McMaster Engineering Society
Council Meeting Minutes

Feb. 26th, 2018 | JHE H204 | 7:00pm

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), Michael Jobity (job interview), Gabriel Gebril (absent)

PROXY: (Person for Person)

Quorum Count: 20

Ratification of the Agenda

Liam: remove presentation 2. Executive no longer wishes to have this presentation.
Mitch: friendly change.

Majority for
0 opposition
0 abstentions
Motion passes

Ratification of Last Council Meeting's Minutes

Majority for
0 opposition
0 abstentions
Motion passes

Executive Updates

President Michael Meier

Discussion: Meeting this morning with staff from iBiomed and Konrad, wheels turning for referendum. Voting on 13th-15th, Tues-Thurs of March. A few info sessions next week to talk about pros and cons of each side. Konrad, me, iBio reps meeting to talk about that. Hatch operating committee Friday before reading week. Mitchell's position, currently paid, is going to be switched to MES appointed position. Not significant enough work to be a part time job for faculty.

Mitch: on that, if you've been in shop noticed co-op student working in shop. Rationale behind getting rid of this position, not doing enough work because two positions.

VP Student Life Dani Lake

Discussion: Hatch operating committee meeting. Helping Kipling get pranks approved by EOHSS, Ken Coley. Making sure safe, in good taste. MESsenger made for March, should be sent out. Website, designer we hired made offline version, making changes. No updates on room booking system, haven't heard about it. Mac Indigenous studies program gathering support for family of Colten Boushie. Help create connections with indigenous community, pins made, going to be in the Drain. Do people know what I'm talking about?

Mitchell: straw poll, thumbs up if you know what she's talking about. (mostly down)

Dani: will send information over slack. Pins will be available for donation. I got to be VP Academic a few weeks ago, went to Academic Affairs council. All VP Academics from different faculties. Thode hours, extended until 3am again. MACademics teaching award nominations are up on their website for profs and TAs. MSU is running policy conference on March 4th from 9am-3pm. Breakfast and lunch provided, wrote some policy papers, can go critique them. One related to transit, HSR. Second on sexual violence prevention and responsibility, sexual violence response protocol. Third one environmental sustainability, how MSU will advocate on topics for next three years. Have to register for it, registration ends tonight. If you use LR Wilson, when they got funding they got a grant that's usually only for STEM buildings. Running a thank you card to government, if you want to be involved in that they want support.

Andrea: LR Wilson, what rooms in there are engineers allowed to use? Some tutorial rooms, we can't use them. Didn't know they can limit them.

Dani: would assume it's similar to how only engineering students can get keys to these rooms.

Danny: there are also study rooms in the basement.

Parsa: while they were finishing building last year, rooms were still open. Afterwards put locks on them, think only social sciences students can book them out, get access.

VP Academic Luka Samac

Discussion: last council told you about MATLAB meeting, had that. After that meeting, myself and faculty realized that we now actually have to make stuff to teach students MATLAB. Didn't know how to approach problem, set up another meeting where we talked about learning outcomes we want to come out of it. Was going to send an email to you yesterday to ask you for learning outcomes, but phone didn't send it. Going to ask, when it comes to supdates, going to bring issue up, if you come up with any let me know. Also going to send email, make a google doc so you can send them to me. Next meeting is March 7th, anything before then would like to hear ideas. Example, very first thing we want from students is that when students open it up they're comfortable with it. Know what the windows mean, what tabs mean. Want other things like that from you guys, along those lines. Meeting with Ken on Wednesday, was talking to iBio students, heard there are a lot of issues with iBio, want to talk to them with Ken. I have a list going, if anyone has heard things let me know. Thursday, tier 2 committee meeting. Tier 2 is

university set up, multiple tiers to work on technology-related things that support education. Presentations with Prezi vs. PowerPoint. If any of you have stuff relating to that would like to hear it.

VP External Jocelyn Lee

Discussion: NEM, happening in March. CFES is doing social media frames, look out for that. CFES also doing social media campaign. If you're interested message me, goal to have one engineering student each school across Canada talk about experience in engineering. If you want to rep Mac let me know. ESSCO, mental health working group, if you're interested in applying for that it would be great to have Mac representation. Right now goal is to get information, from there working on advocacy and what we can do to improve mental health. ESSCO doing blood drive competition, started already, Feb. 17th. Going until April 17th. If you go donate blood, take a picture, send it to the link and it goes towards Mac tally. School with most donations wins a trophy. Congress at Mac happening next Tuesday, people will be presenting and there will be panel talks.

Hannah: any promo stuff we can share about the blood drive on social media?

Jocelyn: they didn't provide us with anything specifically, but I made something and it will be posted on MES Facebook page tomorrow or day after. Will also post on slack.

VP Finance Liam McDermott

Discussion: question we had about student space on WW rep application, filtered through answers, got rid of non-serious answers. 34 people out of about 136 wanted better couches and chairs. After that, whiteboards, 15 people said that. 15 people talked about nap space, napping pods, that requires more space. Other thing, received Light Up the Night sponsorship package, meeting with Tuba.

Luka: how else have you asked people for input?

Liam: MES awareness day, had people put post-it notes on a board.

Aya: can the money also be used for car teams having lockers?

Liam: car teams should have lockers. Also already spent $60,000 towards that space, this is more meant for general students.

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~~ fee to pay for materials is not required if the materials are not provided by the MES.

Jocelyn: amend motion, also include BIFRT the following be added to Appendix whatever. Missing appendix, presented it last time with change that camera is now button maker. Will send it.
Parsa: want to make sure that it clearly states $100 is separate than the money for materials. Can I make a motion to say the fee to pay for materials?
Jocelyn: friendly.
Mitchell: the word cheque will be changed to fee. Here is Appendix, saw it last time. Changed, it had mentioned camera but it was changed to button maker.

Discussion:
Aya: do people have to pay for buttons beforehand? Or after?
Jocelyn: says in appendix, will be given to AVP services & production prior. Put in number of buttons to be made, give fee.
Parsa: 10 cents, company who supplies material sells them cheaper if you buy bulk amount. Can use surplus towards more button.
Jocelyn: another minor change, last sentence in last bullet point, failure to comply instead of failure to follow this "point".
Mitch: amending, last line says fee to pay for materials, additionally appendix will be added to policy manual.

24 for
0 opposition
0 abstentions
Motion passes

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 ⌷list of competitions and conferences open to engineering students ⌷~~

4.1 Director of Public Relations

g) Compile and distribute the Conference Mail-out (see "Services", Section F.12), a ⌞⌟list of competitions and conferences open to engineering students ⌞⌟

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.

Victor: seems to be better fit for PR agenda to do this. VP External already has enough to do, Director of PR doesn't have as much. More lenient role, give it this. Not adding anything too difficult to do. Makes sense, director of PR sits under VPX.

Discussion: none

Presentation 02: Conference Policy Changes

Presented by: Jocelyn Lee

Jocelyn: start with straw poll, who read it? (Majority). Want to go into it in depth?

Mike: would say just go over big changes.

Jocelyn: basically this is updating current practices, change some little things that I think are better fit. Two main things. First, open conferences and competitions. Fund where general members of MES can apply to go to conference or competition. QSC, Eng & Commerce Case Competition, Mac MUN, things like that. Important, approval for it isn't recurring. MES groups and teams not eligible to apply for this fund. Before anyone could apply, but with this change, MES groups and teams can apply for funding at beginning of year. This fund, only available to general student member who wouldn't otherwise have funding opportunities.

Mike: point out, affiliates can still apply for this as they're not a group/team.

Jocelyn: just groups/teams not eligible, they apply for budgets at beginning of year. Affiliates can.

Hannah: average year, how much would go to a group or team? More spread out?

Jocelyn: no exact numbers. This year, Baja has applied for this. Anyone who's attended conference/competition, applying now, won't be affected by this. Off top of head, Baja, think there have been other groups and teams in past.

Liam: usually group like NSBE.

Hannah: concern, groups and teams do get funding, isn't necessarily enough to pay for all team members to go to these competitions. Think it's valuable to consider not ruling them out of this. Know for example NSBE doesn't get a whole lot of funding.

Jocelyn: this would mean total budget in open conference fund might go down, groups and teams could bring that up during budgeting.

Next part is delegate selection process, saying it needs to be more transparent. Delegate responsibilities, most standard, 2.1.2, presentation to council. Page 6, funding policy for open conferences and competitions. Right now, appendix you have to submit to VPX, submit receipts and methods of transportations. Now instead, presentation to council about people going, fundraising, benefit for MES, plan for delegation selection, why conference is important. Council will do vote, delegation will go to conference, come back and have a month to submit article to VPX for Frequency and/or MES website. Tangible outcomes, summary to be publicized.

Dani: to clarify, no second presentation as in policy?

Jocelyn: Affiliate conferences. Definition of affiliate, hosted by student organizations that MES currently affiliated with. CFES, ESSCO. Saying, head delegate will be VPX for every conference that has plenary. In conferences without, another head delegate will be selected. Within ESSCO and CFES, lots of conferences with plenary, votes held by VPX. Other conferences, CDE, sustainability conference, without vote. Would make more sense to send people directly interested, get more people to attend.

Dani: typo. Also, why are ESSCO PM and CFES PM say MES member is eligible to apply?

Jocelyn: copied that, need to change, will be VPX, maybe some exec.

Mitchell: referring to second sentence of this paragraph.

Jocelyn: win MEC, go to OEC, CEC. Right now, they're classified as closed competitions. Page 7-8, closed competitions, reflective of motion did a couple weeks ago, how MEC coordinator will be coordinating transportation for OEC and CEC. MEC coordinator will be writing article for Frequency and/or MES website to publish results of competition, how Mac did.

Aya: after just MEC? OEC, CEC?

Luka: would be for those two.

Jocelyn: yeah, all.

Aya: is there a frequency that comes out after CEC?

Jocelyn: each of these things, article to be published, could be MES website. Can be discussion, Frequency and website, explain nature of publishing? How it's run? How do we want to split what we put on Frequency or on website?

Mitchell: not currently related to presentation happening, different discussion. Should focus on presentation.

Jocelyn: okay, leave it as and/or.

Jocelyn: everything that is stricken out is captured in other parts of policy manual. Made it more clear, or in other sections.

Discussion:

Andrea: delegate selection committee. Refer to a section we don't have.

Jocelyn: not on there, not changing it. Committee, when there's a lot of applications, they'll meet and select people. Panel to select who goes. Forgot to mention, funding for affiliate conferences, says

delegates must host event for MES members. Want to change, delegates must do something to get their money back up to discretion of VPX. Could be event, delegate reports, don't want to be restrictive on it. Mitchell: in light of changes, ask that you send out fully revised version before next meeting.

Other Business:

Supdates:

Joanne (FYR): First year committee had meeting today, planning laser tag. 2 bus monitors, looking for 2 more. Tickets will be sold in 2 weeks, happening March 24th midnight to 5am.

Elena (on behalf of George, BEAMS): industry night happening now.

Andrea (Chem): info night on 5th. Hosting industry night on 8th of March. Chemical institution of Canada hosting conference at Mac on the 10th. Coffee house with Civil and Eng Phys is on 6th or 9th. Roast the profs on 9th of April.

Lianna (Drain): Kipling tickets will be sold in Drain until Friday. Started pre-ordering for flasks, going on until Friday. 7oz, engraved with Fireball, $15.
> Luka: how are they so cheap? Last time $25.
> Lianna: got a volunteer to scour the internet, found cheap ones.

Hannah (Co-OC): lull period between tryouts and selection. Right now planning team reading through applications. Toga pub planning, Saturday March 24th, day after Kipling.

Aya (MEC): have committee for MEC now.

Ian (Software): second destressor tomorrow, t-shirt order forms up soon.

Mike (President): reminder that nominations for MES general elections close Wednesday the 28th at 11:59pm. If you have friends who are interested, encourage them to run for something.
> Victor: for campaigning, rules?
> Mike: will be gone over at candidates meeting happening later this week.
> Leisha: if they run and they don't get it, can they still run for appointed position?
> Mike: yes.

Dani (VP Student Life): sent the things in slack.

(on behalf of Keeran, AVP Events): still working on finding a venue for march, but a lot of them are booked up. Probably looking around March 8/9, St Patty's theme.

(on behalf of Aisha, Director of Sports): - the women's dodgeball tournament is this Thursday located at sports hall!! Please sign up in groups if interested!!! The event should be on the MSS and MES pages / also shared on the engineering fb group!! If you have any questions please feel free to email either me or Toni (the athletics and wellness coordinator for MSS). Our emails are on the event page

- Your favorite time of the year! The annual Ratboy soccer tournament is happening March 10th!!! The event page should be shared too! Also, this is for the department and first year representatives that as students sign up, please keep a tally of those who want to participate. There should be a max of 11 players per team and if there is a significant amount of students interested make it into two teams and no more. There would be a faculty team too and if anyone is interested in being a referee or has first aid training message me please. Please also follow up to the players to bring their health cards day of the event, warm clothing, water , food and also there would be mandatory waivers that needs to be signed before anyone is allowed to play. Links to the form is on the event page but it'll be easier if the department reps keep a note of those who sign up!! Email me for clarifications at sports@macengsociety.ca !! Thanks!

Also Department reps to share the FB event page for Ratboy on their pages and advertise!!! I'll be printing out posters around the school too.

Michael Barbosa (B.Tech): movie night tomorrow, La La Land. List of movies you can show on campus. Clubs coordinator emailed us.

> Dani: clarification, movies the MSU holds, copyright and projecting in public spaces issues.

Christie (MEMS): bowling night March 14th, Wednesday. Info session for first years with ESSA sometime in March, to be confirmed once we get EOHSS.

Luka (VP Academic): planning an info session for first years as well, general thing, hoping to use that as part of transition for VP Academic. MATLAB thing, tell me things. Did you understand the problem? Anyone didn't understand? Black box on MATLAB education, know nothing coming in, what is outcome?

> Mike: could get more specific ideas from looking at learning outcomes from math courses, be able to do the things in the math courses through MATLAB.

> Ian: basic efficiency stuff. Know it's a big deal to allocate memory for array before you add to it, stuff like that.

> Luka: examples I gave, students being comfortable with it, knowing what all the different buttons and tabs do.

> Lianna: structure it like D04, modules into modules, calling scripts. Look at upper year courses that use MATLAB, example fourth year tron course that assignments are based on MATLAB. Look at those, basics for those.

> Alex: professors are trying to get us to know problems we do in class in MATLAB. Once you learn it in class, module or something you submit what you did in class through MATLAB.

Jocelyn: end of course, can go to other courses, know how to do it.

Aya: basic syntax.

Parsa: found things you do you can find documentation on websites, forums. Think course should focus on understanding applications rather than syntax. Can look at examples they provide for syntax. Teach them deeper things.

Luka: think you're paying $15,000 to be taught, paying to be taught this tool. Shouldn't resort to external sources, most should be taught.

Lianna: if they don't teach you syntax, spend hours googling, waste time. Should start from basic, start from syntax, will make or break the code.

Dani: going back to examples, pattern matching, can tell difference between students who pattern match and those who understand the code and can apply it.

Luka: would like to see students wanting, after being taught the course, go out and be excited to open MATLAB documentation, understand it.

Parsa: don't think basics should be skipped, but if basics are taught in an example that's application, can explain step by step what things are doing, what applications are.

Leisha: want to be able to come out of it knowing I can use it for other things, comfortable using it. Can use tool for other things beyond the course.

Lianna: knowing what it can be used for other than specific labs.

Andrea: knowing how basics can be applied to other languages, branch out from MATLAB. Helping develop some sort of teaching method, chem eng has a course that teaches MATLAB from the basics, if you want stuff from that I can get that for you.

Adam: being able to debug problems should be a huge part. Not just copying code, actually problem solving. Maybe given a broken assignment, find the error and fix it. Supplementary material, video series on how to do things online that students can access any time. To get help, MATLAB has specific sessions. Potentially, just have someone who knows MATLAB in math help center?

Mitchell: off topic.

Luka: can talk about it later. If people have ideas, going to send out email about it.

Helena (Tron): mechatronics patches in drain available for $3. In display case.

Lizzy (Admin): SAGM March 26th. Have a budget for council bonding, let me know if you have any ideas.

Mitchell (CRO): B.Tech election voting closed 6 days ago, trying to get results. Department reps, hopefully you've been making class announcements about nominations, if you haven't you have one day left to do it. Sent out the script 2 weeks ago, they close 11:59pm Wednesday. All candidates meeting will be happening a day or two days after close, campaigning shortly thereafter. Change your cover photos and profile photos to the images. Reached out to a company and got a quote for running our own elections. Right now pay $150 for elections through MSU. Found online service that can do up to 15,000 unique voters per election, 50 per year, $1500 per year. Usually 3-4 elections per year. Have reached out to

science, they had similar issues with election. Propose straight up split, similar number of students and elections. Would be $750 per year for us to run our own elections. Company seems interested. Straw poll, would council be comfortable with us paying $375 per election to run our own election instead of $150 per election?

Mike: could we have department clubs, other MES clubs use this? Increase number of users?

Mitchell: CRO would then be doing their elections, limit on administrative accounts. Possible though. Straw poll, think it's a reasonable cost? (majority up).

Barbosa: what is MSU gets their stuff together?

Mitchell: might not. Apparently this year UTS issue, CRO moved to a different computer, elections stuff is tied to IP address of computer. Not sure.

Parsa: Simply voting, company or MSU?

Mitchell: company, very expensive to go through them.

Parsa: we get emails via Simply voting, wondering why IP address would matter if it's servers of the company?

Mitchell: not sure how the system works.

Victor: campaigning, 5th to the 12th?

Mitch: 9am 5th to 11:59pm on March 12th. Voting 9am March 13th to 11:59pm on March 15th.

Christie: how are numbers looking?

Mitchell: haven't checked mailbox today, as of yesterday not great.

Liam: voting system for this coming election?

Mitchell: MSU. Won't be able to get student list before general election.

Dani: paying for them to be running election? Did they send out emails for B.Tech?

Mitchell: heard that some B.Tech got emails. Not sure if that happened. B.Tech?

Barbosa: got mine later, heard some people didn't.

Mitchell: system still not great, but don't really have an option at this point to get people elected for SAGM II.

Motion to Adjourn the Meeting

Motioned by: Christie
Seconded by: Mike

Majority for
0 opposition
0 abstentions
Motion passes