



**McMaster Engineering Society
Council Meeting Agenda
September 13th, 2016
JHE A114
7:00pm**



ALL ATTENDANTS: Please inform President of your presence.

Approved Absences: Levi Brown, Jimmy Nyguen

PROXY: (Person for person)

Quorum Count: 22

Ratification of the Agenda

passes

Ratification of Last Council Meeting's Minutes

passes

Executive Updates

President Andrew Cook

Nickel brook Brewing Competition

PDC: using that committee to bring workshops to the student body

Advertising Committee is up and going

Marko + I have been working on ESSCO PM

VP Student Life Marko Maric

ESSCO PM

Lobby event

Board games night and Arcade machines in the lobby

If you have any ideas for events in the lobby, let the exec team know (for example: live music on Fridays)

VP Academic Liam McDermott

MEC Committee is back – happening October 22-23

Rebranding has been done

B-Tech and Comp Sci have a place at OEC in Carleton

SAP is transitioning to student success center – ready by the end of this month

Eng 101 week is back – was mostly successful

Eng Grad society workshop: working with professional affairs committee (getting better relationship with grad committee)

Next council meeting will be picture day

VP External Michael Meier

ESSCO AGM

ECCS: looking for more feedback with students

Arlene is now head of ECCS office so we will be working together a lot

Survey sent out soon and meeting happening in the next few weeks



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VP Finance Nick Alvarez

Budget – meeting with clubs and teams for financial needs and past revenues

Motion 1: Finance

Whereas the MES Council must approve the operating budget each year, Whereas the operating budget is to approve the immediate use of funds and will be finalized by ratification at SAGM 1.

BIRT the Council approve the operating budget as presented by the VP Finance

Motioned by: Nick Alvarez
Seconded by: Michael Boulous

Ian: how do you get the \$16,000 from the drain?

Nick: they are based off of previous numbers. This includes jacket sales.

Welcome week sponsorship is left blank for now because the budget from welcome week is not finalized. This is a preliminary budget.

There is room in the budget for student initiatives so come talk to us if you are looking

Liam: Eng 101 week budget is not here?

Nick: ARC should have a budget line for posters. We will talk later

Ian: What is the MESCO budget?

Marko: it's the MES council bonding night that we do

Should be homecoming and light up the night - we have a sponsorship package that we buy

Andrew: homecoming and light up the night sponsorship package is sent out. There are two different levels that we are sponsoring for both of them so if you have any issues with the ones we have gone with, let us know ASAP.

Haleigh: join advertising committee! You get a discount on design workshop (happening end of September). If you need anything design related, there is a google form. Fill it in!

The budget is completely balanced – we have a net income of \$0.

Motion passes

Presentation 1: Substitute Invoice Form

Whereas, the MES currently has no way of purchasing used items without a proof of purchase.

Whereas, this form will allow council members to make purchases on behalf of the MES that they would otherwise be incapable of making.

BIRT, "The Substitute Invoice Form for Items bought/sold Without an Official Proof of Purchase" be added to the MES policy manual and made official.

Change name to something shorter



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Presentation 2: When I Say Policy You Say Manual

By: Matt Vukovic

Change log will be sent out so you can view it

It has been updated with every motion in the last 2-3 years and put into a new format

Nick: how long did it take?

Matt: two days

Ian: is the photography contract there?

Matt: yes, at the bottom

Ian: what do we do when we run out of appendix letters?

Matt: next meeting I will have a lot of motions to clean things up in the policy manual. Defunct committees are being removed.

Nick: did you change anything in finances?

Matt: a couple things have been updated but we have a lot of motions coming soon

Other Business

COOCS: McDonald's Water Containers for WW2016

Containers are currently on rental from privately owed McDonald's franchise in Stoney Creek. The deposit for each container was \$25 each. They are durable, keep water cold fairly well, and bright red and yellow (to match the colours of Mac Eng). Wondering if they should forfeit the deposit to keep the containers for other events or return it.

David: would the McDonald's be mad?

Lauren: Alison told them that we were going to give them back a week ago but we haven't yet so we haven't given it back yet and they haven't contacted us yet

Mike M: is the deposit actually a deposit or purchase?

Mike S: the deposit was if it is broken or something. But we haven't asked if we could keep them yet.

David: If we keep them, can we get rid of the McDonald's stuff?

Mike S: Yes.

Nick: where are we going to store these?

Mike S: Not sure yet, but next year we can put them in the Hatch building

Ian: we have 800 extra engineering mugs in inventory so if we get those out (in a fundraiser or something) then we can clear up some space

Emily: do we have to maintain a good relationship with this McDonalds?



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Mike S: they are in Stoney Creek and it is privately owned, so probably not

Nick: Is this stealing?

Mike S: we paid the deposit

Haleigh: would they actually be used for the year?

Mike: At ratboy, eng Olympics, the event, octsoberfest,

David: for an organization with \$600k, it seems like we can purchase our own instead of forfeiting the deposit.

Marko: they are \$70 to get them custom made

Mike M: it is a long term investment

Haleigh: are they in good shape?

Mike S: they are a little dirty, the handle is slightly bent, but they are in pretty good condition.

Haleigh: is paradise catering going to be mad?

Mike S: no, it's for water.

Ian: it could be used for trips and rugby games too

Andrew: if you get it into writing that McDonald's is fine with us taking these, then I will be more comfortable

Nick: I don't see any hard with purchasing new ones with MES logo's on them. \$140 for two coolers is more than justifiable.

Action: create a proposal for cooler jugs for next council

Supdates

Jocelyn (administration): email me if you want to get a jacket

Mark (materials rep): we had first meeting last year. meet the profs event and picking second year rep

Luka (academic resource coordinator): bought new textbooks for the library, sold old editions of textbooks, working with Liam for other initiatives

Lisa (chem eng rep): meeting is tomorrow

John (mechanical rep): meeting later this week

Elena and Jacklyn (Kipling coordinators): hired photographer, working with DJ and photo booth, contacting people for pranks

Haleigh (AVP services): we have an advertising committee and design training (\$10 in committee, \$20 for everyone else) we can use TV for ads, new printer for the frequency, walkie talkies (policy coming), MES Cards are happening, working with faculty and running their instagram



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Ian: you should print cards closer to when you order them

Hannah (AVP Clubs & Sponsorship): meeting with clubs and teams, switch EHOSS forms to online forms, working with experiential learning coordinator to have a secondary Clubsfest for those who missed it – sponsorship industry deal (interested in meeting the clubs and teams)

Ian: do you want to send a guideline or example EHOSS form?

Hannah: it's ok!

Michael B: are we limited in who can do the EHOSS forms?

Andrew: for now, all the AVP's and execs can submit forms

David (software rep): meeting next Wednesday

Ryan (comp sci rep): meeting tomorrow

Christy (management rep): running elections for MEMS (submit by Friday)

Max (Plumblin co-editor): first meeting with executive writing committee, new initiatives are planned (creating a social media scope), 2 editions have been out in the past month (1400 editions were printed out for first years)

David (eng phys rep): organizing recruitment night (October 27) working with department, grad students, faculty, first meeting was earlier today, eng phys department has two new programs running (tutors and ambassadors)

Lauren (welcome week co-planner): giving feedback sessions to reps

Ian: policy manuals says COOC elections are done by council, does that have to change?

Matt: we have to update the policy manual

Mike (speaking on behalf of civil): we are selling swag and tickets, meet the profs night in planning, Thursday is info night session

Ian (director of PR): general social media posts for back to school, google form coming up to post things in social media, campaign with OSPE starting next week, textbooks for change promotions going on, fundraising event in lobby (hopefully October) similar to charity casino, if you have cool pics for McMaster, send them for the MES instagram

Rachel (fireball coordinator): picked venue and date (Saturday, January 28)

Emily (tron rep): meetings planned

Michael (btech rep): first meeting yesterday

Jessica (beams rep): got 5 second year reps and have first event next week (Med talk)

Quinn (society rep): first meeting today, 6 second year reps, planning events

Dani (AVP events): frosh pub happened, next event will be mystery bus (September 29, 19+), consultants coming from ISAAC to socialize with us, Halloween pub is at Absinthe (all ages)



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Michael B (Director of sports): Assassin game got approved for first years, next semester is for everyone, ratboy dodgeball is in the works, small events (running game watching in the lobby)

Brandon (ECE rep): second year applications opened, choosing tomorrow, event planning happening

Matt (CRO): first year rep nominations are open (elections: 26-28), let us know if you're missing council. Next council meeting is in a different room at a different time

Ian: for the nomination forms, it has to be first years to sign right?

Matt: yes

Mike B: how many positions?

Matt: 4!

Andrew (President): if you're bored in your role, don't let that happen! Try and be creative, ask us about new initiatives or creative ideas for your role. SPAC: send email with interest and schedule, looking for 4 more people. Exec and AVP meetings: we will send out minutes. You need to join two committees.

Emily: can we get a full list of committees that are available to us?

Andrew: there is a list on the MES website with all the committees

John: what's happening with the maclab committee?

Andrew: that counts as a committee

Haleigh: can we update all the committees on the website?

Andrew: yes. If you find errors on the website, let us know!

Michael: who do we send those suggestions to?

Andrew: Me!

Motion to Adjourn the Meeting

Motioned by: Michael Meier
Seconded by: Liam McDermott



McMaster Engineering Society - Substitute Invoice for Items Bought/Sold Without Official Proof of Purchase

**Please print clearly and fill in all fields*

**This form will substitute a receipt when submitting an Expense Report*

Date (dd/mm/yy): _____/_____/_____

Buyer's name: _____

Buyer's email: _____

Seller's name: _____

Seller's email: _____

Item Name: _____

Price: _____

Item Description:

Additional Notes:

I certify that all the information presented here is correct and complete.

Buyer's signature

Seller's Signature

McMaster Engineering Society Budget

For the 2016-17 School Year

\$ _____ -

2016-17 Budget

REVENUES

Student Fees	\$	460,000.00
Tax Refund	\$	10,000.00
Advertising Revenue	\$	10,000.00
Welcome Week Levy	\$	16,000.00
Interest Income	\$	800.00
Welcome Week Rep Donations	\$	6,000.00
Charity Holdings	\$	1,000.00
Fireball Tickets	\$	20,000.00
Kipling Tickets	\$	25,000.00
Social Tickets	\$	10,000.00
Drain Sales	\$	16,000.00
SAAP Voucher Sales	\$	1,500.00
Sponsorship	\$	5,000.00
Fundraising	\$	1,500.00
Welcome Week Sponsorship		
Cash Advance Re-coup	\$	10,000.00
Total Revenues	\$	592,800.00

EXPENSES

Financial & Administration

ECCS	\$	225,000.00
Review Engagment	\$	4,250.00
Bookkeeper	\$	6,700.00
Accounting Software	\$	450.00
Bank Fees	\$	750.00
Operational Contingency	\$	30,000.00
Cash Advance	\$	10,000.00
Office Supplies	\$	300.00
Card Printer Supplies	\$	2,000.00
Computer Upkeep	\$	50.00
Long Term Investments	\$	5,000.00
Special Projects Fund	\$	5,000.00
Total Financial	\$	289,500.00

Executive Operations

Executive Operations	\$	8,000.00
Paid Positions	\$	1,400.00
Total Executive	\$	9,400.00

Academic Services

Info Sessions	\$	500.00
SAAP	\$	5,000.00
McMaster Engineering Competition	\$	7,000.00
Total: Academic Services	\$	12,500.00

Internal Affairs

SAGM	\$	1,500.00
Eng Fest	\$	200.00
MESCO	\$	800.00
Transition	\$	900.00
Elections	\$	700.00
Council Swag	\$	500.00
Volunteer Appreciation	\$	1,000.00
Total Internal Affairs	\$	5,600.00

External Affairs & Professional Activities

CFES Membership	\$	1,400.00
ESSCO Membership	\$	600.00
Welcome Week and LUTN	\$	8,000.00
External Sponsorship	\$	1,000.00
Closed Conferences + Competitions	\$	10,000.00
Open Conferences + Competitions	\$	10,000.00
Professional Development Conference	\$	3,000.00
Professional Development Committee	\$	2,000.00
Public Relations	\$	1,000.00
Total External Affairs & Professional Activities	\$	37,000.00

Groups & Teams Funding

Solar Car	\$	3,000.00
Formula Hybrid	\$	6,500.00
EcoCar	\$	10,000.00
Chem-E-Car	\$	1,200.00
Concrete Toboggan	\$	6,800.00
Baja	\$	11,000.00
PhaseOne	\$	5,000.00
Eng Musical	\$	4,500.00
Engineers Without Borders	\$	1,000.00
Mac Eng Hockey	\$	3,100.00
MECVT	\$	3,000.00
Heavy Construction (HCSC)	\$	400.00
EngiQueers	\$	1,000.00
Women In Engineering	\$	1,000.00

NSBE	\$	1,000.00
Mac Eng Rugby	\$	300.00
Sumobot	\$	500.00
Total Teams & Groups Funding	\$	59,300.00

Services & Productions

Advertising Committee	\$	1,000.00
Frequency	\$	6,000.00
Handbook	\$	6,500.00
Plumblin	\$	2,200.00
The Drain	\$	10,000.00
Publications - Misc.	\$	200.00
Trailer	\$	1,000.00
Cable	\$	700.00
Lounge	\$	600.00
Total Productions/Services	\$	28,200.00

Student Life

Social Events	\$	14,000.00
Special Events	\$	1,000.00
Frost Week	\$	2,000.00
The Event	\$	3,000.00
Department Clubs	\$	7,800.00
First Year Club	\$	1,000.00
Fireball	\$	25,000.00
Kipling	\$	38,000.00
Culture	\$	5,500.00
Wellness Committee	\$	1,000.00
Total Social Events	\$	98,300.00

Sports

Operations/Equipment	\$	100.00
Intramurals	\$	5,000.00
Ratboy	\$	1,900.00
Total Sports	\$	7,000.00

Welcome Week

Welcome Week	\$	45,000.00
WW Misc.	\$	1,000.00
Total Welcome Week Budget	\$	46,000.00

Total Expenses \$ **592,800.00**

NET INCOME \$ **-**

Without Cash Advances