

ESS Board of Directors Meeting Minutes - Comptes Rendus des **Réunions de Conseil d'Administration de l'AÉG**

Date: Mar 3, 2024

Link: <https://meet.google.com/pdn-jogu-kmf>

1. Call to Order

The meeting was called to order at 11:05 AM with Maya Benhamou as chair.

2. Land Acknowledgement - Reconnaissance des Terres

As we gather for our ESS meeting today at the University of Ottawa, it's crucial that we acknowledge that this land is the traditional unceded territory of the Algonquin Anishinaabe people. We recognize and honor the enduring presence of the Algonquin Nation on this land, and we express our gratitude for the opportunity to live, learn, and work on their ancestral territory. May we strive to uphold the principles of reconciliation and mutual respect in all our endeavors.

3. Roll Call

Present - Présent.e.s:

- President - Mackenzie Conrad (she/her/elle)
- VP Finance - Domenick Mann (he/him/il)
- VP Academic - Markos Brown (he/him/il)
- VP Communications - Félicia Dionne (she/her/elle)
- VP Services - Ethan Tang (he/him/il)
- VP External - Ryan Goodwin (he/him/il)

- VP Philanthropic - Cristie Kwan (she/her/elle)
- VP Equity - Nyah Wagner (she/her/elle)
- VP Internal - Sofia Ershova (she/her/elle)
- CSCE - Cristie Kwan (she/her/elle)
- CHESS - Lauren Coffin (elle/she/her)
- MESS - Brunel Sontia (he/him/il) - Proxied by Farah
- First Year:
 - Section A: Dakota Squires
 - Section E: James Travers
- Chemical Engineering Representatives:
 - 2nd Year: Mathieu Racicot
 - 4th + Year: Anna Schubert
- Computer Engineering Representatives:
 - 2nd Year: Eric Hagen
- Mechanical Engineering Representatives:
 - 2nd Year:
- Biomedical Mechanical Engineering Representative:
 - 2nd Year: Sonya Pastorek
- Civil Engineering Representatives:
 - 2nd Year: Aiden McCooeye
 - 4th + Year: Justin Beal
- Electrical Engineering Representatives:
 - 2nd Year: Hamed Tavakoli
 - 4th + Year Elec: Muhammad "Owais" Tabassum

➤ Software Engineering Representatives:

○

➤ Co-Op Representatives:

○ Kathryn Basinger

➤ French Representatives:

○ 2nd Year: Katelyn Renaud

○ 4th + Year: Justin Brown

Absent- Absent.e.s:

➤ 3rd Year Software: Devon Knight

➤ VP Social - Jason Gonzales (he/him/il)

➤ IEEE - Juan Hiedra Primera (he/him/il)

➤ 3rd Year Comp: Eric Eaton

➤ 4th + Year Comp: Jia Xuan Song

➤ 3rd Year French: Carolina Gonzalez - Joined at 11:28AM

➤ 2nd Year Software: Umer Qamar

4. Administrative Motions

Title:	Adoption of the Agenda		
Mover:	Executive		
Language:	English		
BIRT:	The agenda be adopted.		
Result:	Passes unanimously		
Discussion:			



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Title:	Approval of January 2024 BOD Minutes		
Mover:	Executive	Seconders:	Anna
Language:	English		
BIRT:	The minutes of the January 2024 BOD be approved, as presented.		
Result:	Passes unanimously		
Discussion:			

5. Elections of Year Representatives (if needed)

- GNG 1105 B
 -
- GNG 1105 C
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- GNG 1105 D
 -
- GNG 1105 F
 -
- GNG 1105 G
 -
- GNG 1105 H
 -
- GNG 1505
 -
- SEG 2900
 -
- Chemical Engineering Representatives:
 - 3rd Year:
- Mechanical Engineering Representatives:
 - 3rd Year:
 - 4th + Year:
- Biomedical Mechanical Engineering Representatives:
 - 3rd Year:
 - 4th + Year: Hazim Alainachi
- Civil Engineering Representatives:
 - 3rd Year:
- Electrical Engineering Representatives:
 - 3rd Year:
- Software Engineering Representatives:
 - 4th + Year:



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6. Ratifications of Year Representatives (if needed)

Title:	Ratification of Year Representatives		
Mover:	President	Seconders:	Dom
Language:	English		
Whereas:	An election to fill vacant positions was held and ratification is required by governing documents.		
BIRT:			
Result:	Passes unanimously		



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Title:	Ratification of Year Representatives
Discussion:	<p>Katelyn: Motion to Ask him why he wants to join so late (Seconder: Eric)</p> <p>Anna: Motion to also add a second funny question (friendly) Funniest way to sit on a chair</p> <p>Dakota: Favorite Eng patch (Friendly)</p> <p>Motion: 30 second introduction, 30 seconds to answer serious and 30 seconds to answer funny questions. (Seconder: Eric)</p> <p>Hazim: 4th year, Joining this late because he didn't really know about before. Fav patch: Biomed Mech patch</p> <p>Anna: He's good friends with Markos. Markos why didn't he know</p> <p>Markos: Hazim you need to join because I can't join and have two votes. We were pandemic kids so we weren't super aware but once he realized that it's not a huge undertaking and an opportunity to improve.</p> <p>Vote</p> <p>Abstain: Markos</p> <p>Passes unanimously</p>

7. Executive Updates

President:

- Had lots of meetings with faculty IT people to try and get our Wifi fixed. Apparently we're not actually allowed to have our own wifi. But after explaining that we need it because we use Discord and Discord is blocked on eduroam they made it so it wasn't. So now you can all use discord on campus 😊

- Went to CALE/CPLI (Conference on Advocacy and Leadership in Engineering/La Conférence sur le Leadership en Ingénierie). Learned a lot about leadership and what other schools do.
- Did Winter EEF.
- Met with VPX from Alberta to discuss engineering culture and how we operate.
- Planned and holding 2024-2025 Elections. Reminder to everyone that if you plan on running nominations are due tomorrow at midnight.
- Brought three delegates to CSE/CDDI (Conference on Sustainability in Engineering/La Conférence sur le Développement Durable en Ingénierie). We had a lot of fun and learned so much about sustainability and how to bring it into what we do here at ESS.
- Did multiple full constitution review meetings, a day long meeting with Maya, 1-on-1's with each officer, random meetings with a few others, and my event Friday night. More on this later.
- Email from Girl guides to get some female engineers to plan an event
 - Ryn: Half the time it's just people talking. Recommend something interactive and having an explanation on what engineering is. What is the age group?
 - Mack: 9 - 15 years old. Any materials i buy they will reimburse
 - Markos: Maybe take them to makerspace and learning the processes that we could show
 - Anna: Same thing as Markos but bringing them to campus would be a very good idea. I would be interested in helping
 - Justin Brown: Some form of simple description of all the different programs. Make it understandable
 - Ryn: If it has to be on their location, maybe a little circuit moment (using breadboards)
 - Mack: If they can't come to campus we can ask the makerspace bus to collab

VP Internal:

- Working on NEM (National Engineering Month) events and VAP(Volunteer Appreciation) (March 23rd tentative date)
- Working on strategic plan, will present a draft later
- Would like to meet with subassociations one more time before end of term
- Went to CSE, had a good time and learned a lot

VP External:

- Took people to CALE
- Future

- Pushed conference Takebacks and been on the back burner
 - Take back: How we take back info from conferences, how to help students with the information that we got
- Putting all the ones in one event and doing all the conferences in one.
- Part 1- Doing takbacks
- Part 2 - What we want the external portfolio to look like in the future? And what resources would help in the future

VP Finance:

- https://docs.google.com/document/d/1jAQTOEpHHYXF_8xXbopYmnqGpDm5dbuzJ9kUP1kR1J0/edit?usp=sharing

VP Philanthropic:

- Booked everything for bug push, pls come. Mostly just lots of bug push planning
- Writing my transition report
- Life update: Roofus (Follow him on [ig](#))

VP Social:

- DUSTED booked and primed. Tickets go live Monday!!!
- Staged being planned as collab with other faculties to get more peeps, aiming for late March day at Rainbow bistro again
- Iron Ring AfterParty planning started
- Finally put away 101 week stuff from our office

VP Communications:

- Mailout finally went out after getting mailing list from UOSU
- Telfer collab maybe in the future?
- Increase Comms budget by 700\$ - Mailchimp subscription costs increased earlier this year and these costs would bring us to the end of May (Motion later)
- Mistakes on the story for constitution review. Please make sure to run translations by Carolina or myself please

VP Academic:

- Wine and Cheese (...big oof)
 - EEF funded with 10 000\$



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- Changed team from admin to marketing team. They didn't know until later so new to it. Wanted to do it April 7th, asked for earlier. They changed it to April 5th
- So working with the Faculty (more so they are doing stuff and I have to adjust). Will take place Friday April 5 in the afternoon
- Surplus of people coming in, they will be doing it in Montpetit Gym. They said they would make space but just logistically trying to figure things out
- People graduating look at your emails should be getting two
- Side notes
 - BioTech TownHall (Shout out to ChESS and SSA) --> was a success and learned a lot about how the student feel
 - Engineering Research Opportunity Program --> creating the ground work and reaching out to professors
 - Trip to Kanata North (morale night?) vs scavenger hunt
 - ENGCOMM --> Changes in the faculty to promote interdisciplinary education within engineering

VP Equity:

- Budgeting Lesson confirmed for March 12th at 12pm in room CBYA04
 - Need to finalise room booking
- Applied to EEF (Pathways in Engineering Social & Diversity in Engineering Symposium)
 - No successful candidates
- Yoga Lesson
 - Moved to finals
 - Unable to secure a teacher
- Invite from Kyle (Senior Specialist, Partnerships – uOttawa Kanata North), Kanata North to March Discover Technata
 - Kanata North to March Discover Technata (ESS+CSSA), March 9th, 5pm to 8 pm
 - Not offering a shuttle
 - 2024 Career Fair, April 9th, 2024, 10:00am – 6:00pm
 - Offer a shuttle?
 - Collab with Masters?
- Closing the pottery event (Probably not doing it. Too expensive)
- Working with Awad Ibrahim (Vice-Provost, Equity, Diversity and Inclusive Excellence)
 - Directed to him by the Human Rights office on campus
 - Getting direction from him regarding EDI + Ethics sequencing

VP Services:

- New Hoodies - SHOULD be up this week
- WWWC on sale this week
 - Percentage posters will be posted (can't please everyone but tried our best)
 - (will be added in BOD channel)
- Lockers will be done soon
 - Lock cutting
- Pictures have been taken today for hoodies & t-shirts
- CEED collab for patch sewing event for NEM

8. Subassociation Updates

a. MESS

- i. Merch coming soon (within the month)
- ii. Office hours are out
- iii. Preparing for AGM soon and elections
- iv. Few event: (posts to be made on instagram soon)
 1. March 7th (cookies and CAD). A chance to help first years with CAD, and others with their CAD courses. Mentors will be present.
 2. March 21st or 22nd: BME presentation (company coming in to give a presentation and have time to network with them)... initially industry night but we will move the event to the fall so companies can provide more value to students (coops, etc)
 3. March 28th - pool night with profs (all your faves will be there.)

b. CHESS

- i. Met with department chair
 1. Working to improve collaboration between ChESS and department
 2. Sponsorship of small merch (ex. Keychains) to give to students
 3. More frequent communication
- ii. Still working on certification process for office access



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iii. Preparing for constitution review

c. CSCE

i. Went to troitsky, did kinda poorly but I digress

ii. Elections getting started soon

d. IEEE

i. Had various events happen in the past month and we're very happy with the turnout and reach we've been able to engage.

ii. Beginning to set up for elections, constitution review, and AGM

9. BoA Updates

a. Elections for UOSU

i. Had new platform and technical problems but all worked out

ii. They sent out an email saying if you didn't get link to come in person

1. Mackenzie got mad at them for it

b. Campus doesn't send reminders to know when to un-enroll in a course to get the re-imbursement

10. Business Arising from the Minutes

11. Motions from the Executive

Title:	Motion to update the budget		
Mover:	President	Second:	Dom
Language:	English		
Whereas:	Communications Budget up by 700\$		
BIRT:			
Result:	Passes unanimously		
Discussion:	Mack: They increased their prices on us so we need it to get emails out Anna: did they increase by 700 or is it 700		



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Title:	Motion to update the budget
	<p>Felicia: They i increased the fees from 120\$ per month to 180\$ and i budgeted from last year's fees</p> <p>Dom: We are paying 180\$ a month which is more then last year and more that we budgeted. But then come into question if we should be paying this much for emails?</p> <p>Ryan: Have we looked into alternate sources?</p> <p>Felicia: Not really, from what we realised it is the cheapest one out there for the weight of what we need</p> <p>Dakota: It's important but not a lot of people do look at it</p> <p>Dom: We pay for the amount of emails. If we use the undergraduate email it could cut costs significantly</p> <p>Ryan: Might also be worth getting a list of people who want the emails</p> <p>Mack: Responding to Dakota, it is seeing as the only other way to reach people is social media and not everyone has social media</p> <p>Anna: Mailchimp seems like the gold standard but is there any other program because it usually ends up in spam</p> <p>James: Can research other things like mailchimp</p> <p>Dom: If we like mailchimp format, we can send it to comms email then forwarded to everyone else from there to just pay for 1</p> <p>Ryan: Don't need to figure out today but we could just BCC</p> <p>Mack: 100 people is the limit for BCC</p> <p>Dom: If we use the excel sheet, it would all be automated</p> <p>Anna: Has the money been spent?</p> <p>Dom: Not yet, we spent a fraction of it that can be canceled..</p> <p>Ryan: Amends to mandate exec team to investigate cheaper alternatives</p> <p>Mack: Is there a deadline? So for next year team or for end of this?</p> <p>Ryan: We can say end april.</p> <p>Dom: We can try march as a trial run for the excel?</p> <p>Ryan: Let's not try to solve by the end of the meeting just by the end of term</p> <p>Motion amendment: Update the budget by 700\$ with the contingency that cheaper alternatives are researched by the end of April. (Seconded still by Domenick)</p>

12. Motions from the Board

Title:			
Mover:		Second:	
Language:	English		
Whereas:			
BIRT:			
Result:			
Discussion:			

13. Varia

→ Constitution Review Update (Mackenzie)

◆ Maya's document

- Ryan: Queen's Eng Soc LinkedIn. Emphasis opportunities to get people's foot in the door. Adding a bunch of volunteers and committees. They have a lot of people power and we are volunteer run organisation. That's what we need to utilize. Having more committees.

◆ [Constitution review document](#)

- Anna: We can't ask people for the CGPA. but if we find out that people are failing their classes we should have the right to remove their exec-ship. We can also see Nanobrew it's nice to see that A04 has their liquor license so nice collab
- Anna: These would get voted on at AGM
- Mack: Yes but here is where we talk about what we want to vote on
- Carolina: Really clear. Wanted to add that having bilingual patches to be under VP franco



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- Dom: Instead of having the manager of IT to do the website but maybe do pay someone to have it
- Ryn: The combination of equity and academic but instead just take some things from academic to put in equity
- Anna: There is prestigiuess of being exec like being a black hat. But it would be too much work just for one manager and not get the recognition
- Dakota: I like the sustainability aspect. Particularly with 101 week kits. Reduce what gets thrown out and reduce a bunch of the waste. Pre-order is also a great idea because of the less waste
- Aiden: Having a committee of students for the website instead of having a professional. Gives people applicable experience. Built by and for the students
- Dom: Website by students. But if we do have things in the bank there may need a level of security. Lockers and reimbursements are something that
- Katelyn: We are voting on these things at BOD
- Anna: So we are not Unibussing (NO)
- Sonya: Reducing things but making them also better quality. Maintaining things are done properly. Accountability not really done because so much on their plate but just having one person to keep everything on track
- Dakota: VP that you want to add, is it one by one. (YES)
- Carolina: Like the built by and for students. But don't really know the way the team can work together if the timelines aren't aligned within the committee. A lot of people working on it can get messy. There isn't a lot of back end things to do for our website.

→ [Operation: Revamp ESS](#) (Sofia)

- ◆ Anna: Budget is getting smaller, is there a financial benefit to this.



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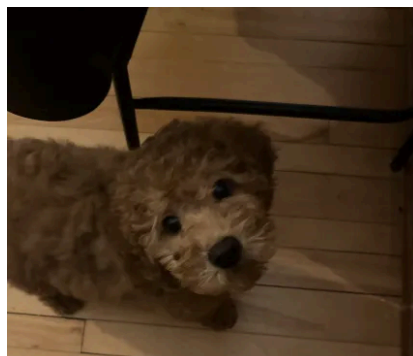
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- ◆ Dom: We can still make money at dusteds and levies. Doesn't think people would complain if our levy price was higher
- ◆ Anna: Only some of us will still be here in 5 years, how will this be followed through 5 years from now. In 5 years will we have something to see how far we've come along the way.
- ◆ Maya: The document would be revised and updated every year at the AGM.
- ◆ Mackenzie: Does anyone know officially how to increase the levies?
- ◆ James: Think we charge around \$50 a semester for ESS, it's one of the lowest costs for engineering students as there's other services that cost more and are used less by the engineering students.
- ◆ Dom: To raise the fees we'd need to go through UOSU.
- ◆ Anna: Not sure what the definition of non-profit. In order to make things feasible how much more could we charge and still fit into the definitions of not for profit.
- ◆ Dom: For us to be non-profit we'd have to not lose money, but just as long as we're not trying to profit off sales and be explicit in showing that they go to covering our expenses.

→ Co-op (Ryn)

- ◆ Microprogram (3 classes) / Markos working with faculty to get that. Form getting written up
 - Ryn: Wondering if we can advertise the form.
 - Markos: Yes, good opportunity for feedback and structure of the survey. See if we can get a instagram story about it
 - Ryn: The form is for the interest in microprogram, and also problems you have about co-op.
- ◆ <https://forms.gle/MoYHPdwJQXT9E6k5A>

→ A moment to appreciate Roofus



14. Notice of Motions

- a. Amendment of constitution

15. Adjournment

Title:	Adjournment		
Mover:	Executive	Second:	Ethan
Language:	English		
BIRT:	The agenda be adjourned at 1:44 PM		
Result:	Passed unanimously		
Discussion:			

16. Next Meeting

The next meeting of the BOD will be AGM April 7th at 10:00 am.