - Just needs to be up on the website :)
 - Infrastructure and everything already up and running



MCMaster ENGINEERING SOCIETY

Council Meeting Minutes



September 16th | [Zoom](#) | 7:00pm

Motion: Table this discussion to next meeting

Seconded by: Alex

For: Majority

Opposed:

Motion: Passes

- VP Academic: Academic Q&A!

Discussion:

- A

Motion: Table Academic Q&A to next meeting

For:

Opposed: None

Motion: Passes

Motion: Table MES Ambassador Item to next meeting

Seconded by: Andrew

For: Majority

Opposed: None

Motion: Passes

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

Discussion:

-

- The first version of the Frequency Sept. Edition is going to be available Sept. 19!!
 - Newsletter Committee should look for an email to make edits and review

Discussion:

- none

- Data Coordinators: Should we give clubs/organizations a designated space for registrations and signups?
 - Easier and more accurate to get data from the clubs/organizations

Discussion:



MCMaster ENGINEERING SOCIETY

Council Meeting Minutes



September 16th | [Zoom](#) | 7:00pm

- Have been getting a lot of inquiries from first years on how to join clubs and teams
 - Have just been directing them on the clubs and services page on website
 - Would be a good idea to have a place to showcase clubs and teams registration there as well
- MEC Coordinator: Might plan a “dress-rehearsal” competition, just to rule out all the possible tech difficulties. Need volunteers for this, would anyone from council volunteer?

Discussion:

- Time commitment max one or two hours
- Any questions for MEC???
 - Most of our budget is for swag and prizes
- Lounge Coordinator & Event Coordinator: What does the MES do with the budget money it doesn't use? Can we transfer some of this year's budget to next year for an event that can't run due to COVID?

Discussion:

- Money does not really transfer over between years
- When you request your budget for next year, this is an extenuating circumstance, mentioned that last we couldnt do this event, want to do it this year
 - So does nto transfer over directly but can erequest more next year

SUPDATES:

Equality and Inclusion Officer:

- Committee was approves
- Assembling equity committee and doing training next week

Drain Co-Coordinators:

-

MacLab Chair:

-

IT Coordinator:

-

Data Co-Coordinator:

- Dont have a ton of updates
- Getting stuff ready for the semester

Prepared by Isra Zahid, MES Administrator
 administrator@macengsociety.ca



MCMaster ENGINEERING SOCIETY

Council Meeting Minutes



September 16th | [Zoom](#) | 7:00pm

- Event data collection

Sponsorship Co-Coordinators:

-

Co-Orientation Coordinators:

-

FYEC Co-Coordinators:

-

Kipling Co-Coordinators:

-

FireBall Co-Coordinators:

-

MEC Chair:

-

Culture Co-Coordinators:

-

Sustainability Co-Coordinators:

- Co-coordinator stepped down from his role, only one coordinator now
- Planning online events, getting socials up and running

Wellness Co-Coordinators:

-

Sports Co-Coordinators:

- Discord page up and running
- Channels for different sports
- Trying to engage students and seeing what people want in terms of events

Leader Development Co-Coordinators:

-

Internal Affairs Co-Coordinators:

-

Hatch Coordinator:

- No updates, hatch is closed :(

Lounge Co-Coordinators:

- Getting confirmation if discord is an approved platform to have the lounge on
- Talking to Erin about this

Trailer Coordinator:

-

Mentorship Co-Coordinators:

Prepared by Isra Zahid, MES Administrator
administrator@macengsociety.ca



MCMaster ENGINEERING SOCIETY

Council Meeting Minutes



September 16th | [Zoom](#) | 7:00pm

•

Tutoring Operations Coordinator:

•

Social Media & Website Co-Coordinators:

- Check out the website!!!!
- Cool, useful, plug it to first years
- Everyone's faces are on it!
- Checkout out all the socials!

Graphic Designers:

•

Handbook Editors:

- Handbook is out !!!!!
- Go check out the council pages, super cool, check it out

Frequency Editors:

- First draft coming out on sept 19
- Actual publication on 28

Plumblin Editors:

•

Publications Editor:

- Frequency coming out, handbook on the website

ECE Rep:

- ECES gonna have first meeting tomorrow (hopefully)
- Shoutout to andrew, happy birthday

Matls Rep:

- No updates

Tron Rep:

- Didn't have meeting with department
- Planning for first year tron event to get them to understand how the program works

Mech Rep:

- Andrew and I met with dr lightstone
 - Have been attending those department meetings
 - Been doing really well with engagement in students
- Thanks andrew for keeping in touch
- MESM planning events tsoon

Software Rep:

- General meeting today to include new members

Prepared by Isra Zahid, MES Administrator
administrator@macengsociety.ca



MCMaster ENGINEERING SOCIETY

Council Meeting Minutes



September 16th | [Zoom](#) | 7:00pm

- Not a lot of other updates

Civil Rep:

- Meeting on a regular basis
- Moving event online
- Is it Dan Piccone that is the point of contact for hopin?
 - Was hoping to use that for some events this year
 - And patricia pattosie (might have better luck with patricia)

Chem Rep:

- Been holding several town halls during summer and school
- Keep in touch with department chairs
- Working on second year mentorship programs
- Elected second year reps and helping out with that
- Reaching out to profs to get feedback on how they are teaching us,
 - Inquiring about how long we are expected be on screen
 - Town hall will be held

iBio Rep:

- Applications for first year rep
- Will be hosting first event of the year
- Mentorship program and tutoring program beginning

Eng Phys Rep:

- Had first Eng Phys society meeting this week
- Planning first event soon

Comp Sci Rep:

-

Society Rep:

- Had a meeting with Andrew, Cam and Sakshi
- Tentatively planning our first meeting with ESO

BEAMS Rep:

-

BTech Rep:

- Two events already
 - Who are we already?
 - Who's the BTA
- Increasing activity on social media
- Not a lot of first year btech reps

Management Rep:

Prepared by Isra Zahid, MES Administrator
administrator@macengsociety.ca



MCMaster ENGINEERING SOCIETY

Council Meeting Minutes



September 16th | [Zoom](#) | 7:00pm

- Management in really good hands in terms of COVID
- May have even encouraged communication in discords
- Hoping to have one of our bingo nights soon
 - Coming out soon, not sure
- Will have first meeting of the year soon

AVP Clubs & Services:

- Been working on the MES card and sponsors
 - Free
- Collecting constitutions from the clubs and teams and actions items and whatnot
 - Transition documents

AVP Academic Resources:

- Just closed AR committee sign up
- Amazing turn out
- Test Bank has begun to be put together

AVP Events:

- Social committee had applications out and posted
- There will be a maceng trivia next Friday night
 - Spread the word
- Sign up form to be out soon
- More events to come

VP Student Life:

- None

VP Comms:

- Editors and social media coordinators said everything
- Please be checking emails, will be sending out useful info soon
- Department reps, get in touch with programs reps to respond to comms emails that was sent in the summer

VP External:

- Not much
- Fill out the ESSCO survey!

VP Academic:

- Tabled q&a, if you have any pressing questions, email me if you have any pressing questions
- Amazing race happening tomorrow
 - Website walkthrough, can win Amazon gift cards, do it! Super fun, available tomorrow

Prepared by Isra Zahid, MES Administrator
administrator@macengsociety.ca



MCMaster ENGINEERING SOCIETY

Council Meeting Minutes



September 16th | [Zoom](#) | 7:00pm

- Won bingo
- Any concerns to undergraduate curriculum policy meetings? Let andrew know

VP Finance:

- No updates
- Will get budget to terrel asap to post on

President:

-

Administrator:

- Office hours getting posted on website

CRO:

- First year elections, good turnout
- Still no btech rep though :(ul>- Tell people to

Motion to Adjourn Meeting

Motioned by: Terrel

Seconded by: Vay

For: Majority

Opposed: 1

Abstentions: Emelia, Dziagus

Motion: Passes