



University of Guelph Engineering Society

Meeting Agenda

For January 23rd, 2011

Meeting # 14

INVITEES:

Position	Name	Present?	Position	Name	Present?
President	Kallie Banks	Y	Specials	Caitlin Cain (F) Emma Rogers (W)	Y
VP External	Jamie Cunningham	Y	Secretary	Nicole Martel	Y
VP Internal	Michelle Teepell	Y	Faculty	Doug Joy	N
VP Finance	Amanda McKay	Y	5 th Year Rep	TBD	
VP Academic	Alexis Wagner	Y	4 th Year Rep	Emily MacKay	Y
VP Socials	Kristina Kuffel Zoey Zimmer	Y Y	4 th Year Rep	Richard Chen	Y
Social Coordinator	Carly Friesen	Y	3 rd Year Rep	TBD	
Operations Manager	Sean Chilibeck	Y	3 rd Year Rep	TBD	
Technical	Gregory Duggan	Y	2 nd Year Rep	Alex Alguire	Y
Publications and Promotions	Maddie Craig Cody Kupferschmidt	Y Y	2 nd Year Rep	Justin Michael	Y
			1 st Year Rep	Connor McKinnon	Y
			1 st Year Rep	Shannon Hildebrandt	Y
			EWRA Rep	TBD	
Athletics	Kyle Lockwood Craig MacRitchie	Y Y	BIOENGG Rep	TBD	
			Chair	TBD	

Chair Nominations/ Elections (Michelle)

- Anna is voted new chair

Motion to approve minutes from last week's meeting: Connor

Secunder: Carly

For: 16

Abstentions: 4

President (Kallie):

- Meeting & office etiquette
 - If you don't need your laptop during a meeting don't have it out of respect to everyone else
 - Don't interrupt people when they're talking and wait until you are called on to talk
 - Paraphrase in meetings to keep it going fast

- If you have questions for specific people that everyone doesn't have to hear ask it another time or include Kallie in an email to them
- If you make a mess in the office clean it up
- Email
 - Please respond to emails asap (within a day or two)
- One-on-one meetings (for real this time)
 - Sign up sheet in the office for this week
- Transition reports
 - Make them for what you did in the fall semester
 - Have them in by Monday
 - Makes it easier for when you have to do them at the end of the year
- Ribbon cutting ceremony
 - Meeting with Sonia and Bill
 - April 11th between 2 and 5 pm
 - During exam period
 - Will be hard to get students involvement
 - Grand opening for building
 - Will most take place in the atrium
 - Want student tour guides - also talking to boot camp people about giving tours
 - Wanted neat ideas to cut the ribbon
 - Hold a contest
 - Google forms
 - Winner of fraction?
 - Need to know by end of February
 - Want to include grad students
 - Another meeting next Monday to run ideas by her so email Kallie with ideas before then
 - Catered to alumni because the atrium was donated by them

VP Internal (Michelle):

- Club Days wrap-up
 - Happy with how it went
 - Had lots of people stop by and ask questions
 - Although people get our emails every week they don't really know what we do
 - If you're running anything by Engsoc take the board
 - Art show etc
 - Thanks to the people who helped out
 - CFRU came by and asked if we wanted to do a pitch
 - Talk to Maddie if you are interested
- Job descriptions
 - So that people applying for positions know what they're getting into
 - Publications wants to revamp their position. Should they send what they do or what they would like to do?
 - What they do
 - Something that's easier to read than the policy manual because its too wordy
 - Include dates
 - Would like them by Monday
 - Don't worry about format
- Lab fund

- Opt out ended today
- Haven't talked to Mary yet
- Forms will be out tomorrow and due Monday, February 6th
- The labfund meeting will be Thursday February 9th at 5:30 pm in thrn 1200
- Biggest concern is 41x groups
- All the staff and faculty know how to order equipment but students don't
 - Talk to Mary Payne before submitting a form
- As far as Michelle knows gas money is not supplied
- Elections middle to end of March
 - Jamie: Can we move them up because other schools have done their elections already so students can get involved with other things then EngSoc
 - More time for new students to see how things are done as well
 - Other schools mentioned that it allows for an easier transition and gets it out of the way so people are not also stressed out with end of year projects while this is going on
 - You want someone who can handle the position no matter what time of the year it is
 - Too much work for Michelle right now and too late to request it
 - Her main events go lab fund then GM then elections

VP External (Jamie)

- FYIC
 - First Year Integration Conference
 - No hotel damages
 - Good experience for the students who went
 - Jamie talked to a lot of other VP externals and learned a lot
- Trying out which conference report works better
 - Google docs
 - Same as old report template but more organized
 - Also individual accountability
- GEC
 - Guelph Engineering Competition
 - This weekend
 - Volunteers show up around 10 am
 - Lots of volunteers would be very helpful
 - You can't volunteer if you are competing in an event because you will be busy all day
 - Open it up to all undergrads?
- OEC
 - At U of T next weekend
 - Winners from GEC go there
 - Consulting trophy? Does anyone know where it is?
- GESC
 - Brought it up at FYIC and there was a big discussion about it
 - Other schools are really motivated and will help organize it
 - We got a google doc set up as well as ESCO
 - Also extended invitation to VP externals from other schools
 - Potential date: March 3rd
 - This is the date of the ESCO Hockey tournament

- March 10th is curling
 - March 4th is tentative Engineering month at the mall
 - Stick to March 3rd
 - Guelph Engineering Student Conference
 - One day conference here
 - People who want to know more about what goes on at the school
 - How many people are we expecting?
 - It will be run the same as any other conference i.e. register, pay a delegate fee, dress up
 - This year will sort of be an experiment to see if it works
 - Won't need sponsorship
 - Delegate fee covers lunch
 - Speakers are free to students
 - People will be more motivated to show up if they paid before hand
- NEM
- McMaster stuff
 - If McMaster has events can we promote their things and sell tickets
 - Events in the past have been fun
 - I.e. Musical
 - Sales and solicitation form to sell tickets is easy
- ESCO is doing their job

VP Socials (Kristina & Zoey)

- Fake New Years
 - Thursday February 2nd after the art show
 - Starts at 10 pm
 - SRM approved
 - The reservation is until midnight
 - We're giving tickets in the office and seriously check IDs (has to be yes)
 - Waiver on the back
- The event
 - Combined with another school
 - March 16th
 - Last year we had it day after St Pattys and people still came
 - Grad party is the week before
 - Whole weekend is College Royal so we will need volunteers but this will be challenging anyways
 - Conestoga, Waterloo and maybe McMaster

VP Finance (Amanda):

- General budget stuff
- This semester we started with \$14,000 and ended with \$8,500
- We should have \$10,000 in out account at all times
- Right now there is about \$10,000
- Amanda is only here Monday and Wednesdays so if you need a check signed last minute it probably won't work out
- 2 of either Michelle, Kallie or Amanda have to sign checks

Social Coordinator (Carly):

- Art show
 - Do class announcements again
 - Taking place Thursday February 2nd
 - 6 pm to 8 pm
 - Submissions are due by this Friday
 - Each piece needs its own form
 - Will need money for tables, table clothes, and food
 - Motion to approve up to 400\$ for the art show: Carly
 - Secunder: Maddie
 - For 18
 - Abstention: 3
- Skating
 - Taking place Tuesday Jan 31st
 - Meet in the lounge at 7 pm
 - Come back for hot chocolate and cookies afterwards
 - Free
 - Will have waivers for people to sign in the lounge
 - Open to anyone
 - Can also show up at 7:30 or later at skating rink and will bring extra waivers in case people show up
 - Skating ends at 8:30 pm

Special Events Coord. (Emma):

- College Royal
 - March 17th and 18th
 - Tried to contact engineering clubs
 - EWRA, racecar, robotics, sailing, EWB, wise
 - Most likely will be clubs in the atrium and racecar in the lounge
 - The EngSoc office will be open
 - To make things run more smoothly the kids activities will be limited to 3
 - Like the idea of kids going around with a pass port and getting an iron ring made out of i.e. pipe cleaners at the end
 - Need lots of volunteers
 - Hoping clubs will bring their own volunteers
 - Advertise in the clusters to get first year interest in volunteering
 - If it gets done before February 2nd we can put an ad in O'snap
 - Cotton candy is not worth it
 - We could get a substitution i.e. popcorn
 - Emma needs to know asap as sheets are due Friday
 - Maddie will talk to Emma after
 - Matt has gotten some money from the director before
 - Bake sale- cant sell home prepared food
- NEM
 - Tentative march 4th for booking the mall
 - They will check the date and send us the contract
 - Hasn't been SRMed
 - Contacted clubs to participate
 - Racecar, robotics, sailing, EWB, wise
 - If you have any ideas email Emma

Technical Coordinator (Greg):

- Office printer
 - The printer is not working properly with the new computer so have patience while Greg sets it up

2nd Year Reps (Justin):

- Rube Goldberg Machine update
 - Going to back out of NEM competition because the date is too close for SRM and for the proper amount of planning required
 - There was also a complication with high school student involvement
 - There is still interest in building a machine so looking into building a machine to cut the ribbon at the opening of the atrium

ODB:

- Cody
 - Meeting with O'snap advertising tomorrow is there anything anyone would like to be brought up?
 - This advertising only covers half of O'snap budget so maybe look into different advertising
- Kallie
 - Meetings are long but try to be patient and expect them to be an hour every week
 - Maddy: Can we switch the order of the agenda so different council members get to speak at the beginning of the meeting before people start paying less attention
 - Clap off or circles went people go on too long
- Amanda
 - Amanda is going to be interviewing Professor Dony about his application to the PEO council and would appreciate any input about questions to ask or information on the council
 - Email Amanda with suggestions

Wall of Fame: Sean got food and clothes and new glasses!

Wall of Shame:

Butter or Beef:

Motion to adjourn the meeting: Kyle

Secunder: Conor

For: All