
Agenda – July Teleconference

Date: JULY 12, 2015

Location: Teleconference

Call to Order: 8:03 pm

Minutes: Melissa Buckley

Absent: President, Lakehead, UOIT, Western, York

Call to Order:

1. Adoption of the Agenda

Motion by Executive to Approve the Agenda

Seconded by: McMaster Engineering Society

UNANIMOUS

2. Ratification of the Secretary and Speaker

Seconded by: Waterloo 'A' Engineering Society

UNANIMOUS

3. Adoption of the Minutes

a. June 2015 Teleconference Minutes

Seconded by:

Tabled until August Teleconference

4. FYIC Bids

VP Comm: A candidate for Ryerson VP ex position is interested in hosting FYIC if he gets the position. We are still looking for an FYIC host.

Representative from Ryerson: A candidate for VP external did approach me and wants to host the conference, but he is not currently our VP external. Is there another day we can bid for it?

VP Comm: Can bid at next teleconference or send us an email to discuss.

Representative from Ottawa: What would be the deadline to submit a bid so that we can budget accordingly?

VPFA: Will let you know.

5. President's Meeting Update

VPFA: Jake is planning PM and sent out a sign up which was due on July 8th. Right now we are working on hotel and figuring out the budget.

VP Comm: Please respond to survey if you haven't yet. Expect more news soon.

6. 2015-2016 Budget Proposal (Appendix A)

VPFA: Budget is similar to last year. Key change: Box.net is down to zero because it was \$450 a year and we can get the same service from Google for \$26 a year, so we will be switching to Google Drive. There might be some changes but we will go over them and try to pass the budget at PM.

7. Executive Updates

VP Comm: Has been updating ESSCO website, all exec info is updated. VP external updates are due July 18th, right now there are 2 online. August article will be Mascots, similar to last year's frosh week article. Will be asking schools for a couple sentences about their mascot and a picture. Email to come. Possibly want to have a wiki session at PM.

Representative from Guelph University: Where are the bios you are talking about on the website?

VP Comm: Under ESSCO page on contact member schools. Click your school and hover over the name of the VP external to see the bio.

- Link: <http://www.essco.ca/contact-us/contact-member-schools/>

VP Services: I will be releasing the NEM applications within the next couple weeks. Also trying to have an essay contest during NEM, will find out how to do that before sending out details.

8. Adjournment

Motion by Executive to adjourn the meeting

Seconded by: Conestoga Engineering Society

UNANIMOUS

Appendix A: 2015-2016 Budget Proposal

Engineering Student Societies' Council of Ontario 2015 - 2016 Operating Budget					
Code	Description	2013-14 Actual	2014-15 Actual	2015-16 Budget	2015-16 Actual
INCOME					
A	Membership Fees ¹	\$ 4,046.00	\$ 3,460.86	\$ 3,938.39	\$ -
B	Corporate Revenue	\$ 1,000.00	\$ 1,500.00	\$ 1,500.00	\$ -
C	Merchandise Sales	\$ 160.00	\$ 292.00	\$ 200.00	\$ -
TOTAL INCOME		\$ 5,206.00	\$ 5,252.86	\$ 5,638.39	\$ -
EXPENDITURE					
100	Administrative - General				
101	Bank Charges	\$ -	\$ -	\$ -	\$ -
102	Miscellaneous Administrative Expenses	\$ 31.74	\$ -	\$ 50.00	\$ -
200	Website/Online Storage				
201	Domain Fee	\$ 14.63	\$ 14.63	\$ 14.63	\$ -
202	Web Hosting Fee	\$ 107.88	\$ 131.88	\$ 131.88	\$ -
	Google Drive Storage	\$ -	\$ -	\$ 26.98	\$ -
203	Box.net Fee	\$ 450.00	\$ 450.00	\$ -	\$ -
204	Promotional Expenses	\$ 35.30	\$ -	\$ 50.00	\$ -
300	Executive Expenses				
301	Business Cards	\$ 106.11	\$ 55.36	\$ -	\$ -
302	Hardhats	\$ 77.01	\$ 62.56	\$ 100.00	\$ -
303	Travel Reimbursements		\$ 200.00	\$ 300.00	\$ -
304	Conference Delegate Fees - Change Lab	\$ 150.00	\$ 150.00	\$ 150.00	\$ -
400	Conference Support				
401	PM Support	\$ 500.00	\$ 500.00	\$ 500.00	\$ -
402	FYIC Support	\$ 500.00	\$ 521.67	\$ 500.00	\$ -
403	AGM Support	\$ 500.00	\$ 500.00	\$ 500.00	\$ -
500	Project Expenses				
501	Outreach Shirts	\$ 971.33	\$ 567.82	\$ 800.00	\$ -
502	Directorship Travel Reimbursements	\$ -	\$ -	\$ 200.00	\$ -
503	New Initiatives	\$ 121.36	\$ -	\$ 714.90	\$ -
600	Travel Bursary	\$ 1,000.00	\$ -	\$ 1,500.00	\$ -
700	Swag Purchases				
701	Patches	\$ -	\$ 553.90	\$ 100.00	\$ -
TOTAL EXPENDITURE		\$ 4,565.36	\$ 3,707.82	\$ 5,638.39	\$ -
DEFICIT/SURPLUS		\$ 640.64	\$ 1,545.04	\$ (0.00)	\$ -

Notes

- Membership fees are calculated using the Engineers Canada 2012 Enrolment Report using the \$0.17 per student charge as set out in the ESSCO Constitution, Article 4, Section A: Member Fees. Only full member schools are considered within this budget, ie. RMC is excluded