



**McMaster Engineering Society
Council Meeting Agenda
October 18th, 2016
JHE 328
8:30pm**



ALL ATTENDANTS: Please inform President of your presence.

Approved Absences: Levi Brown (academic), Jimmy Nguyen (academic), Jessica Trac (club), Nick Alvarez (conference)

PROXY: (Person for person)

Quorum Count: 20

Ratification of the Agenda

Passed

Ratification of Last Council Meeting's Minutes

Passed

Executive Updates

President Andrew Cook

Looking at saving space as we move into HATCH. The faculty has noticed that we have been taking more and more people in, but we haven't upgraded space until now. HATCH was designed for a smaller student body. We will work at getting more space. During Emily's term two years ago (as VP Academic) she was in talk to see if there was a week long reading week. I want to see if we like the reading week or not. I want to bring this up at SAGM. Finally, I am working with the associate dean and dean to implement capstone projects throughout the course of your degree. This is from Conestoga. Every year they have a cumulative design course that takes everything they learn in one year into a design project. The idea is to have the departments create an open project that encompasses all your courses together and figure it out.

VP Student Life Marko Maric

Oktoberfest is tomorrow. Wear reds if you have them. Pumpkin carving, inflatables, petting zoo, board game nights, free food, free coffee, cotton candy machine, popcorn. I have also been going towards a clubs and team guide.

Discussion:

Ryan: What animals are we having?

Marko: goats, sheep, ducks, chickens, rabbits, alpaca, mini cow, and a pig

John: Is this open for everyone?

Marko: yes!

Ian: the petting zoo is from 12-3

VP Academic Liam McDermott

MEC is this Saturday. We have over 200 people registered (not including first years). Luka is now working on a workshop with the EGS for latec (a more powerful version of Microsoft word). Software embedded systems wont be a program that is available to next year's first years. Embedded systems is too different from software program as a whole, so it is going to be removed. If you haven't signed up for the doodle for MES awareness week, please do so.

Discussion:

Christie: when do you need the doodle by?

Liam: ASAP! (right now)



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VP External Michael Meier

I chose delegations for PEOSC and CFES CDE. We are sending 4 organizing committee members and a first year for CDE and for PEOSC, we have 6 people going. Applications for CFES Congress will come out soon. Share the SAGM event on Facebook with all your friends please! I've been working on getting an executive meeting with the CCS.

Andrew: we republished the conference mailout on Facebook. Conferences are awesome, if you can go onto the Facebook, and find the conference sign up sheet, share it with other first years. Once a month, they get an email that has a bunch of first year

Jocelyn: for first years, there is the ESSCO FYIC happening in February.

Motion 1: Arcade Machine Purchase

Whereas \$2486 was spent from the Exec Ops budget to purchase an arcade machine for Oktoberfest and

Whereas the Faculty will reimburse \$2000 to the MES and

Whereas this is an income-generating investment

BIRT the \$486 expense to the MES be moved from Exec Ops to Long Term Investments

Motioned by: Marko Maric

Seconded by: Ian

This is mostly a clerical point. We need it to write a check and take it from exec ops. We would have liked it to come out of long term investments.

Discussion:

Emily: how is it income generating?

Marko: the idea is to have it be coin operated, it costs \$0.25 to play. It will be pay to play most times. If there are events, we will do it for free, but it will be generating money most of the time.

Ian: what was the talk for long term upkeep? Will we have to spend more money to repair and upkeep?

Marko: we can figure out most of it. The most liable thing is the glass sheet on top, but we can replace that. It is a single circuit board so I don't foresee many other issues.

Motion passed

Presentation 1: By-Election Bypass

Presented by: Matt Vukovic

In previous years, we have had issues with first year reps where they feel like they are too pressured and don't complete all their tasks. If they drop out in the beginning, then their position is vacant for the entire year. This policy manual change will allow their position to be filled without a by-election. If you miss more than two meetings, the CRO has authority to kick you out of council, under "Meetings", Section H.2.2.d.

Discussion:

Parsa: who do I contact to get the absence approved?

Matt: Jocelyn (avp.administration@macengsociety.ca)

Ian: are you going to present at SAGM?

Matt: Yes.

Jocelyn: make sure you have 10 people from your program attend SAGM, otherwise you don't make quorum.



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Motion 2: Ain't No Party Like a Policy Party

Whereas there were a lot of updates and clarifications needed to modernize the PM and make it conform to current MES practices

BIRT the presented amendments to the Policy Manual be approved and implemented.

Motioned by: Matt Vukovic
Seconded by: Michael Boulos

The Policy Manual updates was sent out after last council meeting.

Discussion:

Michael: I want to make sure the representatives for the department know their role in Ratboy. For smaller programs that don't have interest, it shouldn't be mandatory for them, because sometimes there isn't enough interest for attendance.

Matt: basically, it says that department reps are responsible for the Ratboy teams. Management and society are excluded, because they normally don't organize teams.

Motion passed

Motion 3: MES Constitution Changes for Removed Positions

Whereas the positions of AVP Administration and Director of Advertising were deemed to be unnecessary as elected positions within the MES

Whereas there is still a need to maintain these roles for MES operations

Whereas there are some updates to the Constitution that must be made based on recent Policy Manual changes

BIRT AVP Administration and Director of Advertising be removed from Article Five 1b and Article Five 1c, respectively

BIFRT the positions of Administrator, Professional Development Coordinator, and Academic Resource Coordinator be added to Article Five 2b, and the position of SAAP Coordinator (Article Five 2b) be changed to "Tutoring Program Coordinator"

BIFRT Yearbook Coordinator be removed from Article Five 2c

BIFRT the positions of Administrator and Advertising Coordinator be defined under the MES Policy Manual B.6

BIFRT MES Policy Manual K.11.1 be changed to reflect the new nature of the Administrator role

BIFRT the proposed changes be approved for motioning at SAGM 1

Motioned by: Andrew Cook
Seconded by: Liam McDermott

The ones that we are taking out don't fit into the portfolio (such as AVP Administration), we are hoping to change it to a coordinator position and adding a reward for it. Director of Advertising is a very outdated position. It used to be someone that would make class announcements and put up posters, etc. It is not really needed anymore, so we are changing it to a coordinator.

Discussion:

Ian: What is the change for the academic resource coordinator?

Matt: It was never added to the constitution so we are just adding it.

Emily: right now, the advertising coordinator is just Haleigh?



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Andrew: right now, it is under Haleigh's portfolio. Next year, we plan to have an advertising coordinator that will be in charge of a committee.

Matt: just for clarification, this is a motion to put this on the SAGM agenda.

Motion passed

Other Business

MES Office Use by Liam McDermott

If you don't have a key, you don't get to be in the office alone. This has been an issue so it has to be clarified. Don't put posters on the door, put them elsewhere. In addition, we will be discussing printer use. It has been an issue that MES exec and people that use the office print things for their work, and it can be abused for printing labs, etc. We have discussed the option of having council members that would like to use the printer to pay \$10 for the entire year. This evens out the playing field and allows everything to use it.

Discussion:

Ryan: What if I pay to use it and I don't have a key to the office?

Liam: Find me.

Andrew: If it doesn't work for you, don't buy in. It is funded by the MES for the MES. If we are going to use it, let's pay for the supplies together, and have it work both ways.

John: will you pay the \$10 as well?

Andrew: Yes.

Brandon: will exec pay \$10 as well?

Andrew: Yes. There is currently a problem, it has created conflict in the past, and this is our solution. It buys office supplies for the MES, and allows us to print things when we need to. If anyone has a better solution, let us know.

Quinn: Would exec pay no matter what, or only for personal use?

Andrew: only for personal use.

Liam: it is fair to say that everyone at exec has used the printer for personal use. We should be paying the \$10.

Andrew: It is an opt in to pay. The other option is to make people stop using the printer for personal use.

Michael: I think \$10 is a bit much.

Ian: I feel like if people pay \$10, they are more inclined to use the printer, which would increase the use for the printer. Once you make payment, you feel entitled to use something more.

Parsa: @Michael, I think if we decide that it is a good idea to have an opt in system, it would be good to go over the expenses to see how much it costs to keep the printer running to figure out if the \$10 is justified.

David: Some people might opt in, some might not. There is difficulty to see who opted in and out.

Michael M: that can be remedied by having a printer on the wall to see who paid.

Ryan: I think you should limit it to people who have keys or office hours in the office, because then there would be a lot of traffic in the office.

Haleigh: what if someone asks you to print something?

Ryan: This opens the door to non council people.

Marc: this is only for council that pays for the printer, right?

Andrew: I think it should only be for key holders.

Michael M: the whole point of this is that this is not a publically available printer, only for people who



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want to use it. By saying no, it changes the whole idea for what the printer is for. We need to change the culture to reflect that it is not ok for you to use it.

Haleigh: if it's only for key holders, are you responsible for people under you?

Andrew: If you want to print something off that is MES related, you can use the printer for free.

Michael: Strawpoll for the \$10 opt in for key holders vs. no personal use?

Andrew: we will come back and look at the feedback and come back with a more flushed out answer.

Matt: if you have further questions, talk to Andrew or Liam

BTech Rep Position by Michael Barbosa

This is the idea to have more btech reps on council. There are not a lot of btech people in council, but it is a pretty big program. If we have a first year specific btech rep, that might be valuable, because there are around 280 people who are apart of it.

Discussion:

Ryan: I think we could have another btech rep, but to have a first year btech rep, I think that btechs are able to run for first year reps right now, so they don't need to have another first year rep position.

Parsa: I was originally going into btech, and in a crowd of eng 1 kids, it is important to have a btech rep in council, because they will be more included in the engineering community.

Michael B: I like what @Michael is saying, but if you're having a first year rep, then you would need them for comp sci, btech, and eng 1, so that each slot of engineering has a representative.

Ian: @Parsa, the BTA exists, and I think that there are a lot of Btech students so they should be apart of the MES council, but I think it is important to have inclusion with another rep from the BTA.

Michael M: Is there a first year rep position for the BTA?

Michael B: Yes, but terms start in January.

Matt: Just for clarification, btech positions are from February to February

Michael M: It might be a good idea to have those first year reps to attend council meetings to be more involved with the MES as a whole. We want to have more representation of btech in the MES, so it's important to have representation.

Michael B: We are a large part, so I think we should have more of an influence.

Andrew: right off the bat, you are split up into btech, comp sci, and eng 1. If all four first year reps are from eng 1, then the other streams will be left out. If there are three first year eng reps, 1 first year btech rep, 1 first year comp sci rep, then that would feel more represented and apart of the MES.

Emily: You suggested two things, either a second rep, or a first year btech rep. What would you prefer?

Michael B: Whatever the council thinks.

Emily: if it was a second rep, how would the responsibilities be spilt up?

Liam: having one department rep is an issue, but some students have two department reps (for example being in civil and management).

Michael B: I think the more pressing issue is that btech isn't represented in first year. We can motion to have different slots for the streams and see where it goes.

Andrew: One thing to keep in mind is the growing class size. You don't want to inflate your council for no reason, but for the past few years, there have been more first year reps apply. By turning people away, they are not going to be involved.

Michael B: I would suggest to come up with a solid motion and bring it up at either SAGM I or II.

Haleigh: we also have a new program next year, so would it be beneficial to have one rep from each program, and then a few extra engineering reps?

Michael M: They share 3 or 4 common courses with first year eng 1, so they won't be as segregated.

Andrew: we should cross that bridge when we get there.



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Liam: Wouldn't they already have the BEAMS rep?

Matt: we want a first year rep so it would be different.

Interschool Competition by Parsa

A few weeks ago, we were approached by the first year council from University of Toronto. They were looking to get in touch with us and ask for advice on how to boost the school spirit with their students. Many of their students are commuters so they are not involved in their school. If they have more events and competitions, there would be more comradery. They were looking to see if they could come up with an inter school event. I have spoken to people about things that could be done at this competition such as a pentathlon incorporating fun, academic, and social activities.

Discussion:

Ian: OSG (Ontario Science Games) have physical competitions as well as academic ones. That way, you don't overstep into OEC (and CEC), so that would be a good model to see what they have done in the past couple years.

Parsa: There is nothing set in stone yet, we just want to open the discussion to get ideas, what we want to get out of it, and logistics. If anyone has any input for event ideas or things we could do to make it more unique and fill the niche for first year school spirit, let me know by email.

Supdates

Quinn (Society rep): tshirt contest, organizing industry night, laser tag with MEMS, and Christmas Party

Matt (CRO): SAGM is next week, agenda will be on Facebook event page. Council meeting after SAGM is exec accountability so we will go over anything to do with exec issues. COOC meeting is happening November 29th, if you know anyone that would be interested, let them know that is coming up. Exec will be releasing an application later.

Michael B: Who can apply?

Matt: someone that can repped at welcome week before.

Jocelyn (AVP Admin): Jackets are coming soon! Some lines might be too long so I will contact you. Motions for SAGM will be accepted until Friday at midnight.

Brandon (ECE): Bowling night next Monday. ECE won ratboy.

Matt: civil won

Dani: we have the trophy

Michael B (btech rep): we had a pool night before reading week, planning a serve night soon

Haleigh (AVP Services and Productions): Design workshop next Monday and Wednesday 6-8. Learn about design.

Ian (Director of PR): Oksoberfest tomorrow!

Dani (AVP Events): Oksoberfest! We need volunteers for 11:30. Halloween pub next Thursday, tickets on sale this Friday. We are doing a ticats night next Friday. Tickets are \$30 and there is a bus there. Civil and Science might be joining too.

Liam (VP Academic): Do your doodle for MES Awareness



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Marko (VP Student Life): Wellness is restarting all their stuff. If you have cool ideas, they are open to them. Check their facebook page, they are taking volunteers. First years have to join two MES committees, and that would count as one of them!

Parsa (First year rep): Cookies and cram is coming up on Thursday for 1D04. We are looking into having a formal info session for first year committee. A lot of people that ran want to be involved with first year events so we are trying to organize an info session so they can join the committee.

Michael B (Director of Sports): dodgeball went ok. Next time, we want more people. Assassin starts tomorrow. First year reps, tell them that they are in the Drain!

Emily: The three girls rule made it really hard to organize teams.

Cam: the day was really bad too

Hannah (AVP Clubs and Sponsorship): we had clubs day with industry come out. There was a lot of positive feedback. This week I am meeting with Louise and the faculty to put on workshops for professional development and sponsorship for the clubs.

Marc (Matls rep): BP night, destress puppies, pumpkin carving, create a new position for awareness

David (Eng Phys rep): board games night, social night at BP, recruitment night next Thursday

Michael B: Can other people come to board games night?

David: Yes!

Cam: Is there a list of board games?

David: not yet. It's bring your own board.

Ryan (Comp sci): planning mixer

Christie (management rep): planned network and chill night at the Phoenix next Wednesday at 6:30-8. We are having an event with society, planning industry night for February

Emily (tron rep): planning BP night for November

Cam (civil rep): Festivus coming up on Saturday, November 26th. \$30 early bird tickets, by from anyone from the civil society. Looking at a collaborative event with chem in November.

John (mechanical rep): doing a tshirt design contest, social night in the works.

Mike S (COOC): Starting November 29th, welcome week preparations will begin. COOC's interact with the faculty and plan welcome week. They pick a committee of 10-13 people who pick the red suits. COOC presentations are interesting, if you know anyone that is interested, they need a partner and make a presentation. I am free to talk to anyone about it.

Parsa: There won't be announcements on info nights for the application night to become a redsuit until second term?

Mike: yes.

Sarah (SRA): we had a four hour meeting last Sunday to discuss two referendums. Every student will have a chance to vote. First is an executive club card, it costs \$5. The second one is VP's election at large. The vp's are elected by the SRA. It was voted against. I will be posting the discussions of each meeting outside the lounge before each meeting, so if you have questions come to our office hours (on the MES website).



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Rachel (Fireball coordinator): discussing contracts with bands, busses, and photo booth. Working on raffle things.

Motion to Adjourn the Meeting

Motioned by: Ryan Lambert

Seconded by: Cam

Passed



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Appendix A

MES Policy Manual Section C.5.4

A by-election shall not be held if all of the following conditions are satisfied. Instead, the position shall be filled by the candidate with the next-highest number of votes from the most recent election or by-election held for the vacant position. The candidate must be consulted for their willingness to participate before they are elected to office. If the candidate is unwilling, a by-election shall be held.

- a) The vacating individual was removed from their position as per “Meetings”, Section H.2.2.d
- b) The vacating individual held office for four scheduled Council meetings or less from the date of their ratification
- c) The vacated position was most recently contested by more than 10 candidates



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Appendix B

Advertising Coordinator

The Advertising Coordinator shall:

- a) Chair the Advertising and Design committee and select its members
- b) Be knowledgeable about advertising, graphic design, and the requirements for common advertising avenues (ie. MSU poster guidelines JHE Lobby TVs, Charging Station, file types and formats)
- c) Be responsible for organizing a workshop to teach members of the advertising committee graphic design theory and use of graphic design computer programs
- d) Organize requests from council members for any designs they need created.
- e) Ensure that designs are created sent to the client in a timely manner.
- f) Be responsible for creating a design to the client's specification if no other designs meet their specifications
- g) Oversee and be responsible for negotiating reasonable prices for designs, and for reimbursing designers for their work
- h) Be responsible for posting to and updating the MES charging station screen and the JHE Lobby TVs
- i) Develop and encourage new initiatives to increase exposure and effectiveness of advertising techniques
- j) Report to the AVP Services and Productions

Administrator

The administrator shall:

- a) Be the custodian of all MES records
- b) Within one month of the start of each term, schedule and advertise:
 - a. MES Council meeting dates and times
 - b. MES Executive office hours' dates and times
- c) Collect and distribute all internal Society correspondence
- d) Take and distribute the minutes and agendas of all MES Council and General Meetings. Council minutes shall be made available for review and continuity in a public forum within a week after the meeting has occurred
- e) Forward motions for funding to the Vice President Finance and Administration as they are received
- f) Be responsible for posting minutes on website for future reference and agendas ahead of each Council meeting
- g) Record attendance at Council meetings and enforce the Attendance Policy (see "Meetings", Section H.2).



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- h) Be responsible for procurement of keys to MES Office and distribution of keys to all approved positions (see "Services", Section F.6.1).
 - i) Maintain the MES Office, including purchasing resources such as stationary, letterhead, business cards, and other office supplies (see "Services", Section F.6).
 - j) Be responsible for procuring the Council Appreciation Awards and Presidents Award(s) for Fireball.
 - k) Report to the Vice President Finance and Administration
 - l) Supervise the following positions:
 - a. Information & Technology Coordinator

MES PM Section K.11.1

The paid positions on the MES are the Information Technology Coordinator, BLUE Lounge Coordinator, Drain Coordinator(s) and Administrator. These positions are appointed and receive \$150 per term of work.