McMASTER ENGINEERING SOCIETY
Council Meeting Agenda

July 30 | [Zoom](#) | 6:00 PM

ALL ATTENDANTS: Please inform President of your presence.
Approved Absences: Vaytiere Iglasias, Gillian Ford, Marina Manoraj, Eleanor Gough

PROXY: (Person for Person)

Quorum Count: 18

Ratification of the Agenda
Motion to ratify agenda by Alex
Seconded by Jack
30 Agree
1 Disagree

Ratification of Last Council Meeting's Minutes
Motion to ratify last meeting minutes by alex
Seconded by Dziagus
30 Agree
1 Disagree

Executive Updates

President: Alex Moica

Discussion:
- Welcome everyone, rough right now, we'll get used to everything
- CRO will explain what ratify, motion etc means and how to pass them
- Working on policy hard documentation of what plans will be for the action plans
- Also working on the people side, really easy for others to lose track of the mission of the MES, meeting with people to keeping track of what they will be doing during covid, how they're doing and how they're feeling
- Been meeting with MSU and other councils at mac and other universities
  - Looking at how COvid has impacted students and best practices
- Workin on mailout package, overhauling it this year for First years to make them more comfortable for Welcome Week
- Working with clubs and teams - hatch is closed this year (at least for fall, not sure about winter)
  - Keeping track of their goals for the year, helping them through it

Question: Online event software that MeS is proposing to use and what we have licenses for. How to sign up
Answer: Lot of softwares:
- Zoom, Brazen (ECCS - ask Daniel Piccone)
- Faculty is looking into HopIn

- Good way to have online conferences, has sessions,
- Faculty bought a subscription (Arlene Dosen)
- MES given licenses, but still in the works about how to use it
- Essentially reach out to Arlene to ask for access to the license

VP Student Life: Erin-Leigh Yusek

Discussion:
- Planning for the virtual environment: new events, how to keep students involved, virtual lounge for discord
- Hatch space allocation - pretty much almost done
- Planning back to school week

VP Academic: Andrew D'Elia

Discussion:
- A lot going on, how are things going to run?
- Advocacy on academic issues
  - Summer school
  - Tuition
  - improvements to facilities academic plans
  - Meetings with ESSCO in terms of academic plans
    - Mac has been the best!!
  - Meeting with Associate Dean (Steve
    - proctoring softwares, 1p13 etc
  - Academic updates on the website
    - Let andrew know of any questions
  - Back to school programming
    - Let andrew know if you want to get involved, new ideas etc
  - Setting up meeting with department chairs
    - If you can, reach out to andrew first
  - Asking reps for questions or concerns to talk about to department chairs
  - Helping to develop mentorship and tutoring programs
    - Applications are open!
    - Expanded to include a NSBE and Btech stream
    - Extended academic sessions for all under Faculty of Engineering

VP External: Damilola Fadiya

Discussion:
- Catching up with ESCO

- Teleconference and ratifying ideas for the year in terms of online situations
- ESCO PM with Alex
  - CFES meeting to brainstorm ideas for throughout the year
- Finding out how MES can help out with ECCS in terms of student engagement

VP Finance: Emma Mandel

Discussion:

- Large Audit, working with DLD setting up accounts netc
- Working with clubs and teams and departments reps to get their budget for the year
- Working on EFTs (Etransfer for business accounts)
  - Large discrepancy for privacy → need a lot of personal information
- Reimbursements are coming, let Emma know if you havent gotten yet
- Swag, red suits payments
- Been working on a charity selling patches
- Online budgets for premium software licenses
- Reimbursements carried over from the last year

VP Communications: Terrel Marshall

Discussion:

- Advertising → continue carried over from last year,
  - MES branding on websites, documents etc.
  - Working with advertisement committee to make sure that were getting advertisements more effectively and posted asap
- Publications → frequency editors been great with their work and their sub appointed positions, articles have been going great, issues with handbook
- A bit of issues with internal affairs with events, but working on it!

Presentation #1: Meeting Policies

Presented by: Aras Siddiqui

Discussion**:**

- For most, first ever council meeting
- Email cro@macengsociety.ca for any questions!
- Council meetings run once every 2 weeks
  - In a term, 6 meetings
  - Get everyone availability, will try out best even through covid to get the best time for everyone
  - Usually there are a lot of people on council
  - Two types of positions: voting (elected positions) and non voting positions (appointed positions)
  - Quorum: ⅔ of voting positions at council meeting is required to do any business (ie. pass motions etc.)
  - Mandatory for all MES voting positions to attend council meetings
    - If you can't make a meeting, must email Admin and CC the CRO to let us know
    - Must have an approved absence (illness, class, midterm, representative for MES somewhere else)
    - Proxy: if you aren't able to make a meeting, appoint someone to vote in your place, they can vote on your behalf
      - Can be any full time MES member (ex. Dep rep can ask someone from that department to proxy, must know be related to position)
- Hand gestures: Rogart Rules (on the website, on the policy manual
  - New Business → Index Finger (use 1 in chat)
    - Bringing up a new point
  - Direct Response to what is being said → Index and Middle finger
  - Asking for Clarification → Pinky finger (use 2 in chat)
    - Must be a quick one-line answer
  - Aras will send this out to all of council (use 3 in chat)
- To make a motion, there is a motion template on the policy manual (title, motioned by, spirit, whereas statement - what will happen after resolved, BRIT - indicates resolution of the motion)
- Will be using google meet for the year
  - Secure and everyone has access
  - Will send it to your calendars, link will be on there
  - Only for meeting, if you want to follow up with someone personally please use Slack!!!! It's dead right now and we are paying for it

New point:

- If you are a voting member you have responsible to the students to actually listen to what the motions are and vote accordingly
- You make very important decisions for the students, important you guys are focused, but we will try to keep them short
- It is your duty to attend these meetings
- If you do not attend 2+ meetings, you will be removed from the position and re-election will occur

Presentation #2: Policy Changes

Presented by: Alex Moica

Discussion**:**

- Aras, Alex and Dziagus have been working and refining the current policy
- Policy manual was created 60 years ago, never actually had a group of people to go over it
    - Kind of a mess, contradicts itself etc
    - Can't work with something this convoluted
- Changed the contents to reflect how the MES currently is
- Why should you care?
    - Money: MES has a lot of money paid for by students, need to ensure that we are benign governed as best way possible
- Motions will come later to decide on these changes, constitution will change at SAGM
- At Fall kick off, will re-present all of the changes and the meeting after, will vote on all the changes
- Colors show suggestion changes, will email the doc to everyone to read over
- Major Changes:
    - Adding ibiomed to voting position
    - Removing appointed positions, adding to bylaws
    - CRO can make constitution changes can make grammatical changes
    - Split up into two sections: constitutions and bylaws
    - Bylaws are a recognized document in the constitutions
    - Constitution changes go through SAGM
    - Policy manual changes through motions
- Bylaws process will stay the same
- Faster to update the policy manual and spend more time on meaningful discussion
- Execs can make policy manual changes by majority vote with letting council know, council can overrule
- Maclab is being removed from policy manual and making it it's own governing documents
- Bylaws Documents:
    - Positions have been updates

- First years can only vote for first year positions related to their faculty
- CO-OC Welcome week will be voted on by MES Execs, Steve, Outgoing Co-OCs
- Removed faculty committee that we sit on, in the job description already
- Will hold another bi-election if elected member declines positon
- Financial changes due to SCI have been reverted
- Got rid of contracted and paid position
- Allow interest-free loans for certain situations
- Policy Manual:
  - Change the website to be under the DOmain of social media and website coordinators and not IT
  - MES rental equipment has been consolidated under one section instead of multiple
  - Gotten ridden of MES Test Bank
  - Maclab section removed (it's own document)
  - Added financial need exemption for red suits
  - Changed Rogart rules of talking updated
  - Policy manual holds a bunch of Appendices and changes have been updated on the documents
    - Added an MES office use contract - please read!

Question: Are we making the Hatch Procedural public?

Answer: Doc should be made public, patrick will ensure that is made public

- If you do not have the time to go through the changes, just make sure you look through sections that you are involved in to make sure we get the perspectives we need to make sure it reflects MES as best as possible
- Just Aras, Dziagus and Alex making changes, please read it to make sure it is okay!

Presentation #3: VP Academic Discussion

Presented by: Andrew D'Elia

Discussion**:**

- Can always email or consult MES website about academic
- Tuition fees
  - Is there a possibility of tuition changes?
    - Unfortunately no by senate of tuition, a central university decision
    - Met with associate dean academic and dean of studies to take out portions that relate to maintaining physical facilities
    - But university uses the money taken in as a lump sum and distribute as university sees fit
    - Kind of out of our control
    - Conversation is still going on but as of now, it's is a no

- - - Have lowered the MES fee to try and offset
  - Proctoring softwares?
    - Motions that Approves the use of proctoring softwares
    - Profs have the right to use a software, piloting has been happening in the summer
    - Still waiting to choose which software, but it will be a universal software for all of the university
    - Approval to use the software, not a requirement, up to the prof to use or not use a proctoring software
    - Concerns about invasion of privacy have been talked about
    - University have created a task force to choose a software that chooses
    - Use of software will be indicated in syllabus
      - Can drop the course and wait till in person classes to take it
    - There are a couple exceptions but it is pretty rare
    - MES stance is anti-proctoring software
      - Advocating for other means of authenticity instead of ripping open students' computers
  - Will we have to pay for the software?
    - Some students have had to buy a camera
    - There may be possibilities of having to buy the software
    - MES will advocate for it to be apart of tuition
  - Is there any student involvement in choosing a software, who is involved in the task force?
    - Did not go into detialabout who is on the task force
    - As of now, don't think there is any perspective of the student of the force
  - PSA: can just your phone for meetings but will we be allowed for proctoring software
    - Not sure how this works with the software though
    - One instance: otterlock requires webcam to be connected to computer
  - Any discussion on if there has beena glitch when using the software?
    - Things do happen, profs are expected to expect that and must have protocols in place ot address that
    - Probably going to be some sort of instructions given by the prof if anything happens to ensure authenticity

McMaster Engineering Society

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Supdates:

Equality and Inclusion Officer: Absent

Drain Co-Coordinators:

- will get drain up soon
- Happy birthday andy!

MacLab Chair: Absent

IT Coordinator:

- Fixing mes website
- Feel free to let him know!

Data Co-Coordinator:

- We've been with Desmond, getting set up for the year
- Projects: an easier way to get and analyze and organizing data for the year considering it is all online this year, getting setup with making surveys for this year, first semester (how uni has been dealing with covid and second semester
    - Let data coordinators if you want any questions to know

Sponsorship Co-Coordinators:

- Been in touch with past coordinators, getting their advice
- Been in contact with AVP Events
- Organized events that need sponsorship and those that don't
- Getting started on sponsorship packages

Co-Orientation Coordinators: Absent

FYEC Co-Coordinators:

- Planning an online conference
- Hoping to have an in person session if allowed, but preparing for online

Kipling Co-Coordinators:

- Not much to say, check back in November
- Forward kipling emails to Emma (VP finance)

FireBall Co-Coordinators: Absent

MEC Chair:

- MEC has been going well, trying to see if they can extend to BioEngineering Competition
- Unfortunately bioengineering could not go to OEC
- Has arranged for some swag for the care packages to go to the first years
- Getting a leader to run the competitions this year
- Will probably use HopIn

Culture Co-Coordinators: Absent

Sustainability Co-Coordinators: Absent

Wellness Co-Coordinators:

- Working on organizing the plan for the year,
- Preparing for winter being online
- For fall, looking into arranging SuperSmash Bros tournament without everyone having their own console
- Most workshops will be on zoom
- Working to beef up social media presence - follow them!
- Hired and onboarded exec committee, helping out with Back to School week

Sports Co-Coordinators:

- Been trying to create alternatives
- Maybe have online video games for sports
- If you have any ideas, let them know!

Leader Development Co-Coordinators:

- Working with ECCS bringing awareness about what resources are being given to students
- Workshops on what ECCS offers
- Making more awareness for small companies for those looking for companies
- Working to help with Back to school week

Internal Affairs Co-Coordinators:

- Planning events for the year, finalizing
- Helping out with back to school week with andrew

Hatch Coordinator:

Lounge Co-Coordinators:

- Lounge has been working to create an online discord for a place for students to hang out
- Discord has been made, advertisement still needed

Trailer Coordinator: Absent

Mentorship Co-Coordinators:

- Same updates as andrew

Tutoring Operations Coordinator:

Social Media & Website Co-Coordinators:

- Same updates as terrel

Graphic Designers:

- Same updates as terrel

Handbook Editors:

Frequency Editors:

- Has been working and revamping the website
- Please let them know of any topics
- Going well in terms of articles
- Articles are on track to be released in September

Plumbline Editors:

- Gotten everything the editors need, only need the parts of faculty of engineering to submit their parts

Publications Editor:

- Handbook has been in purgatory in terms of mailout
- It's a work in progress, will probably be online

ECE Rep:

- Not a lot of updates

Matls Rep: Absent

Tron Rep:

- Working with tron society
- Planning to have bonding and academic events on discord or zoom for the first week of school
- Increasing social media presence

Mech Rep:

- Working with mech society
- Thinking of making a survey to help represent the students body (request, changes)
- Having a townhall next week

Software Rep: Absent

Civil Rep:

- Figuring out how to running events online, merch and how to make available for students
- Adjusting to online, in planning stages

Chem Rep:

- Working with society to reassign roles given
- Events to get students ready for Industrial Nights
- Mentorship for students coming into chem eng
- Planning stages for other events

iBio Rep:

- Rebranding, planning events
- Looking to start tutoring for anatomy

Eng Phys Rep: Absent

Comp Sci Rep: Don't have one

Society Rep:

- Made a linkedin and instagram

BEAMS Rep: Absent

Management Rep:

- Seeing how we can get more involved with management students
- Make more information sessions, and be more integrated with the second year students

BTech Rep:

- Finding events to do, a lot of progress
- If you need ideas you can let him know!
- Trying to put more effort into merch

AVP Clubs & Services:

- Undergone process for clubs retaining their MES status
- Gone over strategies for the online year
- Create transition documents to outline duties and responsibilities
- Working with FYEC for opportunities of exposure
- Working with back to school week

AVP Academic Resources:

- Getting committee to run catchup sessions throughout the year
- Contacting the Btecha nd Ibiomed to include them in the sessions
- Outreach to libraries to get MES textbook library administered by Thode

AVP Events:

- Working on scheduling and planning events
- Alternatives of physical events and new events for online
- Recruitment for committee

VP Student Life:

- Not much else
- Drafting emails out to clubs and teams, committees, hatch etc
- Helping oversee committees

VP Comms:

- Use the advertisement request form!!
- If you are a department rep outside of voting positions, MES graphic designers cannot help out with the designs, must design yourself

VP External:

- Jumpstart program from the ECCS → webinars and sessions
- PEO student conference delegate applications will come out soon

VP Academic:

- Intend on creating a 1p13 focus group, look at curriculum being taught and that each level 2 specializations represented proportionally
- Started to collect testimonials of MacLab equipment for email campaign

VP Finance:

- Working on budget, finishing up now
- Will be emailing all department reps etc their final amounts
- Will be having a termly meeting to make sure everythings on track
- Reimbursement for kipling tickets

President:

- No more updates

Administrator:

- Will start bringing up office hours

CRO:

Motion to Adjourn the Meeting
Motion by Andrew
Seconder by Liam
16 Agree

Other Business: [Bonding Activity](#)