BOARD OF DIRECTORS MEETING
July 17 2017
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### 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,</td>
<td>Kevin - Present</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>Logan - Present</td>
</tr>
<tr>
<td>Engineering Physics Club President</td>
<td>1</td>
<td>Brennan Undseth,</td>
<td>Wesley - Present</td>
</tr>
<tr>
<td>First Year Engineering Club President</td>
<td>5</td>
<td>Rafael Rigon</td>
<td>Absent</td>
</tr>
<tr>
<td>Materials Engineering Club President</td>
<td>1</td>
<td>Joseph Schafers</td>
<td>Joseph - present</td>
</tr>
<tr>
<td>Mechanical Engineering Club President</td>
<td>5</td>
<td>Eric Hamel</td>
<td>Proxy</td>
</tr>
<tr>
<td>Mining Engineering Club President</td>
<td>1</td>
<td>Brett Ostenberg,</td>
<td>Proxy</td>
</tr>
<tr>
<td>Petroleum Engineering Club President</td>
<td>2</td>
<td>Riley Graham,</td>
<td>Jacobus - 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,</td>
<td>Maha - Present</td>
</tr>
<tr>
<td>VP Finance</td>
<td>1</td>
<td>Rafael Rigon,</td>
<td>Rafael - Present</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,</td>
<td>Sara - Present</td>
</tr>
<tr>
<td>VP Student Life</td>
<td>1</td>
<td>Gill Pierce,</td>
<td>Gill - Present</td>
</tr>
<tr>
<td>VP Communications</td>
<td>1</td>
<td>Ira Roever</td>
<td>Ira - Present</td>
</tr>
<tr>
<td>Faculty</td>
<td>2</td>
<td></td>
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1. Approval of the Agenda

2. Presentations
   a. Joel Conn, GEER week 2017
      i. Presentation included in ESS drive
      ii. Questions and suggestions can be sent to Joel at jconn@ualberta.ca
      iii. Rule changes: Early point collection at other ESS Events
          1. Kirill: What were the problems last year?
             a. Joel: Became hard to organize, logistically stressful
          2. CompE: If ESS is hosting the events, do discipline clubs still have to submit the bearsden form?
             a. Gill: In the past, discipline clubs have done their own forms. Clubs will likely continue to submit their own forms.
          3. PetE: Dodgeball events can include any student?
             a. Joel: Unsure, probably not.
   iv. Rule changes: All star
      1. Kirill: All stars would have to skip classes, events run at the same time as classes.
      2. Logan: How do you tie points to one single person?
         a. Nick: App is under development. Each person gets individual scan code and we can scan their phone at each event. Points given for showing up, participating. Not sure how we could vote for MVP, probably incorporated in app.

3. Approval of previous minutes
   a. Josh: motion to approve last meeting’s minutes
      i. For:
         1. Unanimous
      ii. Motion passed
   b. BoD Expectations
      i. Expectations for BoD: each club and executive should provide a written report to go over during BoD meetings. This report will be included in a public report.
      ii. Two days notice are required for sending a proxy. Proxy must have been elected to represent students of your club.
      iii. Two days notice are required for having no representative at a BoD meeting. Must provide a written explanation which will be posted publicly with the rest of the report.
      iv. Robert’s Rules will be used during meetings.

4. Motion to approve the chair
   a. Maha
i. Seconded by EE

5. Report - President
   a. See Report

6. Report - Communications
   a. See Report
   b. IT; meeting with whole ESS team to go over requests for website. If clubs have requests, email esscomm@ualberta.ca email
   c. Memories; BoD will be voting on yearbook publisher today. We have quotes from 2 companies.
   d. Outreach and marketing; use outreach form.
   e. Bridge; Bridge comments can be sent to esscomm@ualberta.ca
   f. Congress; We are going to bid for Congress 2020 in January. Ira will be chairing. Tentative group formed.
      i. Logan: What is it?
         1. Ira: Professional development kind of conference, students from across country discuss issues/ideas.
         2. Josh: BoD will vote later in year

7. Report - External
   a. See Report

8. Report - Operations and Finance
   a. See Report
   b. Josh: ESS will do audit through audit committee for clubs in order for them to receive FAMF (close books from last year, etc.). Audits will probably be done in early fall.

9. Report - Internal
   a. See Report
   b. Logan: Who is developing the app?
      i. Kirill: One CompE and one person with app development support experience
      ii. Josh: Found them and ESS “hired” them
   c. Logan: Are more people needed to work on the app?
      i. Kirill: I will let you know

10. Report - Services
    a. See Report

11. Report - Student Life
    a. See Report

12. Report - Clubs
a. Civil:
   i. Have been working on finances
   ii. Had a lot of interest for people acting as chaperones for FYR.
   iii. Looking to pay deposit for grad banquet. Have money allocated for that. Want final decision on joint grad.
       1. Josh: No control over individual clubs, but would like to have one-grad, even if mining and civil do their own thing
       2. Josh: Got initial quotes, with individual tickets (no funding, no faculty help) at around $80.
       3. Kirill: Reasons for two clubs saying no?
          a. Josh: Probably enjoy how it is right now. Smaller banquet is more intimate, get more control

b. CompE
   i. Have been working on Hackathon. Contacted sponsors.

c. ChemE
   i. Working on ChemE conference coming up in October

d. EE
   i. One of the past presidents works with someone in ISA. Reached out to us, want to engage with students more, want to host some sort of event. Considering workshop, would like to coordinate with all engineering disciplines. Would like to pass this off to the ESS.
   ii. Decided against having fall AGM, co-op students are gone
   iii. Thinking of snowcones/barbecue before fall semester

e. EnggPhys
   i. Has been pretty slow, most of execs are away
   ii. Working on budget

f. MatE
   i. Slow summer

g. Mining
   i. Focus on fundraising
   ii. Getting budget ready, planning social events

h. MechE
   i. Will be doing most of event planning over the next month

i. PetE
   i. Reaching out with other co-president to start thinking about sponsorship, industry involvement

13. Discussion items
   A. Engineering Hype Event for Late August (Josh - D)
      i. Josh: This would be a club and ESS mixer, a presentation of the theme for GEER week, each club and ESS would do an elevator pitch
      ii. Logan: Good way to get execs on the same page.
          1. Jordan: Early September?
             a. Maha: Week of welcome and FYR make it busy
iv. Josh: Will send out a Doodle poll and go ahead with the event

B. Bulletin Boards (Ira - D)
   i. Ira: The bulletin boards as you turn the corner by Engineering Employment Centre are outdated. Do clubs want them?
      1. Logan: Project clubs would probably appreciate the space
   ii. Josh: Faculty threatened to take them away if we don’t use them.
   iii. Gill: Communal board that everyone can use?
      1. Ira: Have 11 already
      2. Gill: Get filled up quickly though.
      3. Logan: Like the idea. Use it for something specific to discipline clubs?
   iv. Ira: Remember poster policy, one poster per board.

C. Budget (B/F)
   i. See presentation in drive
      1. Josh: No firm date for audit yet.

D. Honorariums (D)
   i. Kirill: Idea to incentivize people bringing in money for the ESS. If team exceeds thresholds for fundraising, an honorarium is distributed among team.
   ii. Josh: Looking at implementing for sponsorship, grant seeking, and career fair. This year will be a pilot.
   iii. Yanzhao: Amount set aside has been capped at $5000.
   iv. Motion put forward by Kirill to implement honorarium system
      1. Seconded by Logan
      2. Vote: Unanimous.
      3. Motion passed

E. AGM date (D)
   i. Josh: Propose Fall AGM at Wednesday Sept. 20th at 5:30 pm.
   ii. Maha: Motion to approve Fall AGM date
      1. Seconded by Logan

F. Yearbook quotes (D)
   i. Ira: Got quotes from two of the biggest Edmonton area publishing companies. Jostens, Friesens. Price per book is $28.53 for Friesens and $29.67 for Jostens. Friesens is cheaper, and has maintained more professional communications.
      1. Jordan: Does one look better?
      2. Logan: Is all of engineering included in the yearbook?
         a. Ira: All of engineering is included. Any engineering student can pre-order the book.
         b. Ira: Photos come from events, ESS, and club execs.
         c. Ira: Will include individual photos of discipline presidents, ESS executives, maybe student group leaders or other discipline executives
      3. Motion to use Friesens as a yearbook publisher put forward by Ira
         a. Vote: Unanimous
         b. Motion passed

13. Review of the Action Item Table
a. Josh: Calendars have been updated, pick committees by tonight.

14. Review next meeting date/BoD Schedule
   a. Josh: Proposed meeting date is August 14th, 5:30 pm
   b. Josh: During the school year, meetings are planned for the third Monday of every month
      i. Josh: To shorten meetings, propose using reports to cut down on how long updates take. Deadline for reports will be 2 days before each meeting, please read the reports before the meeting.

15. Dismissal
   a. Motion to dismiss - Logan
   b. Seconded by Ziad
Individual report: ESS President

Engineering Students’ Society

- Overall, the ESS is running smoothly. Expecting August and September to be incredibly busy
- Putting more oversight on new/bigger undertakings this year, specifically:
  - First Year Retreat (FYR)
  - Our 5k charity run/walk with the BSA and NUA and other FA collaborations o Carnival and the Beer Gardens
  - Engineering Ball and GEER Week
  - Geer Store renovations and new merchandise
  - Implementation of Xero
  - The internal portfolio & Honorarium Contracts
- ESS was nominated by the Faculty for the National Philanthropy Day award
- Waiting to receive a reference letter from the Faculty for Student Group of the Year
- Potentially planning a mixer/get-hyped-for-the-year event for the ESS and Discipline Clubs in August
- Planning the ESS orientation presentation for Orientation on September 4th
- Planning the ESS AGM presentation for September 20th, upon BoD approval

Faculty of Engineering Young Alumni Council

- Current focus of the council is the ESS and Clubs Reunion on September 23
- Looking at organizing an event late fall – undergrads in their last year might be invited
- Hoping to remove myself from the council and have our AVP Alumni sit on this instead
- Next meeting is July 19th

Council of Faculty Associations (COFA) – Senior Board

- First meeting was June 22, next meeting TBD
- Discussed expectations of the committee and ideas on how it could be used
- Heard from goals of every Faculty Association (FA)
- Proposed meeting frequency is now monthly instead of once a semester

Policy Review Committee (PRC)

- Action items determined from our meeting on July 12th due for our next Meeting, August 2nd
  - Fully understand scope of work and options for the logo, timeline for logo work determined
  - Draft FAMF proposal
  - Endowment fund research
  - Draft policy for the creation of an audit committee
Individual report: ESS Operations and Finance

Operations

GEER Store
- Running smoothly, open from 11 pm – 3 pm every day. Total sales from May 23 to July 17 has been $2001.56.
- Phase I of renovations, consisting of a storefront sign, TVs, and repainting, has been approved by the faculty. Will work out details with faculty in coming weeks, expected completion by beginning of school year.

Merchandise
- Tattoos and bandanas will be ordered in the near future, both on track for orientation. Merchandise proposal for new items has been received, will edit and submit at next exec. meeting for approval.
- Engg Jacket is under review both for design and pricing.

Finance

Budget 2017-18
- Mostly finished from the OpFi side, now waiting on firm numbers and updates from other departments (e.g. for GEER Week, hiking trip, etc.). Presented latest version to BoD on July 17, 2017.
- Will be entered into Xero within the next two weeks.
- Cash flow histogram currently in the works, will be completed in the near future.

Funding, Granting, and Policy
- Remaining ESAF applications are under active review by AVP Granting, and decisions will be made as soon as possible.
- Redrafts of policies related to funding are currently on hold, will resume once Rafael returns from vacation (August).

ESS
- Expense claims are now online on Xero, and instructional document will be drafted and forwarded to Internal for distribution within the next week.
- Cash flow currently looks good, chequing balance is $12,151.85 and savings balance is $77,987.16, for a cumulative balance of $90,139.01.
Individual report: ESS Student Life

FALL

Carnival and Beer Gardens

- Faculty has given verbal approval to host a Beer Gardens in the Solarium on September 14th and 15th
- Planning to have several musical acts and games for entertainment in the Beer Gardens
- There will be a party/dance on the 15th in the evening (ticketed event)
- Clubs Fair will take place in the Engg Quad
- Sophie Shi (Carnival Coordinator) and Shannon Grant (AVP Social) will be the main facilitators for the Beer Gardens and Cheryl Gutu (Carnival Coordinator) will be the main facilitator of the Clubs Fair
- Expect the clubs fair to be quite similar to last year in terms of activities and layout

UAEC

- New programming category added
- Tentative date is September 30th or October 8th
- Categories will be jr design, sr design, innovative design, impromptu debate, consulting engineering, engineering communications, re-engineering and programming
- Nick Labonte (AVP Professional Events) is the main organizer for this event along with 2/3 other coordinators who have yet to be appointed

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; Nick Labonte (AVP Professional Events) will be the representative for the ESS
- Possible ideas include: faculty/staff participation, coloured pinnies based on faculty, barbeque following the run

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

WINTER

Old Business

1) Geer Ski Trip
November 15, 2018 @ Panorama.

i) Venue is Pine Inn. Accommodations are on hill. Rooms are two double beds with no kitchen but all of the party venues are literally footsteps away so that is a win.

ii) PRICES - $340 +gst if you are sharing a bed. $405 + gst if you have your own bed. We are looking into graduated pricing to reward people who sign up early.

iii) Included in the ski trip is lunch on the way to pano, party on Saturday night with one paid drink, 2 days of skiing.

b) Tessa has actively reached out to club representatives to make sure the clubs are on board. We are looking to start selling tickets early. Please make sure your club representative has signed up for the ski trip meeting by the doodle poll.

c) Nursing has been contacted and they will be joining us once again on the ski trip. Engineering is hoping to sell 150 tickets and nursing will try to sell 50; we will take four buses down. For any ski trip inquiries, contact AVP Ski Trip, Tessa Remesz

New Business

1) Geer Week

a) Draft schedule has been drafted. It will look similar to last years with a few adjustments

i) Devaney’s will not be a venue as we had complaints over the small space for all of hydrated engineers

ii) The ESS is strongly considering a beer gardens (the Geer Gardens) to have during Wednesday and Thursday of the week. We would host most alcoholic events in the Geer Gardens if we get approval for them.

b) Rule changes. Some are tweaks and some add entire rules. See Geer Week Rule Adjustment Doc for details.

i) Changes to existing rules

- (1) Charity donations
- (2) Blood Drive
- (3) Club Organized Events
- (4) Looting and Kidnapping
- (5) Dodgeball

ii) Proposed new rules
Individual report: ESS External

Career Fair
- We have 8th floor DICE booked
- We have already received floor plans and mapped out the booth placements and space for project groups
- Project groups including EcoCar, FSAE, Aero, SPEARS are going to be representing themselves at the career fair
- We are currently looking at the various options for online payment for companies (looking into Universe, Eventbrite, & Square Reader)
- Invitation packages and pricing are set
- OJ, Jerry, and Nick are looking at ways to set up booth selection on the ESS Career Fair registration page
- Our timeline right now is to have invites sent out at the end of July and start cold-calling companies in August
- We will be sending out an email to all club presidents for suggestions as to what companies your disciplines would like to see there
- Met with Stacey from the EEC last Friday to talk marketing and reaching out to diverse companies

Sponsorship
- Package was sent out at the end of May, however we still have not heard back from anyone yet
- We are looking at updating our contacts and searching new companies
- GEER Card
  - Tyler & Julia are making amazing progress on the card
  - So far we have Garage 104 (detailing, electrical work, and stereo), barber shop, salon, and a couple place in HUB signed up with discounts
  - If you have any suggestions for places where you would like discounts, I can send out a google form or request for feedback
  - We are getting our cards printed for free by the SU
- Handbook
  - Almost completely finished the handbook
  - Thank you for getting all your club descriptions in!
  - Waiting on the CU advertisements and the GEER Week advertisement and it will be completed
  - Being sent to printers this Friday, July 20th
  - With the revenue from ads and the new publisher, the handbooks are VERY low cost this year

Professional Development
- Faculty rep is sending out a mass mail to alumni contacts that would be valuable for the case competition that our AVP PD is organizing
Did not work out with Enbridge
Thinking of pushing it to end of fall semester or possibly winter semester

- Reviewing the Job Shadow Program with Farhan
- Possible collaboration with services mentorship program or the international mentoring program

**First Year Retreat**
- All activities are finalized
- Beginning to work on informational sessions that will be centered around student life, governance, involvement, etc.
- Not a serious retreat!
- Lots of team building activities and trying to get students pumped for their first year
- Total of 30 chaperones needed
  - So far, I have had 6/7 of the clubs respond
  - Have reached out to Week of Welcome volunteers to help as well!
- Sending out invites this week

**WESST**
- At the Executives’ Meeting in May we discussed UBC’s decision to leave the WESST group
  - Debated on the aftermath of leaving the organization and whether or not there should be restrictions placed on attending WEC
  - Decision: Charge non-member societies 150% of the delegate fee charged to members in good standing, and ensure that they’ve paid the Non-Member Attendance fee to WESST, except with approval of the WESST Administrative Council. The organizing committee may allow up to two delegates from each of these societies.
- WEC 2018 will have a programming competition category and so we will be implementing that in our University of Alberta Competition
  - Rules and guidelines for the competition will be released some time in August
- WESST School of the Week is being done this year

**CFES**
- Officially launched their website: [https://www.facebook.com/cfes.fceg](https://www.facebook.com/cfes.fceg)
  - bilingual posts about what the tam is doing, sharing partners’ posts, and celebrating Canadian engineers’ achievements
- Partnership with EngiQueers Canada
  - EngiQueers was started at McMaster University to promote the inclusion of LGBTQ+ community
- Conference Dates
  - President’s Meeting 2017: September 22-24 in Vancouver (hosted by SFU Burnaby)
  - Conference in Diversity in Engineering 2017: November 10-12 in Hamilton (McMaster)
  - Congress 2018: January 2-8 in Halifax (Dalhousie)
  - Canadian Engineering Competition: March 8-11 in Toronto (Ryerson)