

Meeting Agenda – July Teleconference 2017

Date: July 26th, 2017

Location: Teleconference

Call to Order: 7:08 PM

Minutes: VPFA

Absent: Conestoga, Laurentian, York, Queens

Present: Ottawa, Western, Ryerson, Guelph, Lakehead, Waterloo A, McMaster, Waterloo B, Windsor, Carleton, UOIT, ESSCO Exec, Toronto, Ontario Ambassador

1. Amend Agenda

Motion by Executives to amend Agenda to table ESSCO AGM 2017 Minutes to be approved at next meeting

Seconded by: Carleton

Result: 14:0:0 Passed

Motion by Executives to amend Agenda in Motion 3 to adjust year to say 2016 instead of 2017

Seconded by: McMaster

Result: 14:0:0 Passed

2. Adoption of the Agenda

Motion by Executives to approve Agenda

Seconded by: Carleton

Result: 14:0:0 Passed

3. Adoption of Minutes

None

4. Executive Updates

President: I will be reaching out to all schools to have a meeting, I have reached out to the southern schools right now and will be working my way across Ontario from there.

Transition weekend date has been planned for old and new executives to meet together. I will be meeting with PEO and OPSE to have discussions about their partnership with ESSCO.

The current ESSCO executives will be having a meeting with PEO on August 14th at their headquarters.

I have been working with Ivan to discuss the tuition working group, we want to try to work this out so it will allow us to be more effective.

Ontario Ambassador: I have been doing a lot of prep for PM. A lot of the executives have been working on motions. There is a call for motions to be put forward two weeks in advance to PM. You will also have time at PM to write motions. Just as a reminder for some of you, CFES PM is September 22nd-24th in BC. If you haven't booked flights yet, the conference chairs have asked that you arrive before 1pm on Friday and leave after 6pm on Sunday. This is because there will be a boat used to travel between locations and they have specific departure and arrival times. I asked in our group chat if everyone has received Zenon's

update email. If you haven't, let me know and I will forward you the email and make sure you are put on the mailing list.

I also submitted an ESSCO AGM report that will come out in our newsletter in August. There will also be a regional teleconference in August as well. Zenon will be sending out a Doodle poll next week. The only other thing I've done in the last month or so is I have made contact with RMC. Apparently both ESSSCO and CFES have lost contact with them so I was happy to be able to do that.

President: Can you send me those updates again?

Ontario Ambassador: Yes, I will.

Guelph: What were the times for the flights again?

Ontario Ambassador: That was before 1pm on the Friday, and after 6pm on the Sunday.

Western: What did RMC say?

Ontario Ambassador: I just wanted to get in contact with them to see if they had any updates for the year. I just had to let them know about some outstanding fees and to just make sure I have a contact to communicate with for events and things throughout the year.

Lakehead: Thank you.

Ottawa: How much is the delegate fee for CFES PM?

Ontario Ambassador: I'm not sure how much the delegate fee is yet. I'm assuming it will be similar in previous years of \$125-150, but you will be hearing from them soon. I think their delegate package is just being translated in the next couple weeks.

President: Is it possible to coordinate a flight for a group rate?

Ontario Ambassador: Potentially, it is difficult since people are coming from different places. However, some VP Externals have discussed this among themselves. Only if there is a large group leaving from one place will you have a group rate. CFES PM is also not generally a large group of people who attend, so it may be difficult.

Carleton: Who are you contacting at RMC?

Ontario Ambassador: It is their general student body administrator in their engineering faculty. It's not a student society. I tried contacting an old contact they had with their society, there was no response. Our new contact will be taking care of it from now on.

Carleton: Alright, cool!

VP Finance & Administration: I created a new format for the operating budget so that it's easier to read and more understandable. I'm currently discussing numbers with the other ESSCO Executives to get their inputs, discuss new initiatives, and what worked as well as what didn't going forward. I'm in the process of calculating the membership fees for each school as per the most recent available Engineers Canada report. I'm working on creating the ESSCO directorship application form with Andrew, I will be creating the final version of the Google Form hopefully by the end of this week. I have been in constant communication with Robert (previous VPFA) to transition over knowledge, documents and records. I have reviewed the Constitution and Policy Manual to become more familiar with these governing documents and could get a lot of my questions answered by Robert. Robert and I believe we have solved the bidding Google Sheet functions to more accurately track them as well as extend the year range for many years in the future so future VPFA's don't have to worry with it.. I will be transferring over the bank account and all physical documents during the transition meeting next month.

VP Services: We found our focus from speaking in executive meetings. What I really

wanted to share was the collective purchasing idea. We started doing research on what type of merchandise schools are buying and for how much. Having all this data from member schools allows us to negotiate a deal. Trying to see if we can get a good deal on purchasing, I have created a survey to get your opinions. The survey is ready, just waiting for approximately 10 days to send it out. After this, I will be communicating with the manufacturer once this survey is closed. I'm also working on a skeleton for corporate packages. In the past, I feel like some conferences have a hard time collecting corporate sponsorships. I've been working with the business department of our school to put together a good outline and distribute among member schools. Whether it is ESSCO conferences or other conferences. I'm also exploring new and better services so please let me know of any you can think of! I've also been communicating with equity centers in our school to better learn how to communicate and better approach things. I'm still documenting it and will be making framework to send out

McMaster: can you give an update on Change Lab?

Services: It was a lot of fun and met great people to make connections. Personally, For a student it was great for networking. For engineers, it was more focused on individuals. I, as a person, didn't accomplish much. I didn't see where I could be a big part of the change that Change Lab is trying to bring about. Although, I recommend that member schools pay attention to what Change Lab is doing.

McMaster: At AGM we voted for something on scarfs... Has there been any follow up with that?

Services: I looked at the designs, I thought we could do a lot better in regards to priving so I am still looking into it. I will update you all on that soon, I don't have a final price on that just yet.

VP Communications: You are all now seeing the new teleconference software, I tried to make it as visually appealing as possible. I know it's a bit difficult getting used to but it was one of the best rated user-friendly systems available. With the new voting system, I hope it makes things easier. I am always open to suggestions for improvements! If you have any questions about the software or know of some improvements that could be made, just let me know! As mentioned when I campaigned for this position, I really wanted to have a Graphics Designer. They would design any special graphics we would have on social media to push forward our initiatives and things we are trying to do. I have found when you make use of social media and advertisements, it helps engagement. I would like to try this out and see if we can increase engagement!

5. Member Motions

- a. **Motion 1** Engineering Tuition Working Group (Appendix A)
- b. **Motion 2** Make the Change Lab Great Again (Reports on the Change Lab) (Appendix B)
- c. **Motion 3** ESSCO PM 2016 Bailout (Le\$\$ Money More Problem\$) (Appendix C)

6. Bid for PEO-SC 2017

- a. **Ryerson University** by PEO-SC Co-Chairs

McMaster: If successful in the bid, Ryerson will be hosting 4 conferences in 2 years, as you recently hosted FYIC, hosting CEC in January, and one in December. Do you think your student union will be able to support this conference in a short period of time?

PEO-SC Co-Chairs: This goes to show passion with Ryerson engineering students and how keen they are to be onboard. We are not involved with any other conference, this team dedicated to this conference. Each conference has their own teams and do not conflict in availability. I don't think there will be any burden brought on our student union since these conferences are in different semesters and won't cause issues.

McMaster: Sorry, my question was about money in terms of sponsors being able to contribute to your conference?

PEO-SC Co-Chairs: Realistically, I think it is achievable. I know a lot of local businesses that would be on board of sponsoring us.

Ottawa: Is the 15K from PEO certain?

PEO-SC Co-Chairs: From our understanding while bidding for the conference, we were told this is a PEO conference and PEO funds are certain.

McMaster: Can you go back to your sponsorship page?

PEO-SC Co-Chairs: There isn't a specific page, we just have sponsors that we're working with. However, this slide is our budget revenue.

Waterloo A: How certain is each sponsorship?

PEO-SC Co-Chairs: PEO funding is 15k, I believe the rest is very realistic.

McMaster: Have you talked to your student union?

PEO-SC Co-Chairs: We have talked to RES, they do know about this. But amount of money to be sponsored by them is yet to be decided. The entrepreneurship group is very excited to be on board and sponsor us since they want to get to a higher level.

Waterloo A: If you're lowballing delegate count for revenue purposes, did you factor in that you seem to expect more delegates into the rest of your budget?

PEO-SC Co-Chairs: 9k was the hotel which seems to be in the budget, but we have approximately \$2,000 in the budget as a buffer.

McMaster: Have you approached any hotels yet?

PEO-SC Co-Chairs: We are trying to minimize cost in all places we can and we have a dedicated VP Finance. For example, I will stay at home and not stay in hotel to lower the cost. Yes, we have approached hotels. Another positive factor is that with the many conferences Ryerson is hosting this year, we are likely to have cheaper rates if we still with the same places.

McMaster: One suggestion I would make is to increase your contingency because it's only 7.8% right now.

PEO-SC Co-Chairs: We will take that into consideration, thank you.

President: Due to the pitfalls of this software, I believe the best way to vote is to send your votes into Jeffrey who will compile them. We will make sure that only those who have the ability to vote can vote. Please send yes/no to VP Communications email.

Result: 10:0:4

7. Other Business

8. Adjournment

Motion by Executives to adjourn meeting

Seconded By: Ryerson



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Time: 8:33 PM
Result: 10:0:3

Appendix A

Motion 1:

Title:	Engineering Tuition Working Group
Mover:	Western
Seconder:	McMaster
Spirit:	To approve the formation of the Engineering Tuition Working Group
WHEREAS:	The group will work to conduct research, develop recommendations, and present findings to the ESSCO Council.
AND WHEREAS:	More information can be found in Appendix B
BIRT:	The engineering tuition working group gets approved by council and the working group form gets signed by the President.
Result:	12:0:2
Discussion:	<p>Western: To give a brief reason why for this, I'm one of the co-chairs while Jocelyn is the other one. I'll start with giving an example, at Western specifically. Back in 2006, Software Engineering costs \$6,000 while Computer Science (a fairly equivalent degree) costs \$5,000. Now the degrees have raised to a different price level where Software Engineering is \$14,000 and Computer Science is \$7,000. A majority of the courses are still very equivalent and employment rates are the same. The goal of this group is not about this specific case, but it is to look into explaining why engineering tuition is so expensive than similar degrees. The purpose of this motion is noted in Appendix B. We will need 2-4 more members for this working group. Member responsibilities are also outlined in Appendix B so those who are interested may see. Members would have a work commitment in August is about 5-10 hours, read over some Ontario policies on tuition, meet with your engineering faculty, and meet with working group over video while doing research on school tuition. Please contact myself or Jocelyn to get involved.</p> <p>President: I want to say how tuition is very important, I want everyone to take note about working groups. If you think you can work with other students or schools on something, feel free to bring it up to me. I want this year to change the culture of what ESSCO does. I want you to feel like it's less of your job is to change policy and more to provide services and collect experiential knowledge. I want people to move more towards improving your society.</p>

Motion 2:

Title:	Make the Change Lab Great Again (Reports on the Change Lab)
Mover:	McMaster
Seconder:	Guelph
Spirit:	To update council on the Change Lab activities
WHEREAS:	ESSCO is sponsored by Mark Abbott to send two representatives to the Change Lab for the 2017-2018 year
AND WHEREAS:	There is currently no mandate for council to be updated on what happens at the Change Lab
BIRT:	ESSCO representatives must write a report on their experience at the Change Lab within two weeks of attending.
BIFRT:	The report be distributed to council by the ESSCO VP Communications
Result:	11:0:4
Discussion:	<p>McMaster: The purpose of this motion is so that when people go to the Change Lab on behalf of ESSCO, they can relay the information so other schools know what's going on and they are more accountable.</p> <p>Guelph: I attended Change Lab in February this year and when I came back I was asked by Mike (previous ESSCO President) on what I thought. There were some things I wasn't interested in but I still wrote about them. The reason for this is because some things in the report could be of interest for other schools. To where some schools actually got involved in them. I think it's a great idea because you could write a report on the findings and it will allow Change Lab to see that there are people who are strongly interested in the topics who want to be part of the change.</p> <p>Ottawa: Is there a link to be shown to regarding information on Change Lab?</p> <p>President: I sent out an email out the other day on Change Lab. I got an update on them. If didn't get this email, please let me know. On there, I attached a link to their website, they recently updated their vision and mission on there as well.</p>



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Motion 3:

Title:	Le\$\$ Money More Problem\$ (ESSCO PM 2016 Bailout)
Mover:	McMaster
Seconder:	Carleton
Spirit:	To reimburse McMaster University for the deficit incurred through hosting ESSCO President's Meeting (PM 2016)
WHEREAS:	PM ran over budget by \$5,135.14
AND WHEREAS:	The conference chair has since graduated and failed to motion for money last year
AND WHEREAS:	The McMaster Faculty of Engineering has contributed an additional \$2,000 to help with costs
AND WHEREAS:	The McMaster Engineering Society has already contributed \$2,000 to PM 2016 in the form of sponsorship
BIRT:	ESSCO reimburses the McMaster Engineering Society \$2,000 to help with costs incurred from the conference
Result:	
Discussion:	<p>McMaster: Since I was on ESSCO Exec Council, it might be a conflict of interest. Dani is currently our engineering society VP Student Life and will speak for me.</p> <p>Dani (McMaster VP Student Life): As Jocelyn said, I'm the current VP Student Life and I also volunteered for ESSCO PM 2016. What I'm going to do is walk you through the motion a little bit and go through the transition document prepared by one of the chairs of the conference. The deficit was \$5,000. In the hotel, there were complaints due to excessive noise where the hotel had to reimburse those individuals. We originally had busses planned for transportation but they failed to show up on the Saturday morning. This caused people to use their personal vehicles or taxis which incurred costs for parking on McMaster's campus and the in-and-out fee for hotel parking. There was a miscommunication with the hotel in regards to the quote for breakfast, the Chair thought this was for both days but it was in fact for only one. This meant that the breakfast cost doubled due to this logistical planning. On Saturday, the lunch had another miscommunication where the Chair thought this meant \$500, all inclusive. However, the Westin saw this as \$500 + tax and gratuity. The room booking for the Friday night social was extended without proper communication which incurred an additional cost. Lastly, in terms of revenue, we were supposed to receive \$1,000 from a sponsor but only received \$800. At the time the Chairs didn't have sufficient communication between them and the ESSCO Executive. If there was, maybe these flags could have been caught previously. Since the</p>

conference, we approached our engineering faculty who originally agreed to sponsor \$2,000 but they offered an additional \$2,000 which meant a total of \$4,000. It hurt our engineering society because events had to be moved to later in the school year until these funds could be collected. The point we're at now, the organizing committee members has since graduated or went on co-op. We are asking for approximately \$2,000 to cover the remaining \$3,000 deficit after the faculty's contribution. Looking at the ESSCO budget from the previous year, there was a surplus of approximately \$3,000 which we are asking to be used to pay of our deficit.

Carleton: I'm good.

President: I know this may be a conflict of interest seeing as last year I was president of MES and Co-Chair for this conference. I don't want to seem like I'm shifting blame, but I learned a great deal from this. Part of that is to never sign your name on something you don't oversee. Marco (other co-chair) did the logistics, when I asked how things were going he had said it was good. I was there to handle to day time discussions and a few sessions. Marco was logistics and finances as I was in charge of the sessions. I learned a great deal about whatever you have your name on you know about.

Lakehead: How much is ESSCO budget?

Dani (McMaster VP Student Life): Looking at the budget attached in the email, it was taken from last year. There was about a \$3,000 surplus from the budget.

Ottawa: How will McMaster eventually cover the rest of deficit?

Dani (McMaster VP Student Life): The rest will be covered by operating contingency of this year.

Guelph: To speak on the fact that just because you have a surplus doesn't mean you spend on it. A lot of the incurred cost was purely negligence of the Chair for the conference and lack of proper planning to organize logistics. I don't think it should be the responsibility of all the ESSCO member schools to help pay this off when ESSCO already contributes to each conference.

Dani (McMaster VP Student Life): There was a lack of communication between ESSCO Exec to hold accountability to watch out these things beforehand. Having said that, we do realize that this was all done on us and that's why we are only motioning for some money.

VP Finance & Admin: I do agree with Matt, it was done in the previous year. Would you be able to show your full budget from the conference? When this was happening, was it ever discussed or laid out between the ESSCO Exec if there was trouble or what was needed before the conference?

McMaster: Since ESSCO PM 2016 happened, right when previous



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ESSCO Exec came into term there wasn't a lot of communication with VP Services (which was Katie). Up to our knowledge, there was not a lot of communication between the conference chairs and the ESSCO Exec. That year, Katie wrote activity agreements of what is expected. There is a budget given out.

VP Finance & Administration: Was there a signed conference agreement form to be found anywhere after this conference? Was there any agreement laid out prior to this conference to discuss liability?

McMaster: It didn't exist at the time.

Carleton: What is ESSCO's budget like in terms of excess money for that year? i.e. what is our surplus at this point in time?

VP Finance & Administration: The budget attached to the email was the one Robert had displayed at ESSCO AGM 2017. The surplus there shows what is projected. However, this is not accurately represented as I cannot see what is exactly in the bank account right now since I do not have access to it at this time. This could differ from what is in the account.

President: We can make a more researched decision after the ESSCO transition meeting weekend as we have not fully transitioned all of our things. Aside from that, my recommendation would be table this vote until after this transition weekend.

VP Finance & Administration: As VPF of the Carleton EngSoc last year, I can say that the most accurate way to know how much money there is would be to look at the bank account. Plus, it also is another year and the budget is closed year to year. it is not proper accounting practice to dip in to the previous year.

Motion to table this until after ESSCO Executive Transition weekend by ESSCO Executives

Secunder: Guelph

Result: 11:1:2



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Appendix B:

ESSCO Working Group Form

Title	Engineering Tuition Working Group
Purpose/Description	<p>Conduct research to understand the environment of tuition including, laws and regulations, stakeholders and historical trends.</p> <p>Develop recommendations to ease the burden of tuition on engineering students in Ontario.</p> <p>Present all findings in policy document and presentation.</p>
Chair (Contact info)	<p>Ivan Zvonkov – izvonkov@uwo.ca Jocelyn Lee – leej11@mcmaster.ca</p>
Others involved (Contact info)	<p>TBD</p> <p>The group will have the following structure.</p> <p>President Director of Student Affairs 2 chairs 2-4 positions open to engineering students from member schools</p>
Who will be contacted on behalf of ESSCO (to the best of your knowledge)	<p>Public Policy and Government Relations – OSPE Jeannette Chau, MBA, P.Eng., Manager, Government Liason Programs – (647) 259-2262 or jchau@peo.on.ca Howard Brown, PEO Government Relations Consultant, President Brown & Cohen Communications & Public Affairs Inc. – (416) 484-1132 and cell (416) 484-1132 ext. 7 or black@brown-cohen.com</p>
Project timeline & deliverables	<p>Members selected – July 25th Goals and Timelines Set – August 7th Presentation on Tuition Policies – September 19th (ESSCO PM)</p>

When contacting external organizations ESSCO Working Groups must represent the organization with integrity. Prior to sending any communication on behalf of ESSCO for their Working Group, Working Group chairs are responsible for receiving approval from the ESSCO President or ESSCO Director of Student Affairs.

Chair:



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(Signature)

(Date)

Chair:

(Signature)

(Date)

Director of Student Affairs:

(Signature)

(Date)

President:

(Signature)

(Date)