



MEETING #4 –SPRING 2017 ENGENDA
WEDNESDAY JULY 5TH, 2017 – DWE 2402

1. Call to Order & Godiva's Hymn

[D] = Decision (Will Require Vote)

2. [D] Approval of the Engenda

[I] = Information (No Vote Required)

3. [D] Approval of Minutes

4. [D] Course Critiques Guest Speaker

5. [D] WaterlooWorks Guest Speaker

6. [I] Executive Updates (Appendix A)

6.1. [I] President – Abdullah Barakat (president.a@engsoc.uwaterloo.ca)

6.2. [I] VP Communications – Steven Jia (vpcomm.a@engsoc.uwaterloo.ca)

6.3. [I] VP Academic – Patricia Duong (vpacademic.a@engsoc.uwaterloo.ca)

6.4. [I] VP Operations and Finance – Michael Beauchemin (vpfinance.a@engsoc.uwaterloo.ca)

6.5. [I] VP Student Life – Mariko Shimoda (vpstudentlife.a@engsoc.uwaterloo.ca)

7. Business

7.1. [I] Open Floor Discussion

7.2. [I] CFO Time – Feedback Session

7.3. [D] Committee of the Hole

7.4. [D] CRO Elections

7.5. [D] Optimizing the Process

7.6. [I] Stances Update

7.7. [I] Director Updates

8. [I] Director & Affiliate Reports

8.1. [I] WEEF – Sarah McCurdy (weef@uwaterloo.ca)

8.2. [I] The Iron Warrior (iwarrior@uwaterloo.ca)

8.3. [I] Senate – Grant Mitchell (gwmitche@edu.uwaterloo.ca)

8.4. [I] FEDS Councillors

8.5. [I] EngFOC – Daniadele LeSauvachtler (engfoc@uwaterloo.ca)

8.6. [I] MATES – Awn Duqoum (mentalhealth.a@engsoc.uwaterloo.ca)

8.7. [I] GradComm - Jeffran Levy-Harvey (uwgradcomm@gmail.com)

8.8. [I] Other.

9. Varia

9.1. How many days 'til IRS?

10. Adjournment

If you have any questions or concerns, please contact
Awn Duqoum (speaker.a@engsoc.uwaterloo.ca)

APPENDIX A – Executive Updates

President- Abdullah Barakat

President.a@engsoc.uwaterloo.ca

Executive Update

Hey Council! Here are my updates since we last met:

- **JAGM HAPPENED!** It was a major success, a lot got done, and it was very well attended JAGM ever!
- Discussions are still on-going with **Catering Services** with regards to the plan for the continual licensing of POETS
- I will be assisting with **International Orientation, Engineering 101**, and we have a plan for EngSoc's Involvement in **Engineering Orientation Week!**
- The **Tool's Birthday Scavenger Hunt** is still happening! Earn yourself an awesome patch, shirt or even one of the RARE purple hardhats before **Engineering Day** (July 14th)! There is one 1 hardhat left! Participate by going to bit.ly/SCUNT_S17
- We are currently in the midst of hiring our commissioners and speaker for next term! Directorship applications coming soon!
- The Committee of Presidents is working on becoming more legit, and so I will be drafting the new procedures document for the operations of the committee
- The Exec will be hosting a **Leadership Info Night** in order to inform people on the positions various leadership positions within the Engineering Society.
- **Engineering Day** is next week! Free food, purple colour throw, and Jim Pike will be there!
- The last council meeting is on July 19th in **POETS**, and it is a **POTLUCK!**

Goals Update

Growing the Society

	Reaching out to Departments – Will be meeting with Peter Douglas to talk about this soon
	Revamping Council – Have been working with Awn to change up the way council operates, and have been changing things as the term goes based on collected feedback
	MATES – Will be working towards advocating for space in Engineering for MATES, as well as creating a succession plan moving forward

Procedures and Documentation

	BOX – Restructured the central documents system for EngSoc, categorizing everything and creating a guideline for where to find all documents
	Transition Documents – Updated all existing transition documents
	FEDS and COPS – Have started working on the procedures doc for COPS

Miscellaneous

	Engineering Spirit – Tool's Birthday was a success! And Engineering Day logistics planning is underway, and it'll be happening on July 14 th from 11 – 1 in the CPH Courtyard. The Tool's presence has been very strong this term, and it has definitely helped!
	Orientation Week – Finished off action plans for O-Week, Rachel and I are working with FOC to determine how EngSoc will be involved in Orientation Week in a greater capacity. We will be involved in International Orientation this coming Fall, and Engineering 101 this term!

VP Communications – Steven Jia

vpcomm.a@engsoc.uwaterloo.ca

Executive Update

Hello Council! Here are my updates:

- **Communications Survey Report:** The report is complete and can be found in the link below. We gained several useful insights from the analysis, so Dan (VP Comm on B-Society) and Céline will be implementing some of the recommendations to our various communication channels (e.g. Facebook, mailing list, Instagram) during their terms.
- **Snapchat geofilter design contest:** The design has been submitted to Snapchat to be designated as a community geofilter and we are waiting on their approval.
- **Media team:** Media is continuing to cover events. Check out their work on our Flickr page: <https://www.flickr.com/photos/engsoctsn/albums>. Recent events include JAGM and Pride Parade.

Goals Update

Internal Communication

	Communication Survey – The report is complete and can be found here: http://bit.ly/CommReport . I also made a presentation at JAGM about the results
	Communication Guidelines – These have been revamped, approved by both Societies, and are available on our website under “Documents” --> “Miscellaneous”.
	Increase Relevance and Outreach – The Snapchat filter contest is over and the design has been submitted to Snapchat for approval. No new exec update videos have been made, but there will be a new one hopefully by this Council meeting.
	Portal Societies Widget – Stalled due to SSO/IST not responding promptly to the Feds VP Internal. In the meantime, I have been gathering input for feature requests via this survey: http://bit.ly/PortalWidgetSurvey . Please fill it out!

Conference Transparency & Take-Back

	Make Conference Delegation Selection Fairer & More Transparent – The motion for adding the Delegate Selection Committee to the Policy Manual passed at JAGM.
	Increase Value of Conference Take-Back – Blogs are up at www.uwengconferences.ca/blog ! The conference video is also done – check it out here: http://bit.ly/EsscoAgm2017 . I will be working on the take-back ideas bank and sharing ideas with potential with the appropriate exec/commissioners. The conference report is almost done – still waiting on Melissa to compile it.

Miscellaneous

	Transition Document – I’ll be adding WEC/OEC/CEC/WMC-related info and other advice I’ve found useful over my term to the existing transition doc by early August.
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VP Academic - Pat Duong

vpacademic.a@engsoc.uwaterloo.ca

Office hours: Fri 11:30am-1:30pm

Executive Update

Hi Council, lots of things still going on this term under my portfolio

- **WatPD** – Summary of the survey <https://www.eng.uwaterloo.ca/~watpd>. Next Step: Fall 2017 EngSoc is the only student voice on the committee putting together a list of conclusions and actionable items to the Associate Dean.
 - **Exam Bank** – After consulting with other schools' VPs and the Assoc. Dean, summary attached. We will un-table the issue of investigating the implementation of professor access next meeting. **CONSULT YOUR CLASSES ON THIS!**
 - **MATES** – Want to talk to a peer supporter: office hours M-F 8:30-4:30 at Needles Hall 2nd floor
 - **MHA** – Got something to get off your chest? Post secret anonymously here: <http://bit.ly/PostSecretS17> also if you're interested in being part of the blog <https://medium.com/@UWEngSocMHA> , email Awn at engsocmha@gmail.com

Goals Update

WaterlooWorks

	Ensure engineering students have adequate resources for a smooth transition Timeline: Beginning of term (during first round)
	Collect engineering student feedback using a survey → also include Chrome ext. Timeline: OPEN until JULY 14 @ bit.ly/WaterlooWorksFeedback
	Have a representative from WaterlooWorks attend an EngSoc meeting Timeline: Middle of term (the third or fourth meeting)

Meetings/Initiatives

	Update Council regarding the state of Co-op 2.0 at the end of Winter 2017 → Meeting in June, Flexible Work Term Pilot (F17) + developing Research Certificate Timeline: Meetings #1&2
	Get a Co-op 2.0 representative to answer questions at a council meeting Timeline: Meetings #3 → they RSVPed! 😊
	Academic/Co-op Meetings: Keep Students updated with concerns through a minimum of 1 post per month at https://www.facebook.com/UWEngSocVPA/ Timeline: Ongoing

Miscellaneous

	Teaching Awards: Create a transition document on committee procedures/timelines Timeline: July
	Advertise MATES services and support Engineering MATES through advocacy Timeline: Ongoing
	WatPD Survey: Results Summary → Meeting on June 26 th with the committee Sub-goal: push for 1-3 actionable items Timeline: before the end of term

VP Operations and Finance – Michael Beauchemin

vpfinance.a@engsoc.uwaterloo.ca

Executive Update

Hey Council! Here are my updates since last meeting:

- ECIF (Engineering Capital Improvement Fund) Proposals Due Soon
 - ECIF is a sponsorship fund for improving student space and services in the Engineering Society
 - This term we have about \$2500 to allocate
 - Past examples include: bike repair stand, Square in Novelties, drum kit, speakers
 - Submit online! <http://bit.ly/ECIFProposals>
- Ti-83 Send Help patch has won the patch design contest. Congrats, Elizabeth Miller
- VP OF is reverting to VP F in the next election cycle
- Coveralls are set to arrive on July 20th, so I will aim to hold a fire sale on the 21st for anyone who wants a bunch of cheap, new patches.

Goals Update

POETS

Events in POETS – Licensed bar went well again, people seem happy with board and video games in POETS. Sleepover was a success and made people happy.

Student Deals

New Student Deals – Still waiting to hear back from potential deal-holders

Sponsorship/ECIF

Website – Only update remaining to be done for now is the Novelties UI update. Check the Finance Tab on the website for the fruits of our other labours

Novelties

Competitions – Ti-83 Send Help design by Elizabeth Miller has won the contest. Thanks for voting and submitting designs!

VP Student Life - Mariko Shimoda

vpstudentlife.a@engsoc.uwaterloo.ca

Executive Update

My updates:

- Canada Day happened, we entertained kids for the university's event
- SEMI-FORMAL IS THIS FRIDAY BUY TICKETS IN THE ORIFICE OR ONLINE
- EngPlay and Beach Day tickets are all available in the Orifice and also available online
- Coffee House is happening following next Council meeting (WILL BE LICENSED YAY)
- Feedback forms are being posted on all the Facebook event pages, we are getting some really great feedback to improve our events for next term!

Goals Update

Event Improvement

■	Environmental Sustainability – Compost is IN POETS NOW, spread the word!
■	Improving Accessibility – Looking for organizations to reach out to for education on improving event accessibility for students with disabilities
■	Local Partnerships – Bought apples from a local farm for EngHack and possibly Beach Day, ran an EngSoc workshop with Eng Outreach, looking into other local organizations

Director Support

■	Director Feedback – Feedback form in the works for all directors on the director experience
■	Transition Documents – it's going! They're happening! Some have been completed
■	Event Feedback – Feedback forms being sent out for each event on the event pages, we are getting some really great feedback!

Miscellaneous

■	Archineering – Architecture has been invited to EngPlay! Hopefully they come :)
■	Mary's Birthday Card – Mary got her card!

Appendix B

Title	Committee of the Hole		
Mover	Mech 2019	Secunder	
Spirit	Elect Committee of the Hole		
WHEREAS	A Committee of the Hole has not been elected		
AND WHEREAS	The committee of the hole is frequently mentioned		
BIRT:	<p>A committee of the following members be appointed as Committee of the Hole:</p> <ol style="list-style-type: none"> 1. _____ 2. _____ 3. _____ 		
BIFRT:	<p>The Committee of the Hole has the following responsibilities:</p> <ul style="list-style-type: none"> • Raise awareness for the committee of the hole • Evaluate the role of the Committee of the Hole • Hold Committee of the Hole meetings • Hold Town Hall meetings to discuss • Develop a report recommending improvements in the function and role of the Committee of the Hole, and present said report at a Committee of the Hole meeting • Review the performance of other Committee of the Hole members • Vet future Committee of the Hole members 		
BIFFRT:	The collective representatives from Tron 2019 be appointed as a voting, non-speaking member of the committee		

Appendix C

Title	CRO Elections		
Mover	Executive	Secunder	
Spirit	To elect a CRO to run the A-Society Executive elections		
WHEREAS	The Executive will finish their term at the end of Winter 2018		
AND WHEREAS	A Chief Returning Officer is required to run Executive elections to ensure that all policies are being followed and it is a fair election		
BIRT:	<p>The following member be ratified as CRO for the A-Society Fall 2017 Executive elections</p> <ol style="list-style-type: none"> 1. _____ 		

Appendix D

Title	Optimizing the Process		
Mover	Tron 19	Second	
Spirit	To speed up common processes in EngSoc Council meetings		
WHEREAS	During nomination process for committees and similar matters, a vote is called to move out of Camera, and then a second vote is called to move into Committee as a Whole		
AND WHEREAS	There are few situations where Council would vote not to move into Camera but not in Committee as a Whole (or vice versa)		
BIRT:	To save the time of calling two separate votes, the process will be condensed into a single vote that allows speaker to move out of Camera and into Committee as a Whole without calling a vote		

Acronym Bingo

CnD - Coffee and Donut Shop	MATES – Mentor Assistance Through Education and Support	GradComm – Graduation Committee	CFO – Chief Feedback Officer	FEDS - Federation of Students
BOT/MOT/EOT – Beginning/Middle/End of Term	ESSCO - Engineering Student Societies' Council of Ontario	WEEF - Waterloo Engineering Endowment Fund	FOC - Federation Orientation Committee	CRO – Chief Returning Officer
ECIF – Engineering Capital Improvement Fund	EWB – Engineers Without Borders	WEC/OEC/CEC - Waterloo/Ontario/Canadian Engineering Competition	MATES – Mentor Assistance Through Education & Support	SFF – Sandford Fleming Fund
IST – Information Systems & Technology	P&P - Paul & Paula Plummer Awards	WiE - Women in Engineering	IRS - Iron Ring Stag	IRC - Iron Ring Ceremony
JAGM - Joint Annual General Meeting	CFES – Canadian Federation of Engineering Students	FY(EL)C - First Year (Engineering Leadership) Conference	SLR/WLR - Summer/Winter Leader Retreat	P**5 - Paul & Paula Plummer Participation Points