Date: 9 November 2016

Author: Bella Khidhir

Meeting Minutes
Annual General Meeting

I.   ATTENDEES
(Meeting is chaired by VP Internal)

Position	Name	Present (Y/N)	Position	Name	Present (Y/N)
President	Hannah Brown	Y	*Technical*	Ivor Selimovic	N
Faculty	Matt Demers	N	*FYEC*	Katie Morris	Y
Chair	Schrynel D'Mello*	Y	*Athletics*	Galen Woods	Y
Secretary	Bella Khidhir	Y	*Charity*	Kate Nakamura Courtney Steingart	Y Y
VP External	Matt Curtis	Y	*Arts*	Kiera MacDonald Michael Balder	Y N
VP Internal	Gavin Pearce*	Y	*OSnap*	Betty Zhao	Y
VP Finance	Olivia Currier	Y	*Merchandise*	Patrick Marton	N
VP Socials	Stephanie Walton Marinus Sebastian	Y	*Office Manager*	Karine Jarzecki	Y
VP Academic	Maddie Prince	Y	*1st Year Reps*	Talha Bin Tariq Catherine Dang	N Y
VP Social Life	Julia Foucault	Y	*2nd Year Reps*	Joyce Cheng Scott Ackerl	N Y
Internal Development	Salma Dammak Katherine Goss	N Y	*3rd Year Reps*	Tiana Mistry **M** Kevin Stewart/Alicia Schmidt **C/ESSC** Val Bauman/Ciaran Buckley **B** Denis Clement **E/W**	Y Y/Y Y/Y Y
Professional Development	Carlos Lopez	N	*4th Year Reps*	Emily Lockhart/Mohamed Shallouf **M** Marc Zarifa **B** Ahmed Rahmati **C/ESSC** Marjorie MacDonald **E/W**	N/Y Y N N
Communications	Vienna Bassan Hailey Birrell	Y			

Non-council attendees: Leah Groves

II.   AGENDA ITEMS

A. Council Accountability
- Each member of EngSoc read through their Policy Manual responsibilities and provided cause for any responsibility not yet met.

- Presentation available for reference
- Official online calendar is missing
- Betty thinks fewer editions should exist due to half months (exam months) but process complicated due to advertisers
- Liv looking into phone bills
- Socials "debriefing events" is good to do for transition reports plus verbally in meeting, but no need for a written submitted component

B. Motions
(more detail available outside of this document)
(blue is a summary of the motion text and may not contain all details)

MOTION 1: Only EngSoc Members are permitted in the EngSoc Office
- Security reasons

MOTION 2: Every member must join the ticket committee for one event and be responsible for all the ticket sales for their pertaining event **AS A TEMPORARY SOLUTION**
- Security reasons

MOTION 3: Add "Ensure all members have access to print credit" to tech coordinator
- Due to new system

MOTION 4: PDO must be responsible for organizing at least 1 event per semester from the list and remove "fairs" because not allowed
- To be more visible to students as a role

MOTION 5: Add "neat and accurate" to note taking for Secretary position so it becomes "Responsible for recording and preparing neat and accurate minutes for Council meetings"
- Professionalism is important because they are viewed by everyone

MOTION 6: Add "Be the person in charge of giving people outside of Council access to the minutes when required." to Secretary's position
- Transparency
- DELETED (REDUNDANT)

MOTION 7: Does not exist

MOTION 8: Technical coordinator must also act as a social media representative and mange EngSoc FB group, Instagram account, and in the future Snapchat or any other
- These accounts are poorly managed sometimes
- DELETED (will be brought up again when motion 12 passes)

MOTION 9: Secretary must submit minutes within 48 hours
- Efficiency and to avoid messing out on opportunities

MOTION 10: Add "Be responsible for checking academic feedback box and bringing up suggestions to faculty/curriculum meetings, plus update council (almost) every meeting with a summary of last faculty meeting/progress/changes being discussed in academics" to Academics Officer position
- Transparency and accessibility between curriculum changes and students

MOTION 11: "The 5th Year Representative position will only be invoked if the majority of returning 5th year students bring a signed motion and selected candidate to the first Engineering Society meeting of the year."
- Number no longer appropriate but must have name to not waste time

MOTION 12: The Internal Development Officer reserves the right to edit and modify the Policy Manual without the approval of a general meeting but, instead, through a presentation of desired changes at the next available Engineering Society meeting.
- Faster, makes more sense

MOTION 13: Remove the following sections: a.v., b in its entirety, and g and add to Office Manager (and change to Office and Lounge):
a. Maintain and upkeep the calendar and poster boards in the Engsoc Lounge, including but not limited to changing the calendar every month and adding relevant event items and rotating photos from events to keep them recent.
b. Act as a liason between students and the SOE Tech Support team when issues with printers arise
c. Monitor emails sent to engsocprinters@gmail.com and respond quickly to student emails.

- Name better fits position, other things not applicable

MOTION 14: (For 4th year mech rep only). Representative must attempt to do announcements in classes of at least two different streams of mechanical engineering (energy, mechatronics, manufacturing, and biomechanics). Classes could be 3rd or 4th year, as representative sees fit.
- 4th year mech have no classes in common and don't know usually who their reps are

MOTION 15: "Organizing and ensuring the weekly meeting minutes are archived and easily accessible by uploading them to the shared Eng Soc google drive" added to Secretary position.
- Organization and easy access
- DELETED (REDUNDANT)

MOTION 16: Redefining "poor standing" (and consequences)
- To avoid reoccurring performance issues
- Important for SRM

MOTION 17: VP exec not responsible for SRM approval
- SRM is under chair of event

MOTION 18: Each Engineering Club must create Events for approval through the GryphLife SRM process two weeks prior to the event date.
- SRM process has changed

MOTION 19: Each Engineering Club must follow the Student Organizational Policy (SOP) at all times to remain in good standing with the Society. The Society has the authority in administering the privileges associated with being a recognized Engineering Club.
- SOP process changed

MOTION 20: Each Engineering Club must have at least 5 active members to operate. An active member participates in at least one event per semester.
- Some clubs have a smaller size now (e.g. Wise)
- Budget won't be affected

MOTION 21: Adding finance committee members to counting till
- Faster, reduces workload on exec

MOTION Adjourn Meeting
Owner
Seconder
Unanimous