

Guelph Engineering Society Meeting Minutes

Week 1, September 11th, 2017

| Position | Name | Present (Y/N) | Position | Name | Present (Y/N) |
|---------------------------------|------------------------------------|---------------|------------------------------------|--|----------------------------|
| President | Valarie Bauman | Y | Athletics Officer | Eric Macdonald | Y |
| Faculty | Matt Demers | Y | Charity Officer(s) | Courtney Steingart Annie Krueger | Y Y |
| Chair | Andrew Gunter | Y | Arts Officer | N/A | N/A |
| VP External | Matthew Curtis | Y | O'Snap Officer | Catherine Dang | Y |
| VP Internal | Matt Saunders | Y | Merchandise Officer | Trevor Smith | Y |
| VP Finance | Stephanie Kotiadis | Y | Office Manager | Katherine Rog | Y |
| VP Social(s) | Ciaran Buckley Stephanie Walton | Y Y | First Year Representatives | N/A | N/A |
| VP Academic | Betty Zhao | Y | Second Year Representatives | Sophia Vlahos Abdullah Al Hayali | Y Y |
| VP Student Life | Sarah Rozon | Y | Third Year Representatives | Isabella Cardoza Amanda Nason Sunlier Yao Brennan Jay Shawn Hustins Kaitlyn Richard | Y Y Y Y N N |
| Internal Development | Jon MacPherson | N | Fourth Year Representatives | Deanna Kerekes Haley Birrell Tiana Mistry Kevin Stewart | Y Y Y Y |
| Professional Development | Loreta Chan | Y | Secretary | Brienne Nelson | Y |
| Communications Officer | Alicia Schmidt | Y | | | |



GUELPH
ENGINEERING

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Agenda Details

1. Introductions (Val Bauman)

1.1 Roberts Rules

- used to generate order through meetings
- hand gestures:
 - one finger → new point
 - two fingers → follow up to what someone else is saying
 - pinky → interrupt (can't hear, need clarification)
 - finger twirl → repetitive points, move on

1.2 Leadership Tree

- structure to society
- states who to go to if questions, unsure of role, need help
- can be found in policy manual on OneDrive

1.3 Office Access and Rules

- if you have not been trained, see Val **Tuesday, Sept. 12th** between 10:00am-1:00pm
- once everyone is trained, everyone will have access

1.4 Society Expectations

- do everything to completion → events need structure, dates, plan
- take ownership → running an event, position responsibilities, etc.
- ask for help when you need it → don't take on more than you can handle
- send emails to ask someone to do something → more credible
- SRM: gryphlife training on **Friday, Sept. 15th** (not confirmed if mandatory yet)
 - helpful if you've never planned an event through the university
 - email with details to come
- all events must be SRM approved
- be honest and open with communication
 - if you feel someone is not doing their jobs, approach them in a constructive way

Matt Demers: If uncomfortable confronting someone directly, come to him (faculty). Good to have suggestions or ideas for how people could do jobs better.

2. Communications Update (Alicia Schmidt)

2.1 Website

- previously struggled to organize emails and make people read them
- check out website worked on over the summer → **www.guelphengsoc.ca**
- Year Reps: calendars for the website
 - temporary calendars in EngSoc office
 - put important dates on the calendar (midterms, exams) to be added to website
 - add dates by the end of the week
- if you have anything to put in weekly announcements email, contact Alicia

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3. VP Internal Update (Matthew Saunders)

3.1 VP Internal Update

- Lab Fund Opt Out: opt out forms will be available when office opens up
→ anyone can do so, but do not encourage it
- office hour spots will not be moved after Wednesday
- must show up for office hour
- office hour schedule posted on door
- if you cannot make your office hour, ask someone to cover or trade

Sarah Rozon: What route would you like taken if someone does not show up for their office hour?

Matt Saunders: Send email to himself or faculty advisor. If replacement does not show up and you cannot stay, lock up and go.

3.2 New Constitution Voting

- elections for arts officer
→ nomination forms will be sent out in first email
- we are responsible for giving out and taking in nomination forms
- when they are delivered, drop them in Matt's drawer in the EngSoc office
- forms should be in office by Wednesday morning
- first year elections announced in engg 1100 on Wednesday
→ form to fill out to be nominated

3.3 Locker Cleanup Help Request

- **Wednesday, Sept. 13th at 5:30**
- a couple volunteers are needed
- coffee and donuts provided
- send email to Matt if you can help

Matt Saunders: In the past, O'Snap has not been required for office hours.

Val Bauman: O'Snap Coordinator has been required 2 hours in the exec office with no hours in main office.

Motion to approve that the O'Snap Coordinator does not require any hours in the EngSoc office:

Owner- Matt Saunders

Secunder- Matt Curtis

For- 21

Against- 0

Abstain- 2

Val Bauman: If you are a year rep, VP, or president, you can vote on both internal and external matters.

Officers can only vote on internal matters

Internal matters- voting on amending the policy manual and voting on approving the weekly meeting minutes.

External matters- things like the budget

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Motion to Approve Updated Constitution

Owner- Matt Saunders

Secunder- Val Bauman

For- 8

Against- 0

Abstain- 15

Motion does not pass → need 15 people to approve

Steph: Quorum – 2/3 of EngSoc must say yes or no

4. VP External Update (Matthew Curtis)

4.1 ESSCO Presidents Meeting 2017

- Engineering Students Society Council of Ontario
- For all of Ontario engineering societies that makes sure we follow good practices
- Essco presidents meeting is being hosted at Guelph this weekend
- majority of schools from Ontario here to talk about focus of ESSCO this year and what we want to do as an organization and what issues we want to focus on
- tried to form a unified voice for CFES presidents meeting
- Canadian Federation of Engineering Students
- same structure as ESSCO, but covers all of Canada
- attending meeting as delegates –Matt C. and Sarah R., and as primary organizers – Val and Scott
- any questions, concerns or things we would like brought up at meeting, contact Matt

4.2 EngSoc OneDrive

- Folders: Important documents (lab fund forms, etc.), photos, meeting minutes, positions
- Positions: when uploading documents upload to your position for easier access/finding

5. VP Socials Update (Stephanie Walton and Ciaran Buckley)

5.1 Oweek Overview

- we won best event planners in the school this year
- no major incidents
- looking for feedback
- will have a written pros and cons list with feedback from EngSoc and big buddies
- positive feedback from week long scavenger hunt, goose chase app, remind app

5.2 Corn Roast Update

- **Saturday 30th of September** → only until 11pm, start earlier
- place is booked, beer is figured out
- need volunteers, spreadsheet will be sent out

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5.3 Event Suggestions

- open to event suggestions for next semester

5.4 Volunteer Sign-Up for the Year

- if you sign up you must show up
- also stay afterwards for cleanup

Matt Demers: Do not only show up, but also must show up on time.

6. O'Snap Update (Catherine Dang)

6.1 O'Snap Articles/Responsibilities Discussion

- getting first O'Snap paper out by the end of this week
- everyone must submit at least one article
- September issue won't need too many articles, but will need more in future
- article ideas: things to know about eng, Guelph, etc
 - will have a file for ideas for articles
- 8-10 article spots for each month
- due date for articles for September issue: **Wednesday, Sept. 13th**
- photos from oweek will be posted on EngSoc OneDrive

Discussion:

Betty Zhao: Free lunch on Thursday at noon at EngSoc lounge (now Wellness lounge) "Engineering Launch Lunch". Taking recommendations for food.

Matt Curtis: Office manager used to be in charge of clean up, now that it is a wellness lounge, will wellness be in charge of cleanup?

Betty Zhao: Will get back to you.

Sarah Rozon: Year reps meeting **Tuesday, Sept. 12th** @ 5:45

Stephanie Kotiadis: Sent out email with final budget, if you sent something and it is not on there, change in numbers, or anything is wrong, let her know.

Val Bauman: Butter and beef cups in the EngSoc office. Throughout week, put in a piece of paper with good things in the butter cup and bad things in the beef cup.

Motion to adjourn

Owner- Andrew Gunter

Secunder- Matt Curtis