



**McMaster Engineering Society  
Council Meeting Agenda  
March 16<sup>th</sup>, 2017  
JHE A114  
7:00pm**



**ALL ATTENDANTS: Please inform President of your presence.**

**Approved Absences:** Marc Peters (class), Liam McDermott (class, Luka Samac), Matt Vuk (Musical), Jocelyn Lee (late, midterm), Quinn Shobbrook (late, midterm), Lisa Tran (midterm). Michael Boulos (Musical), John Sober (midterm), Marko Maric (sick), Haleigh Longo (musical), Parsa Behesti (musical)

**PROXY: (Person for person)**

**Quorum Count: 18**

**Ratification of the Agenda**

Passed

4 opposed, 1 abstain

**Ratification of Last Council Meeting's Minutes**

Passed

1 opposed

**Executive Updates**

President Andrew Cook

Transitioning Mike, finishing long term plan. Have a transition plan and follow through. 2 weeks from now after Council transition social at Emerson for food and karaoke. During council, have more fun motions to show "how-to council."

VP Student Life Marko Maric

Transitioning Dani.

VP Academic Liam McDermott

Transitioning Luka.

VP External Michael Meier

Transitioning Jocelyn, getting transitioned by Andrew.

VP Finance Nick Alvarez

Not transitioning yet. Balancing budget, hopefully going to break even but waiting on Musical and Kipling.



**McMaster Engineering Society  
Council Meeting Agenda  
March 16<sup>th</sup>, 2017  
JHE A114  
7:00pm**



**Presentation 01: Three Campaign Promises with One Stone (Refining First Year Rep Structure)**

Presented by: Michael Meier

Whereas the current structure of First Year Reps outlined in the policy manual does not ensure students enrolled in First Year Engineering, Computer Science, or Bachelor of Technology will all have proper representation on council from year to year

Whereas first year students enrolled in the Integrated Biomedical Engineering and Health Sciences (IBEHS) program will require representation on council

BIRT the following changes be applied to Section B. 5.3 of the Policy Manual:

**B. STRUCTURE & ORGANIZATION**

**5.3. First Year Representatives**

a) ~~Four~~ **Five** Level I Representatives will be elected from the first year class **with the following number of representatives from each program:**

i) **Two enrolled in Engineering**

ii) **One enrolled in Computer Science**

iii) **One enrolled in Bachelor of Technology**

iv) **One enrolled in IBEHS**

Discussion:

Mike: Stemmed from discussion with Victor and Barbosa on council, ensuring better representation from first years and stays consistent. This is what we want the motion to look like at SAGM but can change. Including IBEHS, they are not here yet but will be a part of MES and paying fees so we want to make sure they have appropriate representation.

Ryan: Isn't IBHES in Health Sci and us, can't they sit on both?

Mike: Met with Joe McDermid, they have talked with health sci, they are going to be under the MES for the first year then they will get to vote what society they want to be a part of health sci, us or a new one.

Ian: In conversation around Welcome Week, faculty wants to keep them with us because we're a stronger society, will be taking more engineering classes so it seems most appropriate. Official called iBiomed.

Andrew: IBEHS going to work like & Management, why not do it like department instead of as a first year rep? Remove it and make 3 engineering 1.

Mike: Thought about that, it is an "and" program, but they apply directly so want to have appropriate representation. In the future, we can consider making it a department rep position.

Nick (clarification): Can you transfer into iBio? No.

Hannah (clarification): What will happen to BEAMS rep?

Luka: I think there should be BEAMS as long as we have those students.

Mike: ibio will be different than BEAMS.

Prepared By Jocelyn Lee  
avp.administration@macengsociety.ca



**McMaster Engineering Society  
Council Meeting Agenda  
March 16<sup>th</sup>, 2017  
JHE A114  
7:00pm**



David P: After first year, we'll know what it's like more, we can reevaluate in a year to see if effective.

Andrew: Maybe we should define this later? We don't know what it looks like but we do want to engage these students, some kind of ad hoc position?

Victor: We were thinking to run this as a trial and re-evaluate at the end of the year, edit on opinions

Mike: Now, leaning more towards department rep then first year rep if needed, but we want someone involved to make sure they feel included, want a position ready to go for this September.

David: Can we add in policy manual that this must be re-addressed within a certain amount of time?

Andrew: Don't see why not, but it is a bit irregular. Like ESSCO, CFES memberships we're supposed to vote at SAGM every two years.

Luka: Should be part of FYR because program will be only first years, and can get more support from AVP C&S. Clearer role of who they report to and to get them into our council.

Ryan L: What if iBio had a department rep, then 3 eng 1, 1 compsci, 1 btech, and ibehs first years can run for eng1.

Mike: iBio will have own program, some eng classes but have 10-unit project based course so I feel they should have their own person to speak for them

Barbosa: if they run for eng1, it will be just like btech/comp sci now

Christie: What happens if someone in compsci/btech didn't run?

Cook: As per policy manual would be vacant and we would run a by-election

Mike: What about adding a clause that if 1 is left unfilled, it can be filled by any first year?

David: Why not just by election

Emily: If unfilled, wouldn't it leave them less represented? Worse off than they are now.

Cook: It's a hypothetical, if we can't get someone that's our fault.

Victor: What do you think about making it mandatory for comp sci/b tech reps apart of their department society?

Ian: It is an important point, would be more connectivity but we can't make it, have to chat with BTA and CSS to make sure they want it to happen. They might think they don't need it. Should be a greater discussion

Mike: Agree with Ian. FYR is to represent first years, this would split it up by stream. Would probably be a little redundant to force it.



**McMaster Engineering Society  
Council Meeting Agenda  
March 16<sup>th</sup>, 2017  
JHE A114  
7:00pm**



Ryan: Working with CSS for a while, we elect a first year rep a different way so if connected should be same, if not connected should be 2 different people.

Barbosa: Should be up to societies if they, the FYR should report to department rep.

Cook: General thought should be on their department society not the MES,

Hannah: Are they all supposed to represent all first years, or more divided.

Mike: Want to create engagement, and make sure they think about all first years.

Ryan: when you're FYR, even if you're not in eng 1, you're representing all first years, on CSS you represent comp sci only. Shouldn't be required to be on respective society, Also eng 1 won't have society to report to.

Victor: The reason we're doing this is for more inclusivity to everyone feels like they have a part on MES, you're repping whole faculty but purpose is to guarantee each program is recognized and kept in mind.

Luka: People who are voting for that rep should be it.

Barbosa: Would they be for their program, or for first years?

Christie: I'm confused. Are all first years voting for all or just for streams?

Cook: Assuming comp sci vote for compsci etc.

Christie: Then shouldn't they only rep first year comp sci?

Victor: I feel it's necessary for these roles to do class announcements, don't have anyone going to comp sci/btech class, that's the goal.

Luka: Doesn't make sense to me for btech to rep eng1 because we don't share classes, we don't understand each other. If we go through with this, should rep own group of first years.

Ryan: For voting, way set up now, comp sci btech first years will have to vote for both it's weird.

Cook: FYR rep election is in September, most department in March, don't know if that will be an issue? We have WW reps to let them know to get involved, for all programs because all programs are MES members

Ian: CSS and MES would both be going for first years

Mike: My thought on this conversation might end up mix up, first year reps rep first years not necessarily their programs, maybe include in transition let them know they represent all 3 or 4 streams in us. We want to meet the need for better representation in first years.

Victor: The way is worked for the CSS we have appointed position for FYR, we took everyone who



**McMaster Engineering Society**  
**Council Meeting Agenda**  
**March 16<sup>th</sup>, 2017**  
**JHE A114**  
**7:00pm**



applied because small. Don't think there will be an issue with rep for MES and on CSS, time separate and process to get the position is different. Comp sci is so small don't run full scale election for few positions. Low interest in it too.

Cook: Recap of convo for latecomers: My recommendation to update would be to clearly define who the voter pools are and split into 2 question to keep iBio different. While first half is friendly, iBio needs to be a bigger discussion.

Mike: Be a BIFRT or a different motion?

Cook: Probably different motions, dependant on first half. Need to clearly define who votes to clearly define who they represent. Need more thought out for ibhes, maybe two alternatives.

Christie: Maybe define ibhes to make sure everyone actually know what it is.

**Presentation 02: Names are Hard but Making Motions Shouldn't Be (Council Motion Template)**

Presented by: Michael Meier

Whereas there is currently no format that motions must follow in order to be presented at regular council meetings

Whereas the addition of a motion template will make it easier for members to submit motions and for the CRO and Administrator to prepare them.

BIRT the following changes be applied to Section H. 2.1 of the Policy Manual:

**H. MEETINGS**

**2.1. General**

c) ...

d) All submitted motions must follow the format outlined in Appendix Z

Discussion:

Mike: pretty self explanatory, want submitting motions to be easier so people know what's going on.

Ian: Suggestion to include information about when and where they should be put through.

Cook: Says by the due date, but specify where, don't make them go to policy manual.

Luka: Make a motions FAQ on website?



**McMaster Engineering Society**  
**Council Meeting Agenda**  
**March 16<sup>th</sup>, 2017**  
**JHE A114**  
**7:00pm**



**Presentation 03: The Long Term Plan II**

Presented by: Andrew Cook

Whereas, the MES Executive has prepared a Long Term Plan  
And Whereas, someone needs to be responsible for the Long Term Plan  
BIRT, The MES adopt the long term plan as an official MES document  
BIFRT, the following be appended to section 1.1 of the policy manual  
1.1 President

The President shall:

- a) Be ultimately responsible for maintaining the integrity of the Society.
- b) Enforce compliance with the Constitution, by-laws, policies and regulations of the MES
- c) Supervise all activities of the Society and its affiliated committees.
- d) Develop both a short and long-range plan to encourage new initiatives and uphold traditional activities, as well as reviewing the current activities of the MES.
- e) Responsible for assisting in the development of goals for Council members, and actively tracking those goals for the duration of his/her term.
- f) Serve as a MES representative on the following committees:
  - i) Student Advisory Council of the McMaster Students Union (MSU)
  - ii) Undergraduate Recruiting and Admissions Committee of the Faculty of Engineering  
McMaster Engineering Society – Policy Manual Revised: Nov. 16/2016 9
  - iii) Engineering Co-op and Career Services Operating Committee
  - iv) macLAB Board of Directors v) Faculty Committee vi) Student and professional affairs committee
- g) Be an ex-officio member of all standing MES Committees, except those to which he/she has been duly appointed.
- h) Be responsible for approving any activities on behalf of the MES and ensuring they comply with Environmental and Occupational Health and Safety Services
- i) Arrange and facilitate monthly meetings with the Dean of Engineering to ensure each party is familiar with relevant issues and activities.
- j) Ensure MES Board of Advisors meetings are held bi-annually
- k) Be responsible for selecting President's Award recipient(s)
- l) Actively promote interaction and communication between the MES, clubs, MSU, the Engineering Student Representative Assembly caucus and Senate Representatives.
- m) Supervise the following positions:
  - i) VP Academic
  - ii) VP External Relations
  - iii) VP Finance
  - iv) VP Student Life
  - v) Chief Returning Officer
  - vi) Culture Coordinator
  - vii) Orientation Coordinator



**McMaster Engineering Society**  
**Council Meeting Agenda**  
**March 16<sup>th</sup>, 2017**  
**JHE A114**  
**7:00pm**



- n) **Be responsible for the long term plan**
  - i) **Facilitate the implementation of the long term plan strategies**
  - ii) **Facilitate the collections of the long term plan metrics**
  - iii) **Develop new strategies and metrics with council and the Board of Advisors**

Discussion:

Chair passed to Jocelyn. but cookie still read it.

Cook: LTP is not fully done yet. Need to finish up small parts and need to finishing wording. Format done. Should be sent out by Saturday. Want to also create a 1 pager summary. Taking out SWOT analysis, will instead be redone at exec retreat every year. This document will be a living document to guide BOA and exec retreat meetings. 3 pillars are if we accomplished these goals, we would be best society in the world. 1. Increasing student engagement, to get everyone involved. 2. Fostering unity: make sure clubs, teams, and departments are working on cohesion, making sure we share resources within the society. 3. Moving to humble leadership rather than arrogance, we know we can lead but want to do in best way possible. The metrics should be taken by each year's exec to keep track of data to look at success of LTP and what they do. Weak engagement: AVP Events stuff.

Ian: Suggest to not just AVP Events but include all events run by MES council members, ex: PDC.

Dani: Drain helps to easily track tickets sales.

Cook: Strong engagement: members of groups, want a broad range of people engaged in society and clubs and teams. Service and voter turnout: This is a way to keep track of how we're doing and engaging. Fostering unity: BTM came out of the start of LTP. We want to keep it going and track comes out, want a conflict and resource survey. Brand. Member survey as to what they think of the MES. Want to keep track of when in news for good or bad. Keep track of sponsorship dollars coming in. Other thing is gender ratios where I want more discussion. Idea: do we want to stop at gender, do we want to go further?

David P: isn't a lot already tracked?

Cook: More about those involved in society than registered in eng. Want for each group.

Victor: How do you see the MES benefiting from diversity metrics

Cook: Those pillars, do gender ratios pertain to those pillars? There is some reason, but not sure if it is out of place with 3 pillars.

Ian: What about engagement of eng, btech, compsci, ibio as a metric to see if we bring in those students. Is a good indicator of unity in whole faculty

Emily: I see it relating to our brand, break "boys club" stereotype. See tracking gender ratios relevant.

Cook: SSC has strategic goals for WW, we want our own, three initiatives. 1. Diversity of opportunity: events are for anyone not alternative programming, regardless of being extroverted, ability, socioeconomic status. 2. So first years don't make superficial connections, want them to know how to actually join a club. the more first years the better. Can't being in them all to MES, but they can find their zone in our clubs and teams. Want to developing community leaders relate to brand, we're not better than



**McMaster Engineering Society  
Council Meeting Agenda  
March 16<sup>th</sup>, 2017  
JHE A114  
7:00pm**



everyone and not our negative stereotypes, we benefit the world, humble but confident leadership. For Student spaces: with hatch - space is used effectively and not flaunted in front of other faculties, we needed it and faculty is concerned about our attitude towards it. We want drain and lounge to be welcoming spaces. For safety, for the shop, makes our students more employable. Companies coming in will like us and think highly of our students. Advocacy: Leveraging SRA and faculty communication and relationship better defined. Need to add what we want to advocate to ESSCO and CFES for. Website needs to be better. Want to develop more committees.

Victor: Point of PR committee?

Cook: We will define better, but will include Monique, director of PR and a few others to bring together what we and the faculty do. For ECCS, PEO, OSPE, Alumni relations and develop a system where alumni can donate directly to teams. Also want action plans for exec with respect to LTP. Next BOA is final transition and goals for the next year and exec retreat where we will divide work and new exec will do their job until next BOA. Ensures LTP stays relevant. Goal: Make it official MES document and president is responsible.

Emily: watch use of its/it's.

Cook: Make sure I send this out by Saturday or else.

**Other Business:**

Desmond: Heard talk of new MSU card like the MES so would like to talk to those who would with MES Card. Same kind of deal, but for all faculties. SRA is doing transition to new group. Next SRA meeting will be changing some things within the MSU of commissioners to AVP's so will be hired instead of voted upon.

Jocelyn: Saw revote on Space referendum, when?

Desmond: Assembly voted due to university giving money, out back to students campaigning now. Nothing has changed except more money from university and question changing.

Quinn: Clarification, simply yes or no question now.

Desmond: Yes. For it or against, whole thing or nothing. A concern is space in the Pulse but it will be expanding. That's how it's looking right now.

Jocelyn: Where did the \$10 mil come from?

Desmond: Not sure, but we put pressure on. From what I understand, university realized they had money they didn't know about.

Quinn: Good article in the Sil about it.

Barbosa: How is the card going to work?

Desmond: Not sure, just keeping you all updated on the idea going on. Wanted to confirm they hadn't reached out to MES card yet.



**McMaster Engineering Society  
Council Meeting Agenda  
March 16<sup>th</sup>, 2017  
JHE A114  
7:00pm**



Jocelyn: Passing the idea of instead of another card, add a sticker to student card like old bus pass.

Eliot: Parsa has been working on it, maybe the faculty you belong to could have influence on exclusive deals?

**Supdates:**

Michael Boulos (Director of Sports): 11 people signed up for Assassins and it is currently running. Ratboy soccer sign-ups are still going on until the 18<sup>th</sup>. Email if you have questions.

Liam (VP Academic): Currently working on Luka's transition and preparing accountability presentation. Giving Luka access to the VP Academic email so if someone has questions for me for things such as appointed positions, send me a Facebook message or email me at [mcdermilt@mcmaster.ca](mailto:mcdermilt@mcmaster.ca)

John Sober (Mechanical Rep): Mechanical Society has picked t-shirt design and are in the process of setting up sales

Parsa Beheshti (First Year Rep): Organizing First Year LinkedIn Photoshoot with FYC for March 29<sup>th</sup>. Media Centre in Mills is booked for that. Someone will be contacting Ian or Dani soon about getting advertisements on the MES page ready. More details soon. Email me or the First Year MES email if you have questions.

David (Software): T-shirt sales, and presidential elections ending tonight. Awards night for Software and all of CAS soon.

Quinn (Society): Pass

Mike M (VP External): Pass

Hannah (AVP Clubs & Sponsorship): Co-curricular records to have the ball rolling by this year; s BTM but waiting on Dean, will get pushed to summer/first term really. Hiring someone in the summer to get on it, don;t want too much clerical work on MES part. If you are department rep, need funding form before SAGM. Form on website if you didn't get it. Needs to be in by Monday.

Ian (Director of PR): For PR, lost blood drive by 2 donation to waterloo, crushed U of T and Queens. Over 80 donations total. Will continue next year.

Ian (Co-oc): Talking with faculty on a preliminary budget. Also going to discuss at transition meeting about Lady Godiva and Super Frosh. Planning something to bridge the gap for iBio.

Emily (Tron Rep): Game night event coming up. Doing elections soon.

Christie (Mgmt Rep): Electing new exec from MEMS, shall continue litness.

Farhan (FYR): Pass

Brandon (ECE Rep): Elected new president.

Jessica (BEAMS Rep): Have new president, who is also BEAMS rep. Holding first year outreach event to distinguish between elc bio and chem bio. Grad night coming up.

Prepared By Jocelyn Lee  
[avp.administration@macengsociety.ca](mailto:avp.administration@macengsociety.ca)



**McMaster Engineering Society  
Council Meeting Agenda  
March 16<sup>th</sup>, 2017  
JHE A114  
7:00pm**



Lisa (Chem Rep): Exec application are out, having transition potluck, cootes clean up.

Max (FYR): Mr. Fireball coming up.

Luka (ARC): Been transitioning with Liam, first year info session March 29th.

Ryan (Comp Sci Rep): Comp sci had bp night, sweater orders right now. Working on transition.

Barbosa (Btech Rep): Had pool night, went well. Planning car show.

David P (Eng Phys Rep): Hebocon went well. Having a Serve night on SAGM night. Electing new exec and reactor tours next week.

Victor (FYR): Comp Sci stickers came in!

Jocelyn (Administrator): If you have a motion or presentation for SAGM send them by Monday. There is a motion submission template sent out.

Dani (AVP Events): Coffee house March 20 in Bridges, SRA movie night got pushed back. BTM is April 7 for clubs, teams, affiliates, and new council.

Cookie (President): Thanks to the SRA for coming out and thanks to everyone for a good year!

**Motion to Adjourn Meeting**

Motioned by: Ryan Lambert  
Seconder: David Philpott

Passes

4 opposed



---

**McMaster Engineering Society  
Regular Council Meeting Motion Template**

**Date:**  
**Location:**  
**Time:**



---

**Motion Template:**

Please fill out the following table. Further descriptions of each row are found below.

Title:	
Motioned by:	
Seconded by:	
Spirit:	
Whereas:	
Whereas:	
BIRT	
BIFRT	

Here are the instructions for each section:

Title:	The title of your motion. It can be something fun, but please put a descriptive title in brackets if you are doing a fun title as well
Motioned by:	This is where you would put your name or the name of the person who will be presenting the motion to council.
Seconded by:	You do not have to fill this section out just yet. Someone can choose to second it at during the meeting.
Spirit:	The overall goal of the motion and what you wish to accomplish from it passing.
Whereas:	This is where you indicate the purpose of your motion. It communicates the reason you are submitting a motion, and what problems you will be addressing by having your motion passed
Whereas:	You can continue to add as many whereas rows as you want, within reason (i.e. don't have 20 whereas rows, try to keep it concise and to the point)
BIRT	This stands for "Be It Resolved That". You will indicate the resolution you seek.
BIFRT	This stands for "Be It Further Resolved That". This field can be used to elaborate on the details of your proposed resolution. If you feel that you don't need it, you can delete this row, or add as many rows as you want.

"I'm still confused, do you have any examples?" You bet! Examples of motions can be found on past agendas (<http://macengsociety.ca/administration/minutes/>) Feel free to email [avp.administration@macengsociety.ca](mailto:avp.administration@macengsociety.ca) for any further questions, comments, or concerns.

Please send motions to [avp.administration@macengsociety.ca](mailto:avp.administration@macengsociety.ca) before the due date.

Questions? Comments? Concerns?  
Email [avp.administration@macengsociety.ca](mailto:avp.administration@macengsociety.ca)