



# MCMaster ENGINEERING SOCIETY

## Council Meeting Minutes



Nov. 1<sup>st</sup>, 2017 | JHE 326H | 7:00pm

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

**Approved Absences:** Gabriel Marais (midterm, proxy Liam), Christie Condron (proxy Jacob Lamb), Lacey Wice (midterm), Dani Lake (midterm, proxy Jocelyn), Carley German (night class), Quinn Shobbrook (sick, proxy Vince Popovich), Helena Turgeon (late, work), Michael Jobity (night class, proxy Desmond), Nick Rotella (night class), Konrad Grala (presentation), Victor Chen (late, work), Andrea Obungen (midterm, proxy Tracy Savery)

**PROXY: (Person for Person)**

**Quorum Count:** 19

**Ratification of the Agenda**

Ian: presentations and voting should just be presentations.

Taylor: Karlo's name spelt wrong

Majority for  
0 opposed  
0 abstained  
Motion passes

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

Majority for  
0 opposed  
0 abstentions  
Motion passes

**Motion 01:** Approve Purchase of Security Locks for Clubs' Centre Assets (LOCK EM UP!)

Moted by: Michael Meier  
Seconded by: Jocelyn Lee

Spirit: To approve the purchase of security locks for the electronics in the Clubs' Centre.

Whereas the MES recently acquired monitors for the Clubs' Centre and Office.

Whereas monitors are expensive and could be stolen.

Whereas we don't want that.

BIRT \$450.53 USD (roughly \$605 CAD) be spent from the Long Term Investments fund on 15 computer security locks.

Mike: need to have in clubs' center before we can open it up to ensure safety & security. Buying a few extra for office/for future. Shipping from States, need to amend this for extra 15% for duties. That's it.

Jocelyn: clubs' office needs to be opened, this needs to be done.

Discussion:

Luka: why not from the \$60,000 budget for Hatch stuff?

Mike: there's a committee to decide on what to spend there. I personally believe those funds should be kept for Hatch and other student spaces. This is more of an MES office asset.

Prepared by Lizzy DaMaren, MES Administrator  
administrator@macengsociety.ca



MCMASTER ENGINEERING SOCIETY  
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---

21 for  
 0 opposed  
 0 abstentions  
 Motion passes

**Motion 02:** Reviewing the Review Engagement

Motioned by: Liam McDermott  
 Seconded by: Michael Barbosa

Whereas: The Review Engagement contains the MES' financial situation as of April 2017 and should be shared with its members.

Whereas: Council should ultimately be deciding on whether or not the VP Finance & President can sign off on financial statements so that they can be held accountable.

BIRT: The 2016-2017 Review Engagement be approved and signed by the VP Finance & President

Liam: Do any of voting members have questions? Sent this out last meeting.

Michael: looked it over, looks good.

Discussion: none

21 for  
 0 opposed  
 1 abstention  
 Motion passes

**Presentation: Co-Orientation Coordinators**

**Candidates 1: Hannah McPhee and Marc Peters**

Marc: we've been part of WW for last 3 years. 2 years ago worked at LEAP together, partners. Spent first two months planning/organizing, last two months teaching. Second year in Materials together.

Hannah: Three years, 1 repping 2 committee. Last year AVP clubs, coordinator for CDE. Champion innertube water polo player.

Marc: Rep for past 3 years, good idea of how things work. Currently drain coordinator, captain of concrete toboggan. Manager of upwards of 10 students both roles. 2016 MEC Debate Coordinator. Also a champion innertube water polo player.

Hannah: Plan for WW is four goals.

Marc: First is transparency. Remove secrecy that comes with committee and Co-OCs. Release committee list earlier, as soon as we know post to MES website. Include committee updates at MES meetings.



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## Council Meeting Minutes



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---

Currently a lot on Co-OCs, not entire picture, want to include all updates. Openly explain selection process, a lot of first years/applicants don't understand how it works, want to give people a better idea.

Hannah: Want to increase fairness. Move tryout pub from Friday to Saturday. Make sure people have same opportunity. Move tryout to earlier, more time between tryout/selection, more time to evaluate.

Marc: Timeline. Today presentation, if selected two and a half weeks before committee applications due. January committee meeting, rep applications posted in January, full month before tryouts. After, 3 weeks to review applications, selections in first week of March, following week post list.

Hannah: Second goal is communications, rep team and first year. Rep team, send out schedule before week begins including time before morning meetings. Better idea of week. Better allocation, some pods this year had more or less events, want to make it even. Also in email share daily descriptions and agenda, give first timers understanding of what happens each day. Feedback, dedicate time for it, make sure everyone has it. Streamline post week feedback, have pod leaders give feedback unless request for Co-OCs.

Marc: Communication for first years, continue using remind service. Also include it in the mail out for larger audience. Work with university to bring back Events app, had it two years ago with all events. First years more up to date, also good tool for reps to help students. Improve event descriptions, sometimes there's a long event without food, tell people to eat beforehand. Event going into night and cold, GEK for example, students know ahead of time to dress for it.

Hannah: third goal promoting inclusivity. First part is Parallel Programming. BTA and CSS to host small events during Faculty Fest, allow them to connect. Grow PP and Winter Olympics Events, were popular this year, connects to more first years.

Marc: SSC, shorten training for returning reps. Reps who know training already not as useful, more condensed version for them. Include content on where line is on sexual references and behaviour so everyone on same page. Chivalry walk, work with MES to discuss removing it. Think there are better options to showcase women in engineering, makes people uncomfortable.

Hannah: want to change faculty day. Right now Eng is longest. Start day later, shorten Olympics. Easier for commuting students, not as much burnout. Two lunches and two fireball tours back to back, hopefully more engaged first years in smaller groups.

Marc: expand multi-option winter Olympics. Board games, hike at same time, allows all first years to have an event they're comfortable at. Ask people to volunteer for these, make sure reps are enthusiastic about the events.

Hannah: promoting engagement. Share schedules with ROAs before week. Right now we have one rep to coordinate with each residence, big job, do it before hand to make it work better. Work with RezLife and SOCs to have engineering reps present at other res events, get to students not coming out to our specific engineering events.

Marc: assign pod to university events, MacConnector, IRIS. Help out any engineering students there. Restructure some events. PJ parade, once students walk past we get fired then end. Want to change it so we're there at WestFest so we're there for closing ceremonies. Show that we love engineering and the university as a whole.



# MCMASTER ENGINEERING SOCIETY

## Council Meeting Minutes



Nov. 1<sup>st</sup>, 2017 | JHE 326H | 7:00pm

---

### Discussion:

Zahra: mentioned clearer with first years on tryout process. Clearer on how selection process works?

Being able to actually see application, comments/notes, visual proof of what to improve for next time.

Hannah: good idea. Mentioned to explain at info night selections process, how we choose. Good idea for feedback, notes.

Zahra: in terms of feedback, don't want to do feedback with pod leaders do it with Co-OCs. What if you don't spend time with Co-OCS, get info from pod leaders?

Hannah: right now committee gets together shares feedback, all feedback from everyone.

Sara: inclusivity, lots of reds who have mental illnesses. Any plans to accommodate them in future? Some accommodations not made this year. People were told mental health issues, don't make team.

Hannah: don't think it's appropriate to be cut for mental health reasons. People on team with mental illness, want to make sure expectation for week is clear, not 100% throughout entire week. Want to amend that, evenly allocated pods, make it clear before week it's a priority to take care of yourself.

Attendee: get rid of chivalry walk. Any other options?

Marc: before chivalry walk SP does speech, expand on that, make it larger event, 10-15 minutes. Chivalry walk just carrying people, a lot of people uncomfortable. Seeing reps who are doing it, make people feel left out.

Hannah: talk with MES council, big change, open to discussion at everyone at council.

Zahra: whatever option for chivalry walk, also address difference in numbers of female/male engineers?

Marc: definitely discuss.

Hannah: goal to make about women in engineering.

Attendee: someone asked me something as a rep, didn't know how to answer. Improve communication between reps so we know what's going on?

Marc: events app, quick reference. In morning talks more detailed what's going on, how events run. First time rep, it's assumed you went to WW, you know what's happening, make sure to explain that.

Aisha: what's a pod?

Hannah: group, split rep team up into groups of around 10 people, easier to organize pods.

Mike: point out the biggest weakness in your partner.

Hannah: I think Marc sometimes when he's focused hard to interrupt, not as approachable.

Marc: Hannah, communicating to large crowd who's not focused, hard to collect everybody and listening.

Zach: how would you work on improving those?

Marc: being conscious of weaknesses important. Think we're both conscious, trying to improve. Our combo, we both can cover the other person's weakness. Hannah can help me address my issue.

Hannah: balance each other. Know I'm not good at hyping people up or being loud. On committee learned how to not get up to peoples' levels wait for them to come down to mine.

Linford: Co-OCs, very divisive in how people view you. How would you respond to criticism and pushback?

Marc: fan of criticism, can grow from it. Can't do the role again so can't fix.

Hannah: want to remove transparency, not making decisions to upset people behind closed doors, people are kept in the loop.

Prepared by Lizzy DaMaren, MES Administrator  
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Nov. 1<sup>st</sup>, 2017 | JHE 326H | 7:00pm

---

Maria: can you describe what you view your role with the faculty is?

Hannah: as WW reps, representing faculty to incoming students parents friends. Have to work together that face MES and we're putting forward same as faculty, on same page.

Jocelyn: why did you choose each other?

Marc: friends since first year, know strengths weaknesses, how we work. A lot of strengths/weaknesses balance each out, thought we meshed together from working in past.

Taylor: plans for next summer? Biweekly meetings on campus.

Marc: as of now plan on being around. Trying to get research position, within half an hour.

Hannah: not sure, either here or Etobicoke, easy to come back and forth.

Tommy: want to have two fireball tours. How will that change success portfolio?

Hannah: plan do SP as normal, half team does lunch then fireball other half does fireball then lunch.

Santiago: more transparent with committee, what do you mean? What's important to share?

Hannah: not trivial, just progress on big events. Changes in how big events run so people know what we're up to.

Marc: same thing with exec, problems coming close to WW, making sure people are in the loop.

Ian: Taylor and I focused on relationships with other faculties, thoughts on continuing discontinuing improving?

Marc: relationships getting better, want to continue. Other faculties viewing more positively, continue to have events not only mixes first year students, also mixes reps.

Linford: how do you plan on addressing how committee is selected?

Co-OCs presentations, redsuits application and interview. Committee just application and hand in, small additional component but beyond that nothing. Plan on changing, addressing discrepancy between time you have to put in for general vs. committee application?

Hannah: committee more in depth on plans and experiences. Right now no plans to change it. If difficulty selecting put interviews in, lots of time between applications and selection. Want diversity in committee.

Mike: couple instances this past WW that involved other faculty rep groups, Maroons, soc sci reps. Our behaviour got out of hand a bit, detracted from interfaculty relationships. Preventing?

Hannah: training, want to make sure setting clear line for chants, cheers, sexual references. Clear before week begins where line is standard has been set, everyone knows expectations.

Mike: other thing after airbands with maroons. Presenting? Cheering, created negative environment.

Marc: knowing where line is, we don't get those situations, proactive instead of reactive.

Curtis: WW this year very much for reps instead of first years. Addressing that?

Marc: getting pods to go to more events, more evenly distribute, stops there being large clumps of reps on JHE field. More personal interaction with reps.

Hannah: issue found after graduation everyone stays behind to say goodbye, recap video didn't have a lot of reps. Moving things to before PJ parade, go to closing ceremonies, be with first years.

Vanessa: commend points about transparency and inclusion. Both mentioned how you're friends, have similar personalities in general sense. With committee and reps, ensure you're representing whole engineering community and preventing bias?



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## Council Meeting Minutes



Nov. 1<sup>st</sup>, 2017 | JHE 326H | 7:00pm

---

Marc: who we select reflects entire engineering WW. Goal to pick group that satisfies that, includes everyone.

Aisha: moved tryouts from midterm seasons to earlier, technically just moved to first batch of midterms.

Hanna: tryouts always near midterms. Hoping less big projects, competitions, don't want to be clumped in with all those things, only really stressful thing in that time is tryouts.

Brandon: as far as Reds events go that don't include first years, any you want to phase out or change? Summer, during week.

Hannah: events in the summer, be clearer about what's happening. Remove veil of secrecy so people know what we're doing.

Marc: graduation, change timing because reps saying goodbye while first years watching recap with handful of reps. Organize so more reps at that event. Bedracers, this year mostly just reps, night after the concert.

### **Candidates 2: Karlo Nesovic and Emma Levy**

Karlo: talking about three main things, first years, reps and committee. Cover new events, event improvements.

Emma: planning committee last year. Involved in GEK, entrance video, eng sci event. Involved in concrete toboggan, Mac Eng hockey. Karate.

Karlo: planning committee with Emma last year. Sponsorship, faculty fest, GEK. ECE society positions, organizing studies at hospital in Toronto. WW has helped us so much, want to help other first years and reps.

Emma: first years. Work with MSU to change airbands, bedracers. Those events aren't really for first years. Airbands, with faculties the first years are not involved. Still want reps to be involved, but make it more of a teaching opportunity rather than just showing them on stage. Bedracers, first years get lost in crowd. Hold at stadium, track. Focus groups with first years, have town hall meetings with first years. They have most genuine feedback, if we hold focus groups and facilitate conversation and get feedback, can use that to translate into next year's planning. After committee chosen, before tryouts, host it then. Also facetime with first years who are invested in community. For reps, in respect to training, get first aid training. EFRT offers group sessions, book that. Get reps trained, saw during past WW certain events not enough people on hand to help, could be really beneficial. Can use it for other jobs and volunteer. Work with SSC to create training sheet, room numbers, websites, phone numbers for emergency. Create something that fits in lanyard to be beneficial. Changes to feedback. Daily feedback, reps this year said meetings at end of day weren't useful so daily meetings with pods. Giving reps opportunity give feedback just to pod leader, committee brings together and presents next morning. Google form, came in this WW, implement more this year. Post WW with Co-OCs and pod leader, feedback from someone sees you all the time more sincere.

Karlo: committee, want to make them more communicative with reps, team, Co-OCs. This year, plan events, a lot of downtime where we just stood by. Ask committee for more input, before going to MSU,



# MCMASTER ENGINEERING SOCIETY

## Council Meeting Minutes



Nov. 1<sup>st</sup>, 2017 | JHE 326H | 7:00pm

---

SCC. Communication between committee, if not planning event don't know what's going on, problematic when present it to reps and can't answer questions. Interviews for committee. Every other MES appointed position has interviews. Currently just written application, but you really get to know a person when you interview them, find out more who they are.

Emma: we might not know everybody who applies for committee. Interview will give everybody an equal playing field.

Karlo: new events want to introduce, improve on some. Diversity day this year excellent idea, turnout wasn't great. Multiple groups being there, get first years to come. Not a lot of first years, small area, a lot of reps, first years get scared. Move outside, broaden, expand it. Add on to it. B.Tech comp sci iBio, feedback not getting rep they deserve. Want to introduce event specifically for each program, anyone can attend but lets people from program meet each other. Meet the profs night for iBio, academically inclined. Interfaculty relations, great job this year, getting better. Lots of events, but talked to reps from other faculties, still a lot of negativity towards us. Should reach out to faculty planners more often, hear their feedback more often to see if there are problems so we can fix them. Also want to reach out to faculties who we don't have interfaculty events with. New planners, build more relations.

Emma: make improvements to faculty day. Minor changes that could be made to make day run better. Fireball tour, too many people, too hot, couldn't hear anything, following mob. Go back to two years ago, split group in two, one does tour other does lunch. Shorter, not all the way across campus. Accessible route whole way. Olympics, not all of the games worked with large group, people felt left out. Want to make sure games suited for larger groups. Want to reorganize rotations, give people more downtime. Feedback they really like the chill station, wasn't enough chill station. Two stations, having breaks between events, keep attention longer. Continue parallel programming, summer and winter Olympics. Make sure people at summer Olympics know they can leave at any point to go to winter.

Karlo: a lot of things we want to change at all levels. Make it more inclusive, diverse, something for everyone.

Emma: really focusing on how small details matter. Small detail can change a first years' overall perspective of welcome week. Make everything we have the best it could possibly be.

### Discussion:

Vanessa: great presentation, great ideas. Experiences with hockey, concrete toboggan, engineering computer society. Roles?

Emma: roles very new, past couple years really focused on karate. This year, WW was part of it, we have so much to offer it and get involved to excel as leader. Build them up, become more involved, take on leadership roles.

Becca: joint lunch/fireball. First round went for seconds, second round didn't get food. How to avoid twisted situation?

Karlo: talking about it, biggest problem we had it in CIBC hall, very narrow. Want to have it on field again where it was this year. As they finish they go to one side, next group would come in. we do remember what it was like.



# MCMASTER ENGINEERING SOCIETY

## Council Meeting Minutes



Nov. 1<sup>st</sup>, 2017 | JHE 326H | 7:00pm

---

Emma: making sure we distinguish between two group. Get lunch here, more over here, guide away from the food so second fireball tour can get food before seconds.

Lukas: idea of what your schedule is for committee and rep applications?

Emma: committee applications as soon as we get back from break. Enough time to do interviews, move tryouts up so committee isn't doing tryouts and selections back to back. Ultimately move timeline up.

Karlo: schedule info session right after committee picked.

Maria: what do you think your role is with the faculty, specifically Ken and I?

Karlo: work closely, possible because of you. Ideas we have run by you, we have a good idea of what we can and can't do, ultimately want input from you because you will have a different perspective of us and we want that.

Emma: ideals and values of faculty, direction you want to go in, all going in same direction.

Linford: how do you plan on addressing issues with reps with mental illnesses and disabilities?

Accommodations in WW, during selections people were cut due to visible signs of mental illnesses/issues.

Emma: don't want to speak on way people were cut in past. Moving forward, that would not ever be discussed, shut that down. Everybody deals with something, don't want to deal with something out of someone's control. Wouldn't be held against them, through WW needs will differ, whatever a rep would need we would support.

Karlo: more than happy to talk to them, help accommodate them. Want to be there for all our reps.

Mike: could you point out the biggest weakness in your partner?

Karlo: Emma sometimes have unrealistic expectations. When we work together never a problem.

Emma: sometimes Karlo gets really stressed. Doesn't necessarily affect his ability to work, can stress other people out. In a stressful situation I'm the kind of person who's get it done, get it out of the way. Good balance.

Sara: as Co-OCs people tend to dislike you. How will you deal with backlash?

Emma: being approachable. Encourage people to come to us with feedback and negatives, easiest to deal with face to face. Things said outside, Mac Eng grapevine, anything we hear through that or said about us take it with a grain of salt, will always be people unimpressed. Encourage communication.

Karlo: make as many people as happy as possible, not always the case, want people to talk to us. Disagree let us know, want feedback.

Zach: as B.Tech student important to me that B.Tech comp sci get to meet each other during WW. How do you plan on introducing small activities without pulling away from bigger events?

Karlo: specifically events to introduce, in general?

Zach: introduce events specifically in iBio for example?

Karlo: Monday night, engineering bowling, filled up fast, not everyone could be there. Days when it's not programming heavy, where in past there's been nothing.

Taylor: WW budget close to \$70,000, comfortable with that? Dealing with budgets before?

Emma: experience working with GEK together, I kept track of budget. In London I run my karate team, comes with \$10,000-\$15,000 budget there, delegating fees.



# MCMASTER ENGINEERING SOCIETY

## Council Meeting Minutes



Nov. 1<sup>st</sup>, 2017 | JHE 326H | 7:00pm

---

Karlo: during summer worked in research, would give me money so I could buy things, make sure you don't waste it. Very careful with budget. I had experience with sponsorship, want to change sponsorship to get more money for budget.

Parsa: been hearing things regarding what spirit of WW for engineering students is, where it's going. Love how we're growing more inclusive/friendly, more open. How would you find a balance between academic, more mutual direction being taken on by administration?

Emma: parallel programming, summer Olympics little wild. Having an outlet where everyone can fit. Still have something for people who want to be wild.

Karlo: production of one doesn't mean death of other. Every year more people into low-key events. Not getting rid of loud events, adding more for everyone.

Mike: couple instances this past WW, faculty fest and post airbands, created more tension between our rep group and others, specifically soc scis and maroons. Post airbands standoff between reds and maroons. Faculty fest, soc sci was in active protest of our behaviour. Preventing from happening?

Emma: communication with other faculty planners, MSU, SCC. Communicating expectations beforehand, opening dialog after the fact, what can we do to improve. Also making sure committee is on same page of what's acceptable. Once that gets skewed, leads to issues.

Karlo: open dialog with them. Getting confrontational never a good idea, want to hear concerns and address them. Talk can solve most of it. Want to make interfaculty events, show them we're dedicated to welcoming of first years, hope we can become more approachable.

Emma: all have same goal, work together to get there.

Elena: like interviews. How to make that as least biased as possible, faculty member?

Emma: option, talk to ken and Maria about it. Also talked about for unbiased selection, initial readthrough of applications be a nameless one, no idea who had written it. Give us a good unbiased first look at their applications, from there interviews.

Zahra: situations in past where older reps not on same page with appropriateness. Dealing with pushback from older reps who have different ideas of appropriate? Specifically frosh pub. Older reps completely refusing to stick to what you have planned.

Karlo: communication such a big thing on platform. Try talking, doesn't always work. Try and get someone on committee who's older, can relate to them better.

Emma: point where making uncomfortable, inappropriate, wearing suit and not representing faculty well, ask them to leave.

Attendee: parallel programming, comp sci B.Tech iBio. How? Get reps from that stream to come out, get ideas? Different view on how to run?

Emma: hopefully come from focus groups. Students from programs, get their input. Also open to reps offering suggestions. Willing to take suggestions from anyone.

Karlo: we have ideas, want to hear everyone else's ideas. Talk to all the reps, students.

Attendee (Follow up): think you should have specific number of reps from B.Tech iBio?

Karlo: don't ever pick people based on pre-determined traits; program, gender, age. Take people who are best reps, best represent faculty.



# MCMASTER ENGINEERING SOCIETY

## Council Meeting Minutes



Nov. 1<sup>st</sup>, 2017 | JHE 326H | 7:00pm

---

Vanessa: issues with Redsuits right now how mis-defined committee is. A lot of secrecy, stuff that's quiet. Literally just said you don't want to talk about selection process to much. Any steps to making it more transparent?

Emma: selection process, back to communication, if people have questions we'll make sure we're available to answer them. Encourage those questions, open to questions. By opening communication pull everyone open to same level, all on same team working towards same goal.

Karlo: transparency issues even after selections. Back to communication, keeping on top of things, delegating more pod leaders to stay with communication with reps.

### Supdates:

Jacob & Connor (Lounge): whiteboard sucks, looking at getting another one. Marker doesn't come off it. Michael Barbosa (B.Tech): bake sale yesterday, working on changing constitution.

Gabe (comp sci): game night planned three weeks from now. AGM for comp sci students coming up, in communication with Canadian accreditation board for computer scientists, doing something in collaboration with CAS department to get something like a ring for comp sci.

Aisha (Sports): league of legends party, combined with wellness committee, that's happening Nov 16<sup>th</sup>.

Jacob (management): year reps finalized. Meet the profs coming up, drink tickets, more funding from management department. Website being redone next couple months.

Sirak (Wellness): tomorrow pie day.

Keeran (AVP Events): Halloween pub was lit, sold out really quickly. Working on board game night sometime this month. Another pub night on 24<sup>th</sup>.

Elena (ECE): question, can email me or message me. Planning industry night early January, trying to get sponsorship out. Any contacts in ECE I can reach out to.

Jocelyn: reach out to co-op on that.

Riya (Advertising): templates, going to close feedback to actually make changes.

Parsa (AVP Services): send in any feedback by Friday at latest so we can go through it, finalize, present at next, package them up.

Tracy Savery (Chem): looking at doing coffeehouse. Industry night Nov. 28<sup>th</sup> casual dinner with professors on Nov. 16<sup>th</sup>.

Linford (culture): participating in waterloo's scavenger hunt. At this point passed threshold to win top tier prizes. Trying to argue to get hardhat for Mac Eng. Going to semiformal on Friday. Planning joined patch design with Wellness.

Vince (society): ran board games night other night with wellness, liked it, didn't run as smoothly as possible so looking to improve that. Board game night was completely sustainable, no food waster, reusable cutlery. Move towards that for all of our events, maybe try and see other people do it in the future. Holiday party on 23<sup>rd</sup> for society students, potluck. Doing t-shirts, ordered hopefully early December or January.



# MCMASTER ENGINEERING SOCIETY

## Council Meeting Minutes



Nov. 1<sup>st</sup>, 2017 | JHE 326H | 7:00pm

---

George (BEAMS): first lecture series, really good, amazing turnout. Grad night coming up, invite PhD students, how to apply to grad school, talk about research. 23<sup>rd</sup> have a social.

Jocelyn (VP External): congress applications close on Friday at noon. Right now hiring NEM directors, interested in helping organize that in March application is on website.

Civil: formal called Festivus, \$35 until Friday \$40 after. 18<sup>th</sup> of Nov.

Luka (VP Academic): policy meeting last Friday. Restructuring 2Z03 to 2ZZ3, Z0 algebra to ZC.

Restructuring how MATLAB maple taught, working on that.

MJ (Software): ran D&D night, went well. Thinking of running more board games nights. Another get together end of November.

Desmond (Eng phys): Eng Phys selling t-shirts.

Julien (Professional Development): PDC had meeting with committee, starting to plan conference.

Mike (President): getting started on finishing up long term plan. Prepped for meeting with board of advisors.

### **Motion to Adjourn the Meeting**

Motioned by: Alex Moica  
Seconded by: Desmond Kennedy

Majority for  
3 opposed  
2 abstentions  
Motion passes