ENGINEERING STUDENTS’ SOCIETY
Board of Directors

BOARD OF DIRECTORS MEETING
August 14 2017
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Meeting Minutes

Date: 17/07/2017
Start time: 5:30 pm
Location: NREF 3-100

Attendance:

<table>
<thead>
<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></td>
</tr>
<tr>
<td>Civil &amp; Environmental Engineering Club President</td>
<td>4</td>
<td>Ziad Mohamad</td>
<td>X</td>
</tr>
<tr>
<td>Computer Engineering Club President</td>
<td>1</td>
<td>Jessica Prieto</td>
<td></td>
</tr>
<tr>
<td>Electrical Engineering Club President</td>
<td>3</td>
<td>Logan Snider</td>
<td>X</td>
</tr>
<tr>
<td>Engineering Physics Club President</td>
<td>1</td>
<td>Brennan Undseth, Wesley Stolte</td>
<td></td>
</tr>
<tr>
<td>First Year Engineering Club President</td>
<td>5</td>
<td>Rafael Rigon</td>
<td>X</td>
</tr>
<tr>
<td>Materials Engineering Club President</td>
<td>1</td>
<td>Joseph Schafers</td>
<td>X</td>
</tr>
<tr>
<td>Mechanical Engineering Club President</td>
<td>5</td>
<td>Eric Hamel</td>
<td>X</td>
</tr>
<tr>
<td>Mining Engineering Club President</td>
<td>1</td>
<td>Brett Ostenberg, John Wagner</td>
<td>Proxy, Jordan</td>
</tr>
<tr>
<td>Petroleum Engineering Club President</td>
<td>2</td>
<td>Riley Graham, Jacobus Badenhorst</td>
<td>X</td>
</tr>
<tr>
<td>President</td>
<td>1</td>
<td>Josh Goselwitz</td>
<td>X</td>
</tr>
<tr>
<td>VP External Relations</td>
<td>1</td>
<td>Maha Adnan, Farhan Kahn</td>
<td>X</td>
</tr>
<tr>
<td>VP Finance</td>
<td>1</td>
<td>Rafael Rigon, Yanzhao Yang</td>
<td>X</td>
</tr>
<tr>
<td>VP Internal Affairs</td>
<td>1</td>
<td>Kirill Makhachev</td>
<td></td>
</tr>
<tr>
<td>VP Services</td>
<td>1</td>
<td>Dorsa Nahid, Sara Mokhtari</td>
<td></td>
</tr>
<tr>
<td>VP Student Life</td>
<td>1</td>
<td>Gill Pierce, Nick Senuik</td>
<td>X</td>
</tr>
</tbody>
</table>
1. Approval of the Agenda

2. Motion to approve Josh Goselwitz as chair
   a. Put forward by Logan Snider
   b. Seconded by Jordan

3. Approval of previous minutes
   a. Motion to approve previous meeting’s minutes put forward by Logan Snider
   b. Seconded by Ziad

4. Report - President
   a. See Report

5. Report - Communications
   a. See Report

6. Report - External
   a. See Report

7. Report - Operations and Finance
   a. Upgrading GEER store. It will be closed around the end of the week until the end of the month. Painting and installing sign will be done by the end of the month.
   b. New merchandise coming in by the end of the month.
      i. New additional style of Engg jacket, new design.
      ii. FYR swag
      iii. Stationary
   c. Budget done. Waiting for a few more numbers to finalize it.
   d. About 60% done closing last year’s budget.
   e. Done ESAF, EUEF policy changes this year.

8. Report - Internal
   a. See Report

9. Report - Services
   a. No report provided, no updates provided

10. Report - Student Life
    a. See Report
11. Report - Clubs
   a. Civil:
      i. Club amended constitution.
      ii. Discussed Sept. events
   b. CompE
      i. No one here
   c. ChemE
      i. No one here
   d. EE
      i. Nothing to report
   e. EnggPhys
      i. No one here
   f. MatE
      i. Working to get CME 200 sorted out with faculty
      ii. Have to track down execs. They are mostly away.
   g. Mining
      i. Prepared sponsorship letter for mining games and club sponsorship
   h. MechE
      i. No one here
   i. PetE
      i. Was thinking of getting group together to hold meeting before school year

13. Discussion items

   1. SU update (Nick Sorensen)
      1.1. See presentation in drive folder

   2. Christenson/Howie move (ESS president)
      2.1. Logan: Would that limit the number of people on a committee?
          2.1.1. Nick: No specifics at the moment. Once it is approved or disapproved we will
                  finalize it and make changes to the wording. Would be subject to finalization
                  after approval.
      2.2. Josh: What type of committees are they?
          2.2.1. Nick: Contact SU counsellors for details. Examples of committees are bylaw,
                   aboriginal reconciliation committee. There are 7-8 main committees, many
                   smaller committees.
      2.3. Josh: Have there been issues of not being able to fill committees?
          2.3.1. Nick: That hasn’t been an issue. This was brought up for purposes of expanding
                  views, consultation.
      2.4. Logan: More opinions and voices is a good thing, don’t see any downsides
          2.4.1. Nick: One downside brought up is where to draw the line. Anyone can go to
                  committees, but the voting issues are the ones being touched by this amendment.
      2.5. Ziad: How many counsellors?
          2.5.1. Nick: about 30
2.6. Ziad: Student vote will count the same as counsellor vote?
   2.6.1. Nick: Yes.

2.7. Ziad: Proportional representation?
   2.7.1. Nick: Yes. Based proportionally on student population. See email in this BoD folder from

2.8. Ziad: Concerned about over-representation

2.9. Jacobus: Wait for more details, could discuss when those have been made clear.
   2.9.1. Nick: We have time to make amendments and finalize things.

3. FAMF

3.1. See presentation in BoD meeting folder
   3.1.1. Gill: For opting out of fund, what is consequence?
      3.1.1.1. Nick: No consequence for student
   3.1.2. Raf: Current fee?
      3.1.2.1. Nick: $7.00/Student/semester
   3.1.3. Logan: Details for capstone funding?
      3.1.3.1. Nick: Would need some sort of committee
      3.1.3.2. Josh: Could be used for side projects too
      3.1.3.3. Logan: Should try to squeeze faculty for capstone funding, could use FAMF money for something else
   3.1.4. Gill: Could be room for engineering endowment fund, pulling cents from each other section. Could generally ask the faculty for capstone money because it is a requirement of the degree.
      3.1.4.1. Nick: Worry with endowment fund is the return. Rainy day pool of money is also an option
      3.1.4.2. Josh: Student perception of endowment fund seems generally poor. Money saved for 20-30 years is money people don’t see themselves as getting worth out of it. Excess money over time would do the same job.
   3.1.5. Raf: EUEF endowment fund policy requires there to be a separate account
   3.1.6. Maha: First year club is under external portfolio. Doesn’t their budget go through us?
      3.1.6.1. Josh: They have their own bank account, have money they push over each year, don’t spend all of it
      3.1.6.2. Maha: Would FYR continue to be a line item?
      3.1.6.3. Josh: ESS would continue to run it, a welcome for first years
   3.1.7. Nick: Quite an expansion from $7.00 to $19.00. Is there currently money that isn’t spent each year?
      3.1.7.1. Josh: Unspent money goes into ESAF, written into policy. Typically we don’t push over money from previous years.
      3.1.7.2. Nick: Want to be sure money is used, not just built up every year.
      3.1.7.3. Josh: Had one year without FAMF, it makes a big difference.
   3.1.8. Maha: What is increase?
      3.1.8.1. Josh: From $7.00 to $14.00-$19.00, but want student input
   3.1.9. Nick: Get back to us with ideas. Sooner the better.
   3.1.10. Raf: Does $19.00 still make us the lowest fee in Canada?
3.1.10.1. Nick: No
3.1.10.2. Josh: Trying to be a bit more competitive, in terms of campus experience.
3.1.11. Ira: Have you looked at places in budget for where we might be overspending?
3.1.11.1. Nick: Will be talking with Rafael.
3.1.12. Mandy: How are we going to convince students that this would be worth it?
3.1.12.1. Nick: Discipline club funding increase and ESAF funding increase would sound good to students. If we have successful event, students will be more enthusiastic about increasing funding.
3.1.12.2. Gill: Important to show how our student experience and funding compares to other schools.
3.1.12.3. Joseph: Specific spending (grad) will help students see how they will benefit from increased funding.
3.1.12.4. Logan: Advertising will be critical for this. There shouldn’t be a problem getting this through as long as people are aware.
3.1.13. Ira: More effort into sponsorship first?
3.1.13.1. Josh: Grant seeking division was made this past year, still pretty new. Have just put forward their first applications this year.
3.1.13.2. Nick: That is an option we could explore.

3.2. Motion to pursue increasing FAMF
3.2.1. Seconded by Logan
3.2.2. Vote: Unanimous
3.2.3. Motion passed

4. Policy amendments
4.1. Josh: Only one proposed change in policy manual right now; in regards to signing authority in ESS. This is something we already do, just updating policy to reflect how we operate. Signing authority has been reduced to a select few to reduce risk concerning unauthorized activity.
4.2. Motion to approve this policy change - Josh
4.2.1. Seconded by Logan
4.2.2. Vote: Unanimous
4.2.3. Motion passed

5. Feedback on GEER week rules
5.1. Relevant document in the drive
5.2. Logan: Why was headshave rule changed?
5.2.1. Gill: There was nothing there before.
5.2.2. Josh: Might need to be reworded (second sentence)
5.2.3. Raf: “If a club participates in head shave they get 50 points”
5.2.4. Gill: Additional spirit points
5.3. Logan: Where there be clear rules as to what is fair or not?
5.3.1. Gill: No, at discretion of judging committee. Will be general examples of what is fair or unfair, for example will have no ransoming with points.
5.4. Joshua: Judging committee can still step in if a club is dealing with an unfair ransom but have lost their challenge privilege?
   5.4.1. Gill: Will make a note of that.
   5.4.2. Gill: Will have more clear cut guidelines to mitigate the risk of that happening
5.5. Jacobus: 25% is a bit steep?
   5.5.1. Logan: Flat rate?
   5.5.2. Gill: Flat rate would affect teams different, teams have widely varying point totals
   5.5.3. Josh: If they have over a certain number of points they have a percent, under is a flat rate?
      5.5.3.1. Gill: Too confusing?
   5.5.4. Joshua: Gradient?
   5.5.5. Gill: 200 points or 25%, whichever is greater?
      5.5.5.1. Gill: Will go with that
5.6. Josh: 1.15 for alumni or faculty, 1.25 for both?
   5.6.1. Raf: 1.15 for alumni, 1.25 for faculty, 1.4 for both?
5.7. Josh: Applies to club events?
   5.7.1. Gill: Only GEER week events I think.
   5.7.2. Josh: Also adding that clubs can run their fundraisers throughout the fall?
   5.7.3. Gill: Yes, philanthropic events. Those are a bit of a different scale of participation. Donation is different than participation in terms of involvement.
5.8. Josh: If faculty member goes to blood drive, faculty gets points
   5.8.1. Gill: Can donate points to the club
5.9. Logan: Spirit points can be used for money donations from faculty to get club members to get faculty to donate.
5.10. Logan: Is this your club putting forward nominations for other club members? How will we know their names?
      Synced with facebook poll
   5.10.2. Logan: Could just not vote, no one would get the points. Should be enforced
   5.10.3. Logan: Club could have a deal with another club. What is reward?
      5.10.3.1. Gill: Just says prizes. Could be points
      5.10.3.2. Raf: Who gets the prize?
      5.10.3.3. Gill: Less of a prize thing, more of a pride thing
   5.10.4. Gill: Just for individual recognition
5.10.5. Logan: motion to table points rule changes
      5.10.5.1. Seconded by Josh
5.11. Vote on: Scoring for Philanthropy
   5.11.1. Motion to approve by Gill
      5.11.2. Seconded by Logan
         5.11.2.1. Unanimous, Ziad abstained
         5.11.2.2. Motion passed
5.12. Vote on: Headshave
   5.12.1. Rewording for clarification
   5.12.2. Motion for approval of spirit of headshave changes
5.12.3. Unanimous, Ziad abstained
5.13. Looting and kidnapping
  5.13.1. Logan: Tying lanyards together is not allowed? In past years that was semi frowned upon?
    5.13.1.1. Josh: Not fair. Easier to kidnap if not constantly attached
    5.13.1.2. Logan: Can put that forward some other time
5.14. Tabled unfair ransom wording, faculty member sections
  5.14.1. Josh: Send to committee, send to BoD for discussion in clubs

Roundtable:
1. Ira: Upcoming events board
   1.1. Calendar list of events happening each month on outreach form. Go to ess.ualberta.ca/wiki, link for outreach form.
2. Gill: Thoughts about points for clubs for volunteers for ESS events? Points per hour
   2.1. Josh: Could be spirit points. Next BoD meeting will be after carnival
3. Logan: Clubs hallway codes being reset
   3.2. Joshua: Email the guy back, he got us the information we needed
4. Josh: Put events in calendars so we can avoid overlap. Many of ours are still in there. Visible to all students through our website.
5. Gill: If you have ProServe or EOT we would really like you to volunteer at carnival. Sept. 14 and 15 is beer gardens, clubs fair is on the 15th.
6. Josh: Sept. 7th at 5:00pm will be clubs mixer. Sept. 20 is fall AGM for ESS, all of BoD is encouraged to come. After party at RATT, and continuing RATT nights. Carnival. Charity run on Sept. 30.

12. Review of the Action Item Table

13. Review next meeting date/BoD Schedule

14. Dismissal
   a. Motion to dismiss - Logan
      i. Seconded by Joseph
Individual report: ESS President
Individual report: ESS Operations and Finance

NO REPORT PROVIDED
Individual report: ESS Student Life

REPORT - Fall

Old Business
Carnival and Beer Gardens
- Faculty has given full support for Beer Gardens (GEER Gardens) in the Solarium on September 14th and 15th
- Awaiting SGS approval
- There will be a ticketed dance/party on the 15th
- Clubs Fair will be in Engg Quad on Friday September 15th
- If clubs can provide volunteers, we would be extremely grateful as we will have to staff the Beer Gardens, ESS booth and the GEER Store

UAEC
- New programming category added
- Tentative date is October 8th
- Categories will be jr design, sr design, innovative design, impromptu debate, consulting engineering, engineering communications, re-engineering and programming

5k Charity Run
- New collaboration with the BSA and NUA to host our own 5k run for charity
- Organizing committee will consist of a representative from each FA; Tessa Remesz (AVP Ski Trip) is the representative from ESS
- Run will take place September 30th
- ESS is responsible for the finances of this event

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
- Headshave Coordinator is Angela Xu (returning from last year)
- Expect increase faculty participation as they suggested this date and have showed immense interest in this event

Glow Party
- Will be hosted Friday September 22nd at the Ranch
- Expect a very similar event to last years Glow Party as it was a very successful revenue generating event for us

New Business
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!
Student Life (Winter) Report  
Written By: Nick Seniuk

Old Business
1. Ski Trip  
   a. January 5-7 @ Pine Inn (Panorama)  
   b. $340 + gst for shared bed. $405 + gst for own bed. Two days of skiing, transportation, accommodations and party night included.  
   c. Still working on finalizing phase pricing and contract with organization.

New Business
1. Geer Week  
   a. Draft rule book ->  
      https://drive.google.com/open?id=0B03qB65Pkk2NbFhheHNLNUtIcFU  
      Highlighted content are rules that have been adjusted/changed. Things that need further discussion are:  
      i. How to kidnap a President/PR rep - Last year the rule was that you had to touch the person from the elbow down. Is BoD still ok with this rule? See page 19 of the rule book.  
      ii. Geer Week All Stars (pg 17) - This new initiative would help incentivise participation and recognize those who contribute to the spirit of the week from every club.
   b. Registration will follow the following procedure (pg 17)  
      i. Registration opens on Tuesday, January 9, 2018.  
      ii. On Friday January 12, 2018, the GWC will release the registration records to club Presidents and Club Geer Week Coordinators. Teams will be expected to go through these records and create event rosters; this action will ensure that people who want to be apart of the week are actually engaged in team activities.  
      iii. Event rosters will be due Sunday January 14, 2018 via email to the GWC. Presidents will be expected to reach out to team members via email and check that their team members are attending the events. If someone on the roster does not attend the event, they can be replaced by another person from the club at the event with no penalty. Once again, the purpose of this action is to engage students who would not usually be engaged in club activities.  
      iv. Registration will continue throughout the week; students will be able to pick up wristbands and merch at Geer Store.
**Individual report: ESS External**

First Year Relations
- 70 incoming first year students registered so far
- Meetings are being decided right now
- We will be going over responsibilities, activities, and teams during these meetings

Career Fair
- Marketing
  - Invitation package and flyers (given out during co-op hiring interviews) are completed
  - Working on banners
- Setting up website and a floorplan of booth placement for 8th floor DICE
- Still waiting on facilities to discuss fire safety guidelines and capacity for 8th floor

PD
- Working on getting sponsors for their case competition
- Next Level - informal hot topic coffee night
- Job Shadowing - detailing host requirements and will integrate into career fair marketing

Geer Card
- Gone for printing
- List of companies:
  - Garage 104
  - ZouZou Hair
  - Devaney's
  - Chopped Leaf
  - Urban Vape
  - Brothers Menswear
  - Dress Code
  - Phobulous
  - RATT
  - Dewey's
  - The Ranch
  - Beercade
  - The Pint
  - Knoxville's Tavern
  - Denizen Hall
  - The Buckingham
  - Teapsy
○ EXIT Edmonton
Individual report: ESS Internal

- Club executives holding Proserve would help us a lot during the carnival and during possible events later in the year. If BoD would like to help at events, we will send the link to the free training
- In the app we have developed a section for inter-discipline competition (whichever discipline attends more events gets more points), hopefully it will give incentive to clubs to encourage higher discipline attendance
Individual report: ESS Services

NO REPORT PROVIDED
Individual report: ESS Communications

Outreach:
- The regular Sunday Engglink will begin Sept 3.
- A new outreach form has been created for all requests
  o https://docs.google.com/forms/d/1ntMzvLT2OFyss-5vHeBDeaWcotl8wtPHcp77y02V3Jo/prefill
  o 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 potentially some residences on campus. 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.

IT:
- ESS is working with the faculty to obtain a new server.
- Website updates are to be competed for SU Orientation.

Publications:
- September issue will be released 1st week of classes.

Memories:
- Last years yearbook is completed and will be sold in September.
Individual report: Chemical Engineering Club

NO REPORT PROVIDED
Individual report: Civil & Environmental Engineering Club

NO REPORT PROVIDED
Individual report: Computer Engineering Club

NO REPORT PROVIDED
Individual report: Electrical Engineering Club

NO REPORT PROVIDED
Individual report: Engineering Physics Club

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Individual report: Petroleum Engineering Club

NO REPORT PROVIDED