Waterloo Engineering Society Board of Directors   
Fall Meeting #1

**Date: September 24th, 2017**  
**Location: Orifice Board Room**  
**Chair:** Bryn Cummings  
**Secretary:** Ceiline Zhang

# Attendance:

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| **R = Remote** | | | | | |
| Rachel Malevich | P | Kristopher Sousa | P | Katie Arnold | A |
| Megan Town | P | Grant Mitchel | P | Awn Duqoum | R |
| Abdullah Barakat | P | Felix Jancso-Szabo | P | Sarah Martin | R |
| Alan Huang | R | Michael Beauchemin | P | Emma Kennedy | R |

**Total Votes Available:** 10  
**Total Votes Present:** 10

# 1.0 Welcome & Call to Order:

**Time:** 9:06pm  
Quorum established at 9:06 with 10/10 voting members present.

# 3.0 Approval of Agenda:

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| Motion: | Approval of Fall 2017 Meeting #1 Minutes |
| Mover: | AB |
| Seconder: | RM |
| Result: | Motion Passes |

# 4.0 Approval of July Meeting Minutes:

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| Motion: | Approval of Fall 2017 Meeting #1 Engenda |
| Mover: | MT |
| Seconder: | FJ |
| Result: | Motion Passes |

# 4.0 Review

# 4.1 Sections pertaining to Executive contingency plan

AD: Bylaw 2 section J states if we lose the President in the last 3 weeks of a term we can’t hire a new one, this hasn’t affected us yet, but it would be really bad if this happened, how can we reword this so we can elect someone?

MT: So to clarify, it says if someone resigns in their last three weeks, we can’t replace them?

AD: Yes, if it’s 3 weeks, if they were to drop out then we can’t elect a new one.

MB: If a President has just been elected, wouldn’t it count as a general election?

AD: That’s what I’m talking about.

MT: Does anyone know what purpose of the 3 weeks is?

AB: I think it was a matter of if there’s any time left then we run a by-election.

MB: I think campaigning would take 3 weeks so it would be useless.

AD: Another issue, if we get to the point, and we haven’t elected a president then we wouldn’t have one for the prep term.

AB: Two years ago a VP failed, and we had a by-election in council, wouldn’t that work?

AD: That exception includes anyone except President, they’re not on the list.

AB: Could we change it to include all executive officers?

AD: That would solve it, we would have to do it.

MT: The presidency is assigned more importance, so decision should be made by all of Engineering.

AB: Look at that section where president no longer able to do their role, exec would take on responsibility of president, it avoids redundancy.

SM: If at the end of a term where there is an election, something goes wrong and newly elected President drops, at what point do we replace them? Normally we can replace them right away, I don’t know how it would happen if it’s a first term President.

MT: This addresses the original point, we should change wording.

SM: I agree it’s ideal if we can replace someone, but with less than three weeks we can’t run an election, not sure we’d be able to have a full general election even if we want to.

AD: Bylaw 1 chapter 4 section E if president can’t use their role, the execs would take their place.

MB: I feel it’s just for 4 months, and when you get to next term, they can run an election. Just wait till everyone on society back on term.

RM: I think It’s a very bad idea to go 4 months of prep term without President, lots of pieces of President’s role you can’t fit into someone else’s domain, I think that we should look at something like running an election online, and maybe it’s worth having a discussion of election process over social media.

KS: I agree with Rachel that’s an option or a forced election in this scenario.

MT: That’s just like VP election, we should only do it if it’s a super emergency.

KS: We’re talking last three weeks.

MT: Council can’t call meeting?

AB: They can.

MT: They can have a special meeting, but that still doesn’t include President.

AD: If council needs one they vote on calling one, concern I have is, we would go 16 months without President not 4 because it doesn’t say that if you miss 4 months you just can’t run till next term.

KS: Sounds like another thing we should address. Same chapter---subsection c subsection 1.

SM: We should consider changing it to final term and talk about how we’re going to do it.

AD: To run an election we need a CRO, we just couldn’t have a CRO, a CRO needs to be elected on a term where there’s no election, maybe changing wording of CRO rules?

MT: How is CRO defined, could we change CRO election to once all positions are filled so we’re never without CRO?

SM: My term ends in December.

AD: That’s a problem, we can’t run an election the same term.

SM: I think CRO wording does need a change, because we use them for referendums and we have those on other terms.

KS: Sounds like it would solve that also, if it was to be defined.

RM: Lots of different things to be changed, 10+ people discussing isn’t working, we need 2-3 people to discuss. Do a straw poll for those who could take part in a smaller discussion outside of Board?

SM: You want a working group within board?

RM: Yeah a solution can be brought to Council once the working group has sorted out the specifics.

AB: If this were to be postponed I don’t think we have enough time to pass something at Council this term.

FM: Potluck is on Nov. 29, we should be fine as long as our October meeting is before the deadline for the 30 day notification.

SM: Also do we really need to come back to board before to council? I don’t think it necessary needs to come back to us.

RM: I don’t think it’s a pressing issue, considering we have 2 candidates, I’m confident that it probably won’t happen this term.

AD: Really not a pressing issue, just us looking into future, my intent was to get a working group from this motion anyway.

RM: I’d like to propose that we take nominations for the working group.

Megan: I nominate Awn.

RM: I nominate Sarah.

MB: I nominate Felix.

RM: I nominate Megan.

AD: I don’t think I add any value, but if you guys want me to I will.

SM: Your experience as speaker is relevant because you have a good background with the governing documents.

# 4.2 Sections pertaining to Vice-presidential Teams

KS: Bylaw 2 Chapter 3 section b.ii.3.a. ii.1 regarding VP pairs.

KS: Two things, I’m not understanding, it reads both members, will not be on-term members, will not be taking classes at UWaterloo. Reading out loud, it makes sense.

Chair: Resolved, we’re good to move on.

# 4.3 Overall format

KS: The bylaws and how we reference items are consistent, if I understand correctly we can change formatting without bringing a motion to council.

RM: The formatting is really difficult to work with and is very time consuming to fix.

MB: Are you suggesting you do it and submit to President?

KS: Yes, I can do the formatting.

AB: I’ve noticed all of those too, but other schools use ours as a template.

KS: Another thing we don’t have, is a document of formats.

RM: That would be a really good internal document.

Fj: I would love to help out.

KS: I would make a template in word of styles and stuff.

Chair: The decision that is format is bad, Chris and Felix will take it on themselves to change it.

RM: Timeline? By timeline of this board cycle is completed.

KS: Another kind of document that could exist is document of definitions.

RM: There’s a general section that defines all the definitions in the constitution.

AB: If we make it bylaw then we can’t change it whenever we want.

RM: Not worth doing bylaw for definitions, if we make it an unofficial document, we won’t need to reference anything.

Michael: We wouldn’t need to reference, it’s helpful not useful.

KS: Can also detail things, however you prefer.

FM: Definitions or “EngSoc for Dummies”.

Chair: So Chris and Felix will work on something to present by the end of board cycle.

AD: Can someone call Emma, she ran out of data and would like to be part of this meeting.

*(Emma was briefly away, and became remote again)*

SM: Emma can join in, if she goes on speaker and speaks for herself.

# 5.0 Review of Board Procedures Document

RM: I presume you guys have read the Board of Directors procedures - so if anyone has anything they have to discuss specifically speak now, otherwise we go through the document.

MT: I just noticed that the secretary section says secretary says they have to document the minutes, do they have to edit and send to president?

RM: Yes, that’s worked out with the President and Secretary – not necessary to add to the Procedures.

SM: Section E, finances, VP finance can be present all the time, I think we should clarify, and define they weren’t voted on and aren’t full members.

MT: Just to clarify, are you talking about limiting VP finance speaking rights?

SM: I don’t know what I want, this is 3rd board I sat on, VP finance didn’t used to sit on, we seem to have shifted on them being present at all meetings.

MT: I suggest VP should only weigh in at finances of society, at discretion of board whether we want to hear or not.

AD: Sometimes Mary weighs in, she knows a lot more.

AB: It might be worth having this as a full fledge discussion.

RM: It’d be nice to have Katie here for discussion as well. Sarah can you propose this as a discussion item for the next Board meeting?

Chair: Any other parts of document you’d like to review?

RM: If you have any concerns, voice now.

Chair: No concerns, let’s move on.

# 6.0 Spending Update

MB: Pull up budget number 2, this only has spring term. The last item there, line 105 was just added, tool bearer coveralls, Mary didn’t make notes about conference revenues so I can’t speak to that. The next section is expenses, line 73, there is O-Week, amount increased from $800 to $1250, because that’s something that was added later into the term. An interesting point, is C&D, it’s just a refunded cheque from Coca-Cola. Any questions?

FJ: What is payroll recovery?

MB: Payment to Mary.

Sarah: Yearbook expenses are less, because we paid previously or are still going to pay? Line 63.

MB: Yes.

Chair: VP finance, anything else?

MB: I think we’re good.

# 7.0 Adjournment

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| Motion: | Adjourn Fall 2017 Meeting #1 |
| Mover: | MT |
| Seconder: | FJ |
| Result: | Motion Passes |