



# MCMaster ENGINEERING SOCIETY

# Council Meeting Agenda



Feb. 26<sup>th</sup>, 2018 | JHE H204 | 7:00pm

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

**Approved Absences:** MJ Lindsay (night class, proxy Ian Currie), Gabriel Marais (midterm, proxy Aya Aboughanem), George Padeigis (academic conflict, proxy Elena Grigoras), Aisha Isiaka (night class, proxy Dani Lake), Lacey Wice (midterm), Tommy Siuda (night class, proxy Jocelyn Lee), Quinn Shobrook (midterm), Keeran Sivanesan (midterm)

**PROXY: (Person for Person)**

**Quorum Count:**

**Ratification of the Agenda**

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

**Executive Updates**

President Michael Meier

Discussion:

VP Student Life Dani Lake

Discussion:

VP Academic Luka Samac

Discussion:

VP External Jocelyn Lee

Discussion:

VP Finance Liam McDermott



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Discussion:

Motion 01: Button Maker Policy

Motioned by: Jocelyn Lee  
Seconded by: Parsa Behesti

Whereas: the MES acquired a Button Maker for NEM.

BIRT: The following be added to the Policy Manual:

F. Services

### #. MES Button Maker

The MES Button Maker is the property of the MES. It is available for use by any recognized MES group or student, and shall be administered by the AVP Services and Production. All requests for its use should be directed to the AVP Services and Production via email and upon receipt of the Button Maker, the individual taking responsibility must sign a usage agreement (see Appendix #) as well as put down a deposit amounting to \$100. Once the Button Maker has been returned, the AVP Services and Production will perform a thorough inspection of the Button Maker and all its contents before returning the deposit. The cost of use of the button maker is \$0.10 per button which will be charged upon pickup of the Button Maker to the responsible party. This amount is to be collected by the AVP Services and Production before use of the button maker at the time of pickup. The cheque to pay for materials is not required if the materials are not provided by the MES.

Presentation 01: MES Mailout

Presented by: Jocelyn Lee and Victor Chen

Whereas: the Mail-out is currently the responsibility of the VP External, but is better fit under the Director of Public Relations

BIRT: The following changes be made to the Policy Manual

1.3 Vice President External

~~g) Compile and distribute the Conference Mail-out (see “Services”, Section F.12), a <sup>[L]</sup><sub>[SEP]</sub>list of competitions and conferences open to engineering students <sup>[L]</sup><sub>[SEP]</sub>~~

4.1 Director of Public Relations

g) Compile and distribute the Conference Mail-out (see “Services”, Section F.12), a <sup>[L]</sup><sub>[SEP]</sub>list of competitions and conferences open to engineering students <sup>[L]</sup><sub>[SEP]</sub>

12. Conference Mail-out

The Conference Mail-out will be an opt-in e-newsletter that is released once a month. The Mail-out will include all internal and external conferences, competitions and workshops. The ~~VP External~~ **Director of Public Relations** will be responsible for collecting information pertinent to the Mail-out content, and responsible for ensuring its timely distribution.



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Presentation 02: Changes to Director of Sports and Director of Public Relations

Presented by: Liam McDermott

Whereas the portfolios of the Director of Public Relations and Director of Sports are already presented by other positions when it comes to voting.

Whereas there is still a need for these positions to exist.

BIRT that the following changes are made to the sections B.4 and B.6 of the policy manual:

#### ~~4. Directors~~

~~The Directors shall consist of the following positions. One person should occupy each position but Co-Directors may run for the position with approval from the Executive.~~

#### ~~4.1 Director of Public Relations~~

~~The Director of Public Relations shall:~~

~~a) Promote all activities and initiatives of the MES to the Faculty, University, alumni, the community, and to industry.~~

~~b) Organize appropriate MES representation to promote the McMaster Engineering Society and the engineering profession at events including:~~

~~i) Eng-Fest~~

~~ii) Faculty of Engineering Open Houses~~

~~iii) MES charity events~~

~~c) Develop new charity initiatives and coordinate all traditional charity initiatives in cooperation with Culture Coordinator(s), such as:~~

~~i) Santa Hog~~

~~ii) Pi Day~~

~~iii) Food Drive~~

~~iv) Santa Claus Parade~~

~~v) Movember~~

~~d) Coordinate media recognition of significant MES activities through social media.~~

~~e) Coordinate with Vice President Academic all outreach, ambassadorship, or mentorship programs of the Faculty or of the MES.~~

~~f) Develop and supervise MES displays for Eng Fest and any other appropriate venues.~~

~~g) Encourage the development of activities that will actively promote the image of the MES.~~

~~h) Coordinate with the Vice President External Relations and University's Gender Equality Committee to promote December 6th Memorial.~~

~~i) Liaise with members of industry for involvement, support and/or feedback.~~

~~j) Liaise with Engineering Alumni Office regarding outreach, alumni, or other relevant initiatives.~~

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



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- ~~k) Liaise with the Faculty Office of Student Alumni Relations, and coordinate joint initiatives and events.~~
- ~~l) Attend meetings initiated by the Engineering Alumni Office and participate in Alumni events as an MES representative.~~
- ~~m) Report to the Vice President External Relations.~~
- ~~n) Chair Awards Selection Committee and procure awards for Fireball (see “Committees”, Section I.4.2)~~

### ~~4.2 Director of Sport~~

~~The Director of Sport shall:~~

- ~~a) Organize team sports events both internal and externally to the MES.~~
- ~~b) Chair the Sports Committee (see “Committees”, Section I.4.12).~~
- ~~e) Encourage participation in intramurals and department team competitions.~~
- ~~d) Maintain contact, through the Vice President External Relations, with other engineering schools to coordinate inter-school challenges.~~
- ~~e) Publicize all relevant sporting tournaments such as the MSU Olympics in MES publications.~~
- ~~f) Prepare an events schedule at beginning of his/her term to be published in Engineering Handbook.~~
- ~~g) Initiate at least one new activity; such as a weekend trip, a hosted tournament, or a homecoming activity.~~
- ~~h) Coordinate support and involvement in MES sponsored sports teams with the Vice President Student Life.~~
- ~~i) Organize a MES team for the MSU Olympics. j) Organize the annual Ratboy Memorial Soccer Tournament and initiate/coordinate other interdepartmental sports tournaments.~~
- ~~k) Review and approve funding requests for intramural sports teams (see “Intramural Funding Policy”, Section K.3.5) and forward to the Vice President Finance.~~
- ~~l) Coordinate and organize events for Frost Week.~~
- ~~m) Report to AVP Events~~

6.20

The Public Relations Coordinator shall:

- a) Promote all activities and initiatives of the MES to the Faculty, University, alumni, the community, and to industry.
- b) Organize appropriate MES representation to promote the McMaster Engineering Society and the engineering profession at events including:
  - i) Eng Fest
  - ii) Faculty of Engineering Open Houses
  - iii) MES charity events
- c) Develop new charity initiatives and coordinate all traditional charity initiatives in cooperation with Culture Coordinator(s), such as:
  - i) Santa Hog
  - ii) Pi Day
  - iii) Food Drive
  - iv) Santa Claus Parade



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v) **Movember**

- d) Coordinate media recognition of significant MES activities through social media.
- e) Coordinate with Vice President Academic all outreach, ambassadorship, or mentorship programs of the Faculty or of the MES.
- f) Develop and supervise MES displays for Eng Fest and any other appropriate venues.
- g) Encourage the development of activities that will actively promote the image of the MES.
- h) Coordinate with the Vice-President External Relations and University's Gender Equality Committee to promote December 6th Memorial.
- i) Liaise with members of industry for involvement, support and/or feedback.
- j) Liaise with Engineering Alumni Office regarding outreach, alumni, or other relevant initiatives.
- k) Liaise with the Faculty Office of Student Alumni Relations, and coordinate joint initiatives and events.
- l) Attend meetings initiated by the Engineering Alumni Office and participate in Alumni events as an MES representative.
- m) Report to the Vice President External Relations.
- n) Chair Awards Selection Committee and procure awards for Fireball (see "Committees", Section I.4.2)

**6.21 Sports Coordinator**

The Director of Sport shall:

- a) Organize team sports events both internal and externally to the MES.
- b) Chair the Sports Committee (see "Committees", Section I.4.12).
- c) Encourage participation in intramurals and department team competitions.
- d) Maintain contact, through the Vice President External Relations, with other engineering schools to coordinate inter-school challenges.
- e) Publicize all relevant sporting tournaments such as the MSU Olympics in MES publications.
- f) Prepare an events schedule at beginning of his/her term to be published in Engineering Handbook.
- g) Initiate at least one new activity; such as a weekend trip, a hosted tournament, or a homecoming activity.
- h) Coordinate support and involvement in MES-sponsored sports teams with the Vice President Student Life.
- i) Organize a MES team for the MSU Olympics. j) Organize the annual Ratboy Memorial Soccer Tournament and initiate/coordinate other interdepartmental sports tournaments.
- k) Review and approve funding requests for intramural sports teams (see "Intramural Funding Policy", Section K.3.5) and forward to the Vice President Finance.
- l) Coordinate and organize events for Frost Week.
- m) Report to AVP Events

BIFRT that the following changes to the constitution be made to Article 5: 1 and 2 (C), which would be voted on at SAGM II 2018:

1) **Voting Members**

~~e) Directors~~

~~i) Director of Public Relations~~

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



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**ii) Director of Sport**

- 2) Appointed Non-Voting Members
  - c) Coordinators
    - i) BLUE Lounge Coordinator
    - ii) Co-Orientation Coordinators
    - iii) Culture Coordinator
    - iv) Drain Coordinator
    - v) Fireball Coordinator
    - vi) Information Technology Coordinator
    - vii) Kipling Coordinator
    - viii) MEC Coordinator
    - ix) Tutoring Program Coordinator
    - x) Academic Resources Coordinator
    - xi) Trailer Maintenance Coordinator
    - xii) Professional Development Coordinator
    - xiii) Advertising Coordinator
    - xiv) **Public Relations Coordinator**
    - xv) **Sports Coordinator**

Presentation 03: Conference Policy Changes

Presented by: Jocelyn Lee

**Other Business:**

**Supdates:**

**Motion to Adjourn the Meeting**

Motioned by:

Seconded by: