



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



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

**Approved Absences:** Levi Brown

**PROXY: (Person for person)**

**Quorum Count:**

**Ratification of the Agenda**

Motioned by:  
Seconded by:

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

Motioned by:  
Seconded by:

**Executive Updates**

President Andrew Cook

VP Student Life Marko Maric

VP Academic Liam McDermott

VP External Michael Meier

VP Finance Nick Alvarez

**Motion 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.

Motioned by: Luka Samac  
Seconded by:

**Motion 2:** 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:



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**Presentation:** When I Say Policy You Say Manual

By: Matt Vukovic

**Other Business**

COOCS: McDonald's Water Containers for WW2016

Containers are currently on rental from privately owned 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.

**Motion to Adjourn the Meeting**

Motioned by:

Seconded by:



# 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.

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*Buyer's signature*

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*Seller's Signature*