Board of Directors July 2017 Meeting

**Date:** Tuesday, July 18th 2017
**Location:** Orifice
**Chair:** Rachael Schachtler
**Secretary:** Thomas Dedinsky

# Attendance:

Awn Duqoum, Steven Jia, Jeff Gulbronson, Megan Town, Abdullah Barakat, Rachel Malevich, Rachael Schachtler, Ian Holstead, Sarah Martin, Clarisse Schneider, Brian Howe

(Ex-officio: Michael Beauchemin, Katie Arnold)

# 1.0 Call to Order:

**Time:** 7:00 pm

Quorum established with 8/10 members.

# 2.0 Approval of the Agenda:

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| Motion: | Approval of the Agenda |
| Mover: | Sarah Martin |
| Seconder: | Jeff Gulbronson |
|  | * Move Adjournment to 9.0 and add 7.0 Proxy Discussion
* President Update - Add as 8.0

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| Motion: | Amend Agenda to Include New Topics |
| Mover: | Jeff Gulbronson |
| Seconder: | Sarah Martin |
| Result: | Motion Passes |

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| Result: | Motion Passes |

# 3.0 Approval of June Meeting Minutes:

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| Motion: | Approval of June Meeting Minutes |
| Mover: | Sarah Martin |
| Seconder: | Jeff Gulbronson |
| Result: | Motion Passes |

# 4.0 ECIF Allocations Documents:

**$2692.83** to be allocated this term.

* **Item #1: Makey-Makey**; submitted by Emma Kennedy - Outreach Commissioner
* For a Makey-Makey devices to use for Outreach events.
* It’s a little controller to hook up with your computer, and you can use different items (i.e. bananas) as controllers.
* Used at the museum outings, more so in the first one than the second one.
* Q: Can we get an exact cost so we can use up all of our budget?
* A: Estimated cost is 50 USD, so roughly 100 CAD (with shipping).
* Q: Are the alligator clips specific to that thing or anything?
* A: Any type of alligator clips can be used.
* In Canadian it’s $63, not including tax and shipping.
* With tax it’s $71.19. Let’s just use $100 to include shipping.
* **Allocation: Approved for $100**
* **Item #2: Corkboard in POETS**; submitted by Sabrina Huston - B-Society VP Student Life
* They want a cork board in POETS so they can post about events so they can post on it like they would be around campus.
* Should be through Plant Ops; we can bring our own board but Plant Ops has expertise in them.
* Q: Has Plant Ops been asked about this?
* A: Not sure.
* Q: Where would it be placed?
* A: Beneath where the POETS Manager pictures are.
* Q: What size?
* A: 3 feet by 4/6 feet wide.
* Q: Do we have that room?
* A: We would accommodate.
* Q: Maybe we can try strips?
* A: Tried them outside of POETS, doesn’t work well, stuff falls off if all four corners aren’t properly on.
* Q: How exact of a cost do we want? 6 x 4 board is $121.
* A: Contact Plant Ops, submit multiple size suggestions that work, get Plant Ops to get a price, etc.
* Note: Plant Ops will probably put them sometime later in the Fall, not high on their priority list.
* **Allocation: Approved for $150**
* **Item#3: Fixing Pool Table on Second Floor of POETS**; submitted by Andrew Dawson
* No pricing available, inclined to ignore it as a proposal this time, do a bit of research.
* D: Tell Andrew to reach out to Mary, 3 years ago we got it refurbished, Mary has a company/quote.
* **Allocation: Denied**
* **Item #4: Keyboards in Novelties/RidgidWare**; submitted by Kristopher Sousa
* Hard to type on an iPad keyboard, doesn’t make them type at optimal efficiency.
* Q: Do the prices here include everything?
* A: I assume not including tax.
* Asking for $62, that includes tax and shipping
* Q: Isn’t Amazon shipping free?
* A: Not from Amazon necessarily.
* **Allocation: Approved for $62**
* **Item #5: iPad with Keyboard for Mobile Signup Station;** submitted by Daniel Robertson
* D: We can do the same thing with an Android tablet that’s half the cost.
* D: Their keyboard is cheaper than other keyboard.
* D: We can maybe share the keyboards.
* D: Only problem is if RidgidWare is open at the same time/people are bad at returning stuff.
* If we use the RidgidWare iPad we can fund the case (Otterbox) anyways.
* Don’t want to use the RidgidWare iPad, it probably won’t get returned/will be broken, and that would halt RidgidWare
* Why not a Chromebook as well? That’s cheaper and we might have one for council
* Might not be cheaper.
* Q: Should we be looking into it or should they look into it?
* A: Well it might be for the fall. More of a convenience vs necessity.
* Samsung Galaxy Tablet 7inch - $130.
* Q: Can we allocate for the spirit of this?
* A: We can allocate for the intention. Dan submitted for an iPad, but it he won’t be mad if we get a suitable substitute. Just in fall there are so many things. Like EngSoc day, open house day, etc. We don’t use the same volunteers all the time and we don’t want to allocate someone’s laptop for four hours. We also look silly next to other teams while we’re using paper.
* D: We’re good with this idea, but can we optimize the cost/make it better?
* We could allocate some money to it, but we don’t want to give too little or too much.
* Keyboards: $62
* Android comes in at $203, Chromebook at $202.27. Let’s give them $205.
* **Allocation: Approved for $205**
* **Item #6: Square for the Orifice**; submitted by Andrew Dawson
* D: Square has been successful for RidgidWare and Novelties, people like the credit card stuff, and it would unify payment if we put it in the Orifice.
* Q: Is an iPad necessary for Square?
* A: It will run on Android, but the stand we have only accepts iPad.
* Q: Does the $1700 include the iPad?
* A: Yes.
* Q: Do we have to get rid of our cash register?
* A: We would get a different one, a combined system.
* Q: What’s the cost difference of Square system vs Interac?
* A: Interac was around $10000, this is $1700.
* **Allocation: Approved for $1700**
* **Item #7: Small Tool Kit for Orifice;** submitted by Patricia Duong
* She wants general purpose tools that directors can use.
* D: Canada Day was a pain to get a hammer.
* D: We don’t want to buy crappy tools.
* D: Quality of the tool case, it doesn’t even use the proper names.
* D: Review are good, but say it’s a little sketchy.
* D: These will probably go missing, $10 isn’t that bad.
* Q: Shipping?
* A: We can pick it up, just not in Waterloo. Someone on board can pick it up in Burlington.
* **Allocation: Approved for $20.99**
* Rest of the money is going to E7 C&D - **$454.83**.

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| Motion: | Approve the ECIF Budget |
| Mover: | Abdullah Barakat |
| Seconder: | Meghan Town |
| Summary: | Makey-Makey - $100Corkboard - $150Pool table - $0Keyboards - $62Tablet - $205Square - $1700Tools - $20.99E7 CnD - $454.84 |
| Result: | Motion Passes |
| Noted Abstainers: | Awn Duqoum, Jeff Gulbronson |

# 5.0 Board Procedures Document Housekeeping:

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| Motion: | Board Procedures Document Housekeeping |
| Mover: | Abdullah Barakat |
| Seconder: | Awn Duqoum |
| Spirit: | Motion Passes |
| WHEREAS: | Some aspects of the Board of Directors operations are missing from the Board Procedures Document, and some aspects have changed |
| BIRT: | The Board of Directors Procedures be amended as follows:Chapter II: RolesSection C: Directors 1. Directors shall be responsible for the following: 2. Attending Board Meetings. 3. Participating in on-line ballots. 4. Approving or rejecting a conference or competition bid using the process defined in Chapter V. 5. Allocation of the Engineering Capital Improvements Fund spending. 6. Representing general members of matters of the Board.Section E: Ex-Officio Members 1. The following shall sit on the Board as ex-officio non-voting resource members: a. The two (2) Vice-Presidents Finance of the Engineering Society b. The Business Manager of the Engineering Society 2. These members shall be responsible for: a. Presenting a financial spending update at each Board Meeting. b. Preparing and presenting the Engineering Capital Improvements Fund proposals at a Board Meeting. c. Moderating the Engineering Capital Improvements Fund portion of the Board Meeting at which it is presented.Chapter III: MeetingsSection B: Agenda 1. The Chair will send out the call for Agenda items at least ten (10) days before a Board Meeting to members of the Board. 2. The Agenda will be sent out to all Board Members at least five (5) days before the Board meeting. 3. The following items shall be included as Agenda items for the specified meeting below: a. September, January, & May i. Review of Board Procedures Document ii. Spending Update presented by the Vice-President Finance b. October, February, & June i. Review of the Document of Stances ii. Spending Update presented by the Vice-President Finance c. November, March, & July i. President termly update ii. Spending Update presented by the Vice-President Finance iii. Allocation of the Engineering Capital Improvements Fund spendingSection C: Invitations 1. The incoming President shall be invited to attend one (1) Board Meeting before the end of the term in which they were elected. Which meeting they attend will be up to the discretion of the On-Term President and the newly elected President. 2. All other invitations to a Board Meeting must be approved a majority vote of the Board. |
| Comments: | * There were a lot of parts that needed some cleaning up.
* Added the explicit responsibilities of Ex-Officio Members.
* Document of Stances is now in the Document.
* ECIF was added to directors’ responsibilities.
* Invitations took off the “Off-Term VP Finance”.
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| Result: | Motion Passes |

# 6.0 Spending Update:

* As before, nothing here is really unusual.
* Mary hasn’t done payroll expenses yet, she’s been paid but hasn’t turned the pay to the employees around yet.
* Q: Why is Iron Warrior half of what we’re expecting this term?
* A: Not as many ads.
* Q: Is handbook revenue done or are we getting ads?
* A: Mary is getting ads with a company until the end of this month.
* Mary hasn’t paid any of the stuff yet because Michael just paid her last week
* Novelties purchases are really low, we’re restocking soon.
* Q: Is yearbook expenses going up?
* A: Not sure.
* Maybe we can do cost of printing spread over three terms.
* Q: Why did we not budget for conferences?
* A: The Dean budgets them, and they get taken in and out when we do them.
* D: There weren’t supposed to be any conferences this term, since AGM was the only one this term, and that was paid in the Winter, but we talked with Dean and used rest of expenses for revenue.
* Q: Why is POETS Licensed so low?
* A: We haven’t been invoiced yet.
* Q: Photocopiers - $2000, why hasn’t it been used?
* A: General purpose maintenance money, and they’ve been slow with invoicing since new system.
* Q: ECIF - why do the numbers not make sense?
* A: 4000 was how much Mary expected people would claim this term, and not as many people did. It was allocated for the Winter probably.
* C&D - we got a Coca Cola refund cheque, that was nice.
* Were there debit bank charges? 200 vs 2000.
* Not invoiced yet. Plus we lost a lot on purchases that were less than $1, and this term we don’t accept those.

# 7.0 Proxy Discussion

* How do we feel about members of Board proxying to other members of Board when they aren’t there?
* Q: Have we ever not met Quorum?
* A: We were really close at the special meeting, but no. It’s been tight though.
* Strawpoll: Mixed reaction on people wanting proxies.
* Ian: We don’t need proxies because we book meetings when people can come, more voices is better. Don’t see the need nor harm.
* Abdullah: Having a process there would help if we can’t make quorum, but having a proxy system in place would encourage people not to come in.
* Abdullah: Maybe proxies only for a special meeting?
* Jeff: Same situation as JAGM maybe, lots of proxies, and not enough people making decisions/reading the agenda. More voices for decisions is better.
* Brian: Special rules for special meetings is confusing.
* Meghan: One meeting we had to start a meeting late due to waiting for a director.
* Michael: If we proxy you could have additional leverage in votes.
* Awn: Two people getting three proxies each could have complete control of the meeting.
* Clarisse: Feds and WEEF Board overuses proxies, 5 people there, 15 votes present, over time it gets bad. Right now we won’t see it but over time it becomes a lazier system.
* Brian: It doesn’t have to be excessive. Even one extra proxy gives you a quarter of the votes in the room.
* Jeff: We would tell people when they run “we can always proxy”, and people who shouldn’t run will because.
* Ian: I understand that people can become a proxy, but people can always remote attend/other means of being at the meeting.
* Abdullah: Maybe it can be left up to the discretion of the chair? If it’s meaningful not being able to attend they can proxy, but if not then no.
* Awn: It’s getting too complicated. We haven’t needed them, but I like discretion.
* Jeff: The wording would get super vague and could get abused.
* Brian: I don’t like the case by case basis. Maybe list factors to choose if it’s valid?
* Abdullah: Because we don’t want a group of 5 people representing 10, this term we had to hunt people, we can use proxies instead of wasting time trying to wrangle people up.
* Strawpoll: Majority doesn’t want them.
* Awn: Maybe instead of proxies, people can vote ahead of time? Probably a different discussion.
* How about if people don’t want to attend?
* Jeff: We can already say our opinion before the meeting.
* Clarisse: People voting ahead of time doesn’t solve quorum issue.
* Awn: Can we put it in the docs saying we can’t proxy?
* Meghan: We can remind people for now.

# 8.0 President’s Update

A-Society

* President:
* Working with committee of presidents to make relationship with FEDS more legitimate.
* Sat on Dean nomination committee to reappoint Dean Sullivan.
* Raised Engineering Spirit through the Tool’s 50th birthday and Engineering day. It was well attended, Jim Pike was back and gave a speech.
* VP Finance:
* Revamped how we do sponsorship allocations on the website.
* Added Square in Novelties.
* For RidgidWare, we’re partnering with ECE stores, discussing with System Designs to get kits sold in RidgidWare.
* RidgidWare will be moving to a bigger store, more central, good for System Designs as well.
* VP Student Life:
* Added Compost in POETS.
* Working with local farmers to get food and supplies for events (i.e. homegrown/local apples from one of the farmers in KW for EngHack).
* VP Academic:
* WaterlooWorks Survey and PD Survey ended, both had a lot of responses. 200+ and 1800+ respectively.
* VP Communications:
* Compiled everything for communications survey, hopefully can revamp how we market to students.

B-Society

* Planning for Fall is good, all hands are on deck.
* Big thing for Fall is elections, they doing a promotional campaign this year starting tomorrow. They will be releasing a promotional item every week until elections are done.
* We are now taking budget date requests.
* The Student Space report is in progress, still waiting on Deans office to free up, the meeting with the Dean should be next week.
* We’re making Orientation Week exciting with EngSoc, finalizing budget today.
* Specifically we’re giving life back to EngSoc day, including completely revamping the rotation.
* Andrew’s goals: Engaging academic reps more for academic issues
* Mental Health - work with Sarah (Mental Health Commissioner) to partner with more organizations.
* Working with David, career fair lead director, and creating a script to auto send emails to employers to get more of them.
* Working with policy after Mech 2020 schedule changed last minute for exams
* Getting EngSoc representative on more university committees, feels Engineering voice isn’t present enough
* Big goal for Rachel is working with A-Society and rest of executive for long term plan and to present it to council by meeting 4
* Working on website revamp. Less patch mentality, since it has become a mess.
* First year retention for council is on Agenda, making changes with how first years are treated, maybe they won’t be isolated in the front row during meetings.
* Jeff: You mentioned a long-term strategic plan, what does that look like with a 16 month turnover with 2 competing organizations.
* A: Turnover isn’t really an issue, many other Engineering societies have done long term plans, our goal is to make it broad enough but to clarify pathway that current exec was working on.
* Awn: Since when is A-Soc and B-Soc competing?
* Jeff: A-Soc doesn’t necessarily have to follow B-Soc goals and vice versa.
* D: This plan would get ratified at both councils.
* Brian: How does it interact with new executive and their platform?
* A: Long term strategic plan doesn’t define what your platform is, more so the society’s long term goals.
* Jeff: CFES isn’t a good example, longer-term, has strategic plan with longer term participants.
* Jeff: EngSoc is shorter-term, students are concerned about what they can do right now.
* A: Long-term strategic plan is more so on broader topics (think CECA not commissioners). Just wait and see.
* Steven: Board is high-level, plan is higher-level, won’t conflict with different societies, they’re both working together. How we get to the goals might vary along the way, but having higher level goals is good to have.
* Brian: Campaigns can dramatically/alter/conflict with strategic plan.
* A: There’s no punishment if exec don’t follow the plan, it’s just a guide.
* Steven: Is it even board’s place to talk about this versus through council?
* Ian: I don’t agree, we’re allowed to have opinions/give feedback. No problem with having a plan, and we can change course if we see a better option. A long term direction can always be adjusted.
* Awn: We want people to be able change the status quo, saying that this is against our plan is bad for their chances. There might be bias for people who won’t change anything. We’re encouraging the wrong thing.
* Jeff: What differentiates a long term strategic plan that has no power vs 16-month campaign promises?
* Brian: EngSoc has a history of making non-binding documents and making them binding.
* Meghan: This is supposed to be for the good of the society.
* Trying to improve the transition doc for next president. It can be improved in the Fall, and the goal is to get the rest of the stuff done by August so the next team has full documents to go.
* EngSoc Spirit is going well, we’re planning some hardhat decorating, and working with Abdullah to continue SCUNT into the Fall.
* We’re also getting the mural underway.
* Jeff: Did we make sure the mural is cool with Mary?
* A: We’re changing the wall.
* Katie wants to get a novelties display, and is working on that.
* In the process of getting more couches for POETS.
* We’re Improve how sponsorships are done.
* Trying to get more familiar with how RidgidWare is run.
* Dan will be working with on website revamp.
* Comments from communications survey to improve how B-Soc does media. i.e. we’re posting a lot of things but aren’t having a sense of community.
* Improving B-Soc media presence, A-Soc has surpassed the number of pics B-Soc has by a long shot.

# 7.0 Adjournment

**Time:** 8:26pm

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| Motion: | Adjournment |
| Mover: | Brian Howe |
| Seconder: | Ian Holstead |
| Result: | Motion Passes |
| Noted Abstainers: | Awn Duqoum |