BOARD OF DIRECTORS MEETING
September 18 2017
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Meeting Minutes

Date: 18/09/2017  
Start time: 5:30 pm  
Location: NREF 3-100

Attendance:

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<tr>
<th>Position</th>
<th>Votes (/33)</th>
<th>Name</th>
<th>Present/Absent/Proxy</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chemical Engineering Club President</td>
<td>3</td>
<td>Kyle Cugnet-Huber, Kevin He</td>
<td>Present (Kevin)</td>
</tr>
<tr>
<td>Civil &amp; Environmental Engineering Club President</td>
<td>4</td>
<td>Ziad Mohamad</td>
<td>Present</td>
</tr>
<tr>
<td>Computer Engineering Club President</td>
<td>1</td>
<td>Jessica Prieto</td>
<td>Present</td>
</tr>
<tr>
<td>Electrical Engineering Club President</td>
<td>3</td>
<td>Logan Snider</td>
<td>Present</td>
</tr>
<tr>
<td>Engineering Physics Club President</td>
<td>1</td>
<td>Brennan Undseth, Wesley Stolte</td>
<td>Present</td>
</tr>
<tr>
<td>First Year Engineering Club President</td>
<td>5</td>
<td>Rafael Rigon</td>
<td>Present</td>
</tr>
<tr>
<td>Materials Engineering Club President</td>
<td>1</td>
<td>Joseph Schafers</td>
<td>Present</td>
</tr>
<tr>
<td>Mechanical Engineering Club President</td>
<td>5</td>
<td>Eric Hamel</td>
<td>Present</td>
</tr>
<tr>
<td>Mining Engineering Club President</td>
<td>1</td>
<td>Brett Ostenberg, John Wagner</td>
<td>Present</td>
</tr>
<tr>
<td>Petroleum Engineering Club President</td>
<td>2</td>
<td>Riley Graham, Jacobus Badenhorst</td>
<td>Present</td>
</tr>
<tr>
<td>President</td>
<td>1</td>
<td>Josh Goselwitz</td>
<td>Present</td>
</tr>
<tr>
<td>VP External Relations</td>
<td>1</td>
<td>Maha Adnan, Farhan Kahn</td>
<td>Present (Maha)</td>
</tr>
<tr>
<td>VP Finance</td>
<td>1</td>
<td>Rafael Rigon, Yanzhao Yang</td>
<td>Present (Rafael)</td>
</tr>
<tr>
<td>VP Internal Affairs</td>
<td>1</td>
<td>Kirill Makhachev</td>
<td>Present</td>
</tr>
<tr>
<td>VP Services</td>
<td>1</td>
<td>Dorsa Nahid, Sara Mokhtari</td>
<td>Present (Dorsa)</td>
</tr>
<tr>
<td>VP Student Life</td>
<td>1</td>
<td>Gill Pierce, Nick Senuik</td>
<td>Present (Gill)</td>
</tr>
</tbody>
</table>
1. Approval of the Agenda
   a. Motion put forward by Logan (EE)
      i. Seconded by Jessica (CompE)

2. Presentation - Diversity in Engineering
   a. Presentation by Meghana
      i. Introduction of Diversity in Engineering group

3. Approval of Vote Count
   a. Based on current enrollment numbers ChemE club has lost one vote, FYEC has gained one vote, CompE has gained one vote, and PetE has lost one vote
      i. Motion to approve put forward by Rafael (VP Operations and Finance)
         1. Seconded by Logan (EE)

4. Approval of previous minutes
   a. Motion to approve put forward by Logan (EE)
      i. Seconded by Rafael (ESS VP Operations and Finance)

5. Report - President
   a. First year retreat success
   b. Attending alumni mixer 1:00-3:00 pm this Saturday
   c. Progress on logo legalities, not pursuing trademark
   d. Office hours for ESS VPs, now can be found in this BoD meeting’s folder
   e. Engineering orientation didn’t go well
   f. Elections for VP internal and President coming up this fall

6. Report - Communications
   a. See Attached Report

7. Report - External
   a. First Year Retreat went well. Prizes available at GEER store
i. Eric: Participation numbers?
ii. Maha: 135 students

b. First year elections going on now
c. Career fair flyers and job shadow flyers being reprinted for distribution
d. Career fair location changed to solarium
e. Cold calling companies for handbook, career fair, job shadow program
f. WESST conference applications sent off last week

8. Report - Operations and Finance
   a. GEER store going well, had hoodie sale with good profit
   b. GEER cards available for $5.00 in the GEER store
   c. Engg jackets on preorder right now. Aiming for 100 sold by the end of the sale, first week of October
   d. Audit committee is in the works. VP finances of discipline clubs should all get an email regarding that
e. VP academic should get an email regarding EUEF committee
f. ESAF meeting later this week
g. Budget complete
h. Logan: Changes to engineering jackets?
   i. Raf: A non-leather slimmer fitting option, priced between $100-120. Original leather and wool is $189. Both have wool body. Logos are now scaled to size of jacket.
   ii. Logan: Test fitting?
   iii. Raf: Sample jackets have been delayed but should be coming in Sept. 25
i. Jessica: Batch ordering patches?
   i. Raf: We are hiring someone to manage patches, sorted out some time next week
j. Eric: GEER card pricing. We gave our support to the GEER card rather than our own. Not OK with being treated differently from ESS volunteers who get it for free.
   i. Josh: Can discuss later. Didn’t know MechE was involved.
   ii. Maha: Matt previously said he would help but didn’t end up contributing anything

9. Report - Internal
   a. See report
      i. 250 Geer Pass downloads
      ii. Logan: Is there any benefit for a student to use app? Prizes?
         1. Kirill: Team meeting tomorrow to discuss what is being done to do with prizes. Right now is just points. Thinking of discounts or patches.
         2. Eric: Are prizes for individuals or discipline clubs?
         3. Kirill: For individuals, redeem points at store or get a store discount.

10. Report - Services
    a. PASS program ready to go, starting Oct. 4. Will have all three courses every Wednesday.
b. Hiking trip ready to go. 27 people signed up, sold out. Sept. 30.
c. Paint night Oct. 12 booked and ready to go
d. Intermurals have had full signup for all teams except dodgeball

e. Take a break; discipline clubs will be planning one event each. Information soon.

11. Report - Student Life
   a. See Report
      i. Additions: Nick will be chairing a planning committee meeting on Oct. 3 5:00 pm, wants one representative from each club because he will be giving out rules for GEER week.

12. Faculty
   a. Raymond Matthias
      i. Very open to feedback, trying to connect with student project groups and all groups in general
      ii. Josh: Office?
          1. 5th floor DICE, moving to 9th floor soon
      iii. Josh: Should clubs book rooms through you?
          1. Raymond: Try to talk to Office of the Dean (9th floor) for booking engineering space. Doesn’t need to come through me.

13. SU
   a. Nick Sorenson
      i. No updates

14. Report - Clubs
   a. Civil
      i. AGM is tomorrow at 5:30
      ii. Oct. 2 hardhat ceremony
      iii. Oct. 11 is bridge building seminar
      iv. Nov. 1 bridge building seminar
   b. CompE
      i. Had AGM last Wednesday
      ii. Coming up with “Hack time” event, working on problems together and providing mentorship
   c. ChemE
      i. AGM in etlc this Thursday 5:00 pm
      ii. ChemE conference Oct. 21-24
      iii. Trying to promote club more, improve GEER week turnout
      iv. Thinking about getting one big office with MatE
   d. EE
      i. Had AGM last Thursday
      ii. Sept. 20 5:00 - 8:00 pm Telus will be doing workshop on R&D technology, all welcome
   e. EnggPhys
      i. AGM is tomorrow
      ii. Found VP internal
f. MatE
   i. AGM was on Monday
   ii. Success in getting second years involved despite low enrollment
   iii. Monthly board games starting soon

g. Mining
   i. Had fall AGM last Wednesday
   ii. World mining competition team being put together
   iii. Intermurals teams coming together
   iv. Application for mining games team is out

h. MechE
   i. AGM is tomorrow
   ii. Welcome back bash was on Friday
   iii. Solidworks user group network meeting Oct. 10 but still to be confirmed
   iv. No other confirmed dates
   v. New partnership with society of manufacturing engineers

i. PetE
   i. Tentative AGM date 26th of Sept.
   ii. BBQ next Thursday at Emily Murphy
   iii. Talked to faculty advisor today
       1. Thinking about newsletter
   iv. Blood drive Oct. 10
   v. Working with Nait for a hockey game

13. Discussion items

A. ESS budget approval
   i. Presentation of budget by Rafael
   ii. Rafael: New budget has added First Year Retreat expenses
   iii. Eric: Benefit of server?
       1. Ira: Bryn is looking to work with the faculty about getting a new server. We were going to include all the discipline clubs and project groups. Server is currently used to run our website, club websites, store all organizational history, and mail server
   iv. Eric: Tickets free to print at SubPrint?
       1. Gill: If you hold events at a bar you get free tickets. Probably only free for events held on campus
   v. Kevin: Can we do our own sponsorship bids?
       1. Raf: Yes
   vi. Jessica: Never got FAMF payments last year, locker payments not included
       1. Rafael: Yanzhao’s responsibility
   vii. John: Mining still waiting on ESAF
   viii. Motion to ratify budget by Logan (EE)
       1. Seconded by Jessica (CompE)
   ix. Vote: Ratifying budget for 2017/18
       1. For: Unanimous
2. Abstained: None
3. Against: None
4. Motion passed

B. FAMF
   i. Presentation by Nick Sorenson
   ii. Mining: Questioning funds allocated to engineering handbook, considering quality (have heard complaints regarding quality)
      1. Nick: Other faculties have their own handbook, and have similar complaints. If we really want to we can take that out.
         a. Maha: What were complaints?
            i. Mining: Some pages start on Tuesdays, Wednesdays, Thursdays
            ii. Josh: A problem we haven’t had before. Will avoid in upcoming years.
            iii. Josh: Handbook is a free service for student, usually commonly used
   2. Ira: Has there been an investigation towards financial need?
      a. Nick: Comes down to serving students better. Discipline clubs with discipline-specific clubs are important, take a break can grow. Promoting U of A engineering brand. ESAF applications are commonly being turned down, can send more people out.
      b. Josh: Students should see improvement to services if/when this is approved. Would like to see a maximum 2 year renewal deadline.
      c. Raf: Future-proofing ourselves, which hasn’t been done. ESS has historically been financially irresponsible.
      d. Ira: Would recommend slide on uses for increased funds for presentation to student body
      e. Raymond: Numbers for how many people opt-out?
         i. Nick: Don’t know. Want to increase awareness of option to drop out
   3. Eric: Any idea what UBC does with their fee?
      a. Raf: UBC has their budget available online, we can check.
      b. Josh: Subsidize their jackets, among other things
   4. Josh: Will be talking with clubs and students, this is a starting point. Letter of support from BoD is letter for renewing FAMF, not for approving the $17 model.
   5. Ira: Should have plan at what we want to throw our money at before we do
      a. Nick: Agree, will be pursuing student input
   6. Bring up at club AGMs?
      a. Josh: Yes, would be good to include

C. Approval of CRO/DRO
i. Two candidates, must be ratified at BoD
   1. Angela Maimu
   2. Jinwoo Lee
ii. Vote to ratify the CRO and DRO
   1. For: Unanimous
   2. Abstained: Rafael Rignon
   3. Against: None
   4. Motion passed

D. Policy approvals
i. Presentation by Josh Goselwitz
   1. Candidates running for President of Society must run as individual candidates. No joint candidates.
      a. Motion to approve the policy change put forward by Logan
         i. Seconded by Rafael
      b. Vote:
         i. For: Unanimous
         ii. Abstained: Ziad Mohammad
         iii. Against: None
         iv. Motion passed
   2. Reducing signing authority to three positions (6a and 6b)
      a. Motion to approve the policy change put forward by Logan
         i. Seconded by Rafael
      b. Vote:
         i. For: Unanimous
         ii. Abstained: Ziad Mohammad
         iii. Against: None
         iv. Motion passed

E. Congress approval
i. Ira: We are bidding for Congress 2020. Has to be approved by BoD to bid. This is the largest national conference for engineering student societies across Canada. 250 delegates.
ii. Eric: Advantage for hosting?
   1. Ira: ESS turning 100 the year we are bidding for. Will increase ability for sponsorship. Good for U of A. We haven’t hosted in the past
iii. Ziad: Usual ESS attendance?
   1. Ira: Usually put forward 4-5 delegates but will increase that this year.
iv. Motion to approve congress bid by Logan
   1. Seconded by Kirill
   2. Vote:
      a. For: Unanimous
      b. Abstained: None
      c. Against: none
      d. Motion passed
15. Review of the Action Item Table

16. Review next meeting date/BoD Schedule
   a. Oct. 16 5:30 pm NREF 3-100

17. Dismissal
   a. Motion to dismiss Logan
      i. Seconded by Kirill
Individual report: ESS President

No report submitted
Individual report: ESS Operations and Finance

No report submitted
**Individual report:** ESS Student Life (Fall)

**Old Business**

**Carnival and Beer Gardens**
- Not as successful as was hoped
- Comments and suggestions on how to improve are most welcome

**UAEC**
- Categories will be jr design, sr design, innovative design, impromptu debate, consulting engineering, engineering communications, re-engineering and programming
- New date: Sunday October 29th

**5k Charity Run**
- New collaboration with the BSA and NUA to host our own 5k run for charity called Tight and Bright futures
- Run will take place September 30th
- ESS is responsible for the finances of this event
- Call for volunteers: look for tabling in the atrium this week
- Sponsorship from The Running Room

**Headshave**
- 14th annual Engineering Headshave in support of the Alberta Cancer Foundation will take place Tuesday November 28th which is Giving Tuesday, a global day for charitable giving
- Expect increased faculty participation as they suggested this date and have showed immense interest in this event
- Social media campaign with the faculty #shareyourstory, pledge system, draw for big prize to incentivize collecting more donations
- Hair dying event a few days before

**Glow Party**
- Will be hosted Friday September 29th at the Ranch in collaboration with NUA
- Expect a very similar event to last years Glow Party as it was a very successful revenue generating event for us
- Tickets will be sold for $5
- Will give tickets to discipline clubs to sell, share profit from ticket sales

**Fall AGM After Party/ Monthly Engineering Nights at RATT**
- Following the ESS AGM on September 20th there will be an after party at RATT
- We will host these monthly engineering get together at RATT throughout the year, it would be great if we could get discipline clubs to take on organizing a few of them (like how Take A Break was organized last year)
- Chance to socialize, relax and meet new people without having to leave campus!
New Business

SPC Update

- Lots of exciting events planned for this year; excited to see collaborations between different discipline clubs

GEER Week

- Updated rule book, will be voting on changes on September 18th
- Engg Ball to be held at the Sutton Place Hotel (tentatively), hope to have an increased turnout from last year and make the event a whole engineering event, rather than having explicit ties to GEER Week.
- Formal dress code, live music and dance

Ski Trip

- Contract finalized, will begin selling tickets as soon as we are provided with a link from Live It Up (the tour company)
- First 100 people to sign up will be entered into a draw to have their trip paid for
Individual report: ESS External

No report submitted
Individual report: ESS Internal

- App has 244 downloads, we want this number to keep rising as we want it to be a hub of information and competition during gear week
- 1 resignation due to being busy with school
- Will be holding elections for VP Internal and President during October to allow for a longer transition period
Individual report: ESS Services

No report submitted
Individual report: ESS Communications

Outreach:
- A outreach form has been created for all requests
  - [https://docs.google.com/forms/d/1ntMzvLT2OFyss-5vHeBDpA9c78xwhtWht8PHcp77y02V3Jo/prefill](https://docs.google.com/forms/d/1ntMzvLT2OFyss-5vHeBDpA9c78xwhtWht8PHcp77y02V3Jo/prefill)
  - The link can also be found under Forms at ess.ualberta.ca/wiki
- The outreach team are responsible for the Upcoming Events board in NREF 1st and 2nd floor, ETLC 1st and 2nd floor, and Lister. This board will include events relevant to engineering students for the month. To have your event included please submit date, time, location (and link if applicable) to the outreach form by the 25th of the month before the event. For example: event is October 8th then submit by September 25th.
- Please make sure posters are stamped

IT:
- ESS is working with the faculty to obtain a new server.
- Website updated – pages for large events will appear under Event tab

Publications:
- October issue will be released 3rd.

Memories:
- Last years yearbook is completed and will be sold in late September.
- FYR photos are on the ESS Facebook page.
Individual reports: Discipline clubs

No reports submitted