



MCMASTER ENGINEERING SOCIETY Council Meeting Minutes



April 4th, 2018 | JHE A114 | 7:00pm

ALL ATTENDANTS: Please inform President of your presence.

Approved Absences: Brendan Tomaiuolo (night class), Andrew Aslanidis (night class)

PROXY: (Person for Person)

Quorum Count: 17

Ratification of the Agenda

Nick: motion 4, change Nick Alvarez to Nick Aubry. Motion 6, instead of TBL being 47,000 should be 50,500.

Mitch: friendly.

Dani: motion to add a motion.

Mitch: friendly.

Majority for
0 opposition
0 abstentions
Motion passes

Ratification of Last Council Meeting’s Minutes

Majority for
0 opposition
0 abstention
Motion passes

Executive Updates

President Liam McDermott

Discussion: last week started working with Konrad, start elections for iBio. Started today, end Friday, going to vote, find out who won Monday. Appointed positions, executive will interview everyone that applied this weekend. Transitioned Nick into VP Finance.

Aya: voting for iBio? MSU System?

Liam: doing it on avenue.

VP Student Life Kat Lemos

Discussion: past week, working on appointed positions. Results next week. Still looking for Equity officer, Frequency, handbook. Encourage people to apply.



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VP Academic Ian Currie

Discussion: meetings, getting set up. Figuring out ECCS, working with them next year, talking with Melissa about who will work with them. Future, looking at organizing academic affairs council within MES, will reach out to department reps over summer, get more opinions to be able to better represent streams.

VP External Melissa Cusack

Discussion: Meetings with Ian to figure out ECCS plan. Met with SRA Engineering members, trying to strengthen that relationship. ESSCO AGM, Engineering Student Societies Council of Ontario. Annual General Meeting happens in June, applications for delegation will be soon. Will be choosing delegate selection committee. Myself, CRO, Director of PR, will be looking for other people.

VP Finance Nick Aubry

Discussion: a lot of catching up on dispensing funds from last year's budget. Working with Co-OCs to work on WW budget.

Motion 01: Motion to make "A.R.V.I." an affiliate

Motioned by: Anoop Gadhri

Seconded by: Aras Siddiqui

Whereas McMaster students will get hands on experience with very new and fast-growing technology.

Whereas McMaster will get its first ever autonomous car team.

BIRT The McMaster B-Tech EV Team becomes an affiliate of the McMaster Engineering Society.

Anoop: ARVI is project with Dr. Ishwar Singh, B.Tech Faculty. Point of project/club is to explore autonomous vehicles and robots. Car was started by B.Tech students, capstone. They built physical car, we want to take over and do autonomous aspect. Funded by professor, currently all members engineering students. Where we work, Learning Factory, basement of ETB. Everything will be a part of this lab, we have access to most of the machines in there. Showcases IoT, Industry 4.0, teaching these concepts to students. Timeline of how I think car will progress in future. Right now, want to be able to externally control car. Get sensor data, ROS to integrate sensors. Driving, AI, deep neural net trained on image recognition. Hopefully we can simulate that, can't legally bring it on road. Also want to do some small robotics projects along the way.

Nick: goal of becoming affiliate?



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Anoop: would like to get space at Hatch. Currently car is in MARC, originally was just B.Tech. Now, majority engineering students, most of them are here on campus. Would make sense for the car to be on campus.

Julian: how to join the team?

Anoop: made a post about it. Establishing club right now, doing interviews this week, can contact me.

Aya: name? McMaster B.Tech EV?

Anoop: club's name will be ARVI. That car, first project, that's the name they decided on. Club is ARVI.

Aya: suggest passing motion as McMaster ARVI?

Anoop: friendly.

Gabriel Gerbil: simulate driving? Goal? Machine learning algorithm won't be trained on road, but you have physical car?

Anoop: training doesn't have to be done on that car. Can go on any car to train it, put up cameras to get data. Two simulations, one is virtual car in computer. Could also set up somewhere in parking lot with lights, signs. Testing ground.

Aya: any competitions?

Anoop: not yet, haven't looked into that. There is a representative of the car going to Egypt to talk about it, not competition.

17 for
0 opposition
0 abstention
Motion passes

Motion 02: Space car asks for some money to get off the ground [Motion to approve funding to the McMaster Mars Rover Team]

Motioned by: Mohit Aasi
Seconded by: Desmond Kennedy

Whereas the McMaster Mars Rover Team is an MES Affiliate, but not an MES Group.

Whereas Per the Policy Manual, §3.6, MES members who are part of non-MES groups may apply to Council for Special Projects Funding

Whereas Preliminary funding will enable the MMRT to begin operations and pay for things such as a website, outreach posters, business cards, and prototype building materials.

BIRT The MES Council approve \$300 of Special Projects Funding to the McMaster Mars Rover Team.

Mohit: have some papers, pass it around. Budget of what we're going to do. Have VPs. Asking for money for website, designs, posters. We've had to go to outreach events and make our own poster, looking for something more professional. Also would like domain of .ca, right now under github server, not very professional. Want to be able to show we're professional. Also need money to start building rover. Last time, showed 3D model of rover, right now we want to make it out of wood. Talked to person in JHE Machine shop, Hatch, they want to help. Wood is least expensive, can machine it. Reached out to some



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machine shops who are interested. Stock Machine Stock, another machining shop, interested in helping us build and design it. Communications would be \$205, electrical aspect is covered by sponsor, rest is money for wood where we can put sensors and motors on it.

Mike: what other sources of funding?

Mohit: professor. Get money from competition we're in for making it out of metal, making final product.

Aya: also seeking external sponsorship?

Mohit: plans for that. Local companies, RBC, Arcelor Mittal, lots of other companies. Companies that help with competition, FIRST robotics, help STEM learning teams. Also reaching out to several professional engineering societies.

Ian: where are you for those sponsors? Have you reached out?

Mohit: don't have proper sponsorship package yet, not presentable. Our plan is to improve, reach out.

Aras: mentioned you've obtained \$5000 from Dr. Ishwar Singh. Where did that go?

Mohit: still calculating, figuring out what motors and things we need.

Liam: just want to remind everyone that we have enough in special projects, this is last motion for year.

17 for
0 opposition
0 abstention
Motion passes

Motion 03: IEEE McMaster Student Branch and MES Affiliation

Motioned by: Vincent Phan
Seconded by: Konrad Grala

Whereas the IEEE McMaster Student Branch has been here at McMaster for more than 30 years, and it is time that we become an official MES club.

Whereas the Student Branch is a great resource for engineering students in all departments, especially in ECE. We host several technical workshops and talks throughout the year, some examples of this year are: PCB design workshop, Raspberry Pi workshop, biomedical talk by Dr. DeBruin, an MRI lab tour, soldering workshop. We've been working in collaboration with Women in Engineering, ECES, BEAMs, the ECE Department this past year and we're hoping to expand our affiliations to the MES. We host the annual McMaster Programming Competition with about 70 participants in 2018. This event is sponsored by Intel, and the ECE Department has unofficially agreed to work with us to expand this event even more. Whereas we also provide ECE students with regular services, such as course kits that are cheaper to buy from us than from another source, capstone supplies, use of a PCB mill and soldering equipment. With support from the ECE department, the Faculty of Engineering, IEEE Canadian Foundation, IEEE Hamilton Section, we believe that our group has a lot of great resources for engineering students. We hope to work with the MES to gain more exposure within the Faculty of Engineering and to attract more students, outside of ECE, to the events, workshops and services we offer.

Prepared by Lizzy DaMaren, MES Administrator
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BIRT The IEEE McMaster Student Branch be an MES affiliate for the 2018/19 year.

Mitch: motion is out of order, amending it to remove club portion of BIRT.

Vincent: chair of IEEE branch. We're all ECE, open to all students but currently all ECE. IEEE founded at Mac in 1965, almost as long as MES. Well established, own activities, own council, own budget.

Alexander: McMaster programming competition, run for about 20 years. Compete in teams, about 10 questions. This past year about 70 people attended. In preliminary talks with a professor to make it an ECE sponsored event, potentially have course bonuses.

Areeba: everything is summarized in motion. Want affiliation to gain visibility, show people what we have. We host workshops, events, not a lot of people know we exist. Want to work with MES to expand.

Vincent: at event there are students from eng phys, tron, materials. This year, joint event with WiE, Phase One. Becoming with MES we can talk to other groups.

Areeba: office we have in ITB, a lot of equipment that people can use. Kind of like Makerspace but we've had it for longer. We could invite other students to use this space.

Vincent: a lot of equipment, new this year. Capstone groups in ECE have access to this equipment. PCB Mills, Arduinos. Received funding from MacLAB. We provide a lot of services.

Mike: usually groups become affiliated, clubs is because they want to rely on MES for resources.

Monetary, space. Would IEEE, being established, just want to have better reach to students?

Vincent: that, also funding. No annual budget, own applications and fundraising activities.

Mike: eventually, become a club, would be going for funding?

Vincent: yes.

17 for
0 opposition
0 abstentions
Motion passes

Motion 04: Operational Contingency Allocation

Motioned by: Nicholas Aubry
Seconded by: Liam McDermott

Spirit: To keep up with Policy

Whereas: Money must be moved from Operational Contingency to over performing budgets

BIRT: \$336.50 be moved from Operational Contingency to ESSCO Membership

BIFRT: \$13,458.85 be moved from Operational Contingency to Closed Conferences + Competitions

BIFRT: \$3,752 be moved from Operational Contingency to The Drain

BIFRT: \$937.96 be moved from Operational Contingency to Frost Week

BIFRT: \$223.09 be moved from Operational Contingency to First Year Club

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BIFRT: \$793.46 be moved from Operational Contingency to Culture

BIFRT: \$1855.43 be moved from Operational Contingency to WW Misc.

BIFRT: \$5,932.50 be moved from Operational Contingency to Audit

Nick: per policy manual, operational contingency set aside to balance books at end of year. Have to move money out of operational contingency into other budgets. Helps to close books at end of year.

Liam: at SAGM, adjustments are all for budget lines that went over budget.

Aya: what is operational contingency?

Liam: two contingencies. One is operating, other financial. Operation, MES sets aside \$30,000 every year in case budgets go over. Financial contingency is a lot of money in GICs, growing, use those in case MES desperately needs money.

Santiago: why was so much moved to closed conferences & competitions?

Liam: after FYIC, Jocelyn, VPX at the time, wanted to check the books. Expense reports I had received initially had gone to open conferences. That was incorrect, was moved to closed because that's what it was for. In terms of conferences overall, didn't go overbudget.

Aya: is this more funding for next year, or just this year?

Liam: entirely for this year. Next year's budget Nick will present in September.

Leisha: based on this, modifications to budget next year?

Liam: entirely up to Nick's discretion.

Nick: will be accounted for. Over the summer, will reach out to teams/clubs, people seeking funding, ask them to pitch what they're hoping to get for upcoming year. Look at what people are asking for, forecasting revenues, will budget on that. Tough to say exactly, will happen over summer.

17 for
0 abstention
0 opposition
Motion passes

Motion 05: Let's get the Student Space Enhancement Funding Going

Motioned By: Liam McDermott

Seconded by: Kat Lemos

Whereas: The Referendum says that we need to motion for approval to use the Student Space Fund

Whereas: Transparency with how money is spent is important

Whereas: Making use of this fund is easier to do during the summer than the school year

BIRT: The MES allows the executive to use \$20,000 from the \$60,000 to buy the following items:

Tables, Chairs, TVs, white boards.

BIFRT: The MES can also use the money for any costs that relate to setting up, altering space or warranties for the items that are purchased.

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BIFRT: The MES executive presents the purchases that were made at the first council meeting in September 2018, as well as SAGM I of the 2018-2019 year.

Mike: would like to propose amendment, BIFRT statement. Exec presents purchases in first council meeting of September, as well as SAGM I. More specific, also big project that should be presented.

Liam: we spent \$65,000 on Hatch this year. Didn't present that.

Kat: most likely going to be touched upon in my presentation in September, don't think it's necessary to have it twice.

Santiago: make it you have to present it?

Kat: part of my platform, will be in accountability.

Dani: can just have it presented, not necessarily its own presentation.

Mitch: motion to amend motion. (11 for, 4 opposed, 2 abstentions, motion passes).

17 for
0 opposed
0 abstentions
Motion passes

Motion 06: MES Needs Money for This Summer

Motioned by: Nick Aubry
Seconded by: Santiago Vera

Spirit: To approve summer spending for Welcome Week and Exec Ops

Whereas: We need approval for the budgets we use during the summer, which are Welcome Week and Exec Ops.

BIRT: Welcome Week receive \$33,500 allocation from the MES, and a total budget line (TBL) of \$50,500.

BIFRT: Exec Ops receive \$8,000 allocation from the MES, and a TBL of \$8,000.

Nick: to approve spending over summer, in preparation for WW, has to be motioned now. Defer to Co-OCs to present WW budget.

Marc: top, revenues. Bottom, expenses. Revenues, Student Orientation Levy is student payments for plans, MacPass. Asking for more money from MES, one we didn't get as much money as planned last year. Also growing interfaculty stuff, trying to get more events going. Reaching out to Kin, making paint night bigger, grow communication. Communication has been a struggle, for reps and first years, so would like to put more money there. Faculty day, biggest expense is catering. First year swag, bandanas.

Santi: faculty night, food and catering. Increased budget for transportation. More busses, get there faster, run more smoothly. Entertainment, supplies. Equipment and venue rentals, brought that down because we overbudgeted last year.



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Marc: faculty fest, roughly what we had last year.

Santi: increasing it a little, petting zoo, inflatables, dunk tank, more going on.

Marc: Shinearama, food for after we get back. Transportation, HSR busses. Swag, last year we did pins, might do patch this year.

Santi: first year swag, mailout, sent out over summer. Swag bags. Amount increased, last year we went over budget on that, mailing things is expensive.

Marc: parallel programming, put a little bit more money. Instead of just board games, want to get more equipment. Game cubes, Mario kart. Food catering. Interfaculty, putting more money there this year.

Trying to reach out to Kin, expanding paint night. Revenues, mostly from SSC Welcome Week grants.

We get grants for interfaculty based on what we do, won't affect budget.

Santi: reps, things to do over summer. Catapult, suit handout. People pay to be a rep. Suit orders, booking venues.

Marc: WW grant, university is giving grants if you're getting suit for first time. Can apply for 10% off suit, subsidize costs. Miscellaneous, sun screen, bug sprays, honey. Misc. misc., extra communications.

Booklets with schedules, where pods are, helping with advertisement and communication. In total, end up with \$800 surplus, bit of a contingency.

Leisha: WW rep suit discount, each student individually has to apply?

Marc: don't know full details yet. Pretty sure it will be through Mosaic.

Santi: we'll facilitate process, tell you exactly what to do.

Aras: still doing USBs?

Santi: depends. Haven't decided on what to have in mailout. Really expensive, realized last year people don't really care about them.

Santiago: \$8,000 for exec ops?

Liam: nothing particular, whatever exec needs to do. Same as previous exec had. Last year was used for exec retreat, presented that in first council meeting.

Santiago: arbitrary number?

Liam: just last budget for exec ops. So far we've hit about \$6,000, also used it to sponsor light up the night. Also, we're going to be spending on room booking system. Wiggle room.

17 for
0 opposition
0 abstentions
Motion passes

Motion 07: Policy & Pronouns

Motioned by: Dani Lake
Seconded by: Kat Lemos

Whereas the Policy Manual currently uses he/she and his/her when referring to people's responsibilities

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Whereas this appears unprofessional, and is not inclusive to those who may use other pronouns

BIRT All instances of he/she are changed to they in the Policy Manual.

BIFRT All instances of his/her are changed to their in the Policy Manual

Dani: presented this, old council. Spirit behind motion, in PM uses he/she. Looks sloppy, non-inclusive. Something I wanted to be changed before end of my time.

17 for
0 abstentions
0 opposed
Motion passes

Other Business:

Transition Activity – Liam McDermott

Liam: want to get new council's opinions on a few things. Three things you like the most, three things you like the least about MES. Would like to have an idea of what everyone's goals are. What you want to get out of position, how to get involved. Will set aside 20 minutes for everyone to get into discussion groups.

Linford: questions are primarily based around outgoing council members. Many won't have access. Passing off to them?

Liam: yes.

Aisha: my position, not on council anymore, appointed? How to pass information?

Liam: contact them after interviews happen.

Amy: outgoing and incoming member?

Liam: from both positions perspectives, focus on incoming.

Nick: typo, 3 best parts of council, should be about MES.

Liam: thank you for filling it out. Exec is going to look at that, work on things over the summer. Goals, this year we're going to try and talk to you individually to help you meet your goals. Will be further discussed at BTM. As department reps, you all have to sit on two committees. If you already have an appointed position won't ask you to. Will send an email out, ask you pick committees to be a part of by end of month.

Supdates:

Mike (outgoing president): welcome to new members. Take this as learning experience. Might be your first time getting involved, taking leadership position. You're not alone, don't be afraid to admit you don't know what you're doing, seek help from others. You represent the 5,500 students in this faculty. Job should be taken seriously. Not super seriously, but in perspective. You represent students, everything you do here matters. If you have thoughts, speak up and discuss them. You were voted here to share your opinions. Good luck.



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Dani (outgoing VP Student Life): second what Mike said. You can do a lot of great work in these roles, have fun.

Leisha (AVP Events): done transition.

Aya: social committee?

Leisha: given google doc that has monthly breakdown of what I should be looking at. April is social committee, will get to it. Want to talk to people who were on social committee this year, get some feedback, maybe make some changes. Will happen before end of month.

Konrad (iBio Rep): referendum a couple weeks back, popular vote was to remain under MES. Other option was to become own society. Now running campaigns and elections for members of faculty society. Presidents, other elected positions. Next iBio rep will take over for next year.

Erin: how close was referendum?

Konrad: quite a bit off. 60-30 split.

Alexie (Software rep): transition, started to attend SEC meetings. Idea of what they want to do next year.

Desmond (Eng phys rep): still need to transition, will talk to Michael Jobity. We have a coffee house on Friday night. EPS electing next year's exec on Monday.

Aya: anyone can come to coffee house?

Desmond: yes.

Santi: when & where?

Desmond: Bridges, 7pm Friday.

Liam (SRA): incoming caucus leader for SRA Engineering. Main goal is to bring faculty society closer to MSU, bring support. If you have any questions, comments, concerns contact me. We have VP Elections this weekend, if you have any opinions feel free to reach out to me.

Ian (VP Academic): straw poll. Looking at academic affairs council throughout upcoming year. Who I might get to do that. Two options. Department reps, meeting on council to talk about academic issues from stream. Or could get another representative from stream, some of you have VP Academics on council. Department reps, opinion for department rep to be in that role, or VP Academic/equivalent person from your society?

Hassan: commitment?

Ian; relatively low, looking at 1 meeting per semester.

Santi: goal?

Ian: being able to better represent all the streams. I only have so much reach as myself, this way can get wider issues.

Leisha: includes first year reps?

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Mitch: they are department reps, yes.

Alexie: voting, Ian said not every faculty has VP academic. If we vote for responsibility to go to VP Academic, and there's not one who does it go to?

Ian: would be up to you to decide who.

Mitch: option 1 department reps (7 thumbs up), option 2 VP academic or other (~10 thumbs).

Melissa Cusack (VP External): for summer, platform point was to look for sustainability initiatives. Not sure how that will apply. Going to look into best practices that CFES is working on. Ideas, ways MES can improve in sustainability, let me know.

Aisha: sustainability in engineering conference?

Melissa: CFES has conference on sustainability in engineering, January or February of next year. Talking about initiatives for MES itself.

Santiago: ideas now? After?

Melissa: message me.

Santiago Vera (Co-OC): team selected. Toga, collecting money for suits. Picked WP and SP.

Marc Peters (Co-OC): started planning. Committee members have their jobs. Primarily working towards finishing sponsorship package. Passed budget today, we can start paying for things and booking things. Doing feedback right now.

Nick Aubry (VP Finance): settling in. Still some positions that haven't been applied to. Frequency, handbook. Good opportunity, learning experience.

Aya: brief overview of what Equity officer is?

Nick: about going through manual, making sure to change pronouns. Other initiatives.

Liam: sometimes when you look at policy manual, some ableism. Motions presented, for delegate fees have to be able to write notes at conference. Equity officer, in long run, have someone who can look at new policies and make sure they're accessible.

Hassan (Mechatronics rep): transitioned. Have society for next year.

Cassie Stothers (Chem rep): chem eng club for next year is set

Natasha Varghese (comp sci): have society for next year.

Kaylie (BEAMS): currently in process of picking exec for next year. Last week had social, lecture series.

Erin Nunn (AVP Clubs): transitioned, working on getting things going.

Aras (B.Tech Rep): Serve night tomorrow. Ping pong, bar in downtown Hamilton. Having a car show on Monday. Same day as Light up the night, but it's kind of before.

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Santiago: can anyone go to serve/car show?

Aras: car show yes, serve not sure.

Santiago: car show when & where?

Aras: starts 6-7, MARC parking lot.

Amy: think anyone can go to Serve, I got invited.

Santiago: new logo for BTA?

Aras: voted, purple fireball. One has BTA around it, other has BTA in it, still deciding.

Marc (Drain): closing on Friday for the summer. Appreciation lunch next Monday. Leather jackets should be in next week. Will be transitioning new people next week, they'll be helping with leather jacket delivery.

Liam: forgot to mention, we're sponsoring Light up the Night this year. Chill zone, giving out popcorn and cotton candy.

Santiago: want to volunteer, how do I do that?

Liam: contact the Co-Ocs.

Lizzy (outgoing Administrator): Elected members, you're responsible for taking this role seriously and representing students. Please participate in the meetings, pay attention. Let admin know if you're going to be absent at least 24 hours before a meeting. If you're absent for a non-repeating academic reason and appoint a non-voting member of the MES to proxy for you, they'll count towards quorum. Have fun with your positions, make the most of it.

Mitch (outgoing CRO): CRO, maintain integrity during meetings, maintain policy manual and constitution. Recently, complaint filed against mechanical engineering representative results. Those were resolved, Julian still holds position. He will be ratified at SAGM I of 2018. Recently met with MSSS president about issues that they had with voting this year.

Santiago: complaint about mechanical rep?

Mitch: can't say. Wasn't against candidates, was about process.

Santiago: also, for the voting thing, talked to science?

Mitch: reaching out to them.

Motion to Adjourn the Meeting

Motioned by: Desmond Kennedy

Seconded by: Aya

Majority for

0 opposition

0 abstention

Motion passes