

## Meeting Agenda – August TC 2017

**Date:** August 28<sup>th</sup>, 2017

**Location:** Teleconference

**Call to Order:** 7:00 PM (August 28, 2017)

**Minutes:** Executives, ESSCO VP Finance & Administration (Cylina El-Bouchi)

**Voting Members Present:** ESSCO Executives (President, VP Finance & Administration, VP Communications), McMaster, Guelph, Windsor, Ryerson, uOttawa, Waterloo B, Lakehead, UOIT, Carleton, Waterloo A, York, Western.

**Non-Voting Members Present:** UofT (OEC-only), Director of Diversity, Director of ESSCO Fund, Director of Sports (North & South), Director of Website.

**Absent:** Ontario Ambassador, VP Services, Conestoga, Laurentian.

**Call To Order:** 7:06 PM (August 28, 2017)

### 1. Adoption of the Agenda

**Amend the agenda to add "Working Group Update" for the Tuition Working Group as agenda item 6 after "Directors Introduction"**

**Amended by:** President

**Motion to Adopt the Agenda**

**Motioned by:** Executives

**Seconded by:** Western

**Result:** 9:1:3

### 2. Adoption of Minutes

#### a. Adoption of ESSCO AGM 2017 Minutes

**Motioned by:** Executives

**Seconded by:** uOttawa

**Result:** 10:0:3

### 3. Executive Updates

**President:** We had our transition weekend earlier in August where we looked at our year as a whole. We learned a lot about the inner workings of ESSCO for executive roles and responsibilities that you don't see from the outside and received a lot of good advice. This allows us to be well set up for the rest of the year and I'm very excited. We selected our directors which you will be introduced to later. We had 20 applicants which I'm really happy about. There were only 6 positions, if you reached out to someone and they didn't get it, there will be other opportunities to get involved. I had a meeting with Sandro from OSPE, he got me in contact with Baijul whom will be our main contact. We are going to talk about our partnership between OSPE and ESSCO such as our banking, secretary (minute takers), and that kind of stuff. I will go into more detail in the future but that is the general horizon. Speaking with Sandro, he brought up that at McMaster there's a program called The Master's of Engineering and Public Policy and those students are looking for experience. I think this is a great opportunity to offer these students experience because they are familiar with writing policy, I think we could really use their support in developing well developed and well

researched policy documents. If that is something we want to do moving forward. I see these people being a support role for our working groups, specifically our advocacy group. We also had a meeting with PEO where we discussed a few things such as PEO-SC and Essay contest (although trying to restructure this). If you have any ideas about this, please bring it to my attention. We also discussed PEO student membership and how we can help out with that. A quick update on Ram, he had some personal things come up and will be addressing those. IF you have anything you want to bring up to Ram, it would be best to bring it up to me for the time being.

**VP Finance & Administration:** I have calculated the membership fees for member schools, I just have a couple questions to address with OSPE before I send out all the invoices to member schools. There's no rush, usually these get released after ESSCO PM and that happens in September. Although, I will probably send them out earlier so that you may bring a cheque to me at PM. I have updated the policy manual and constitution with Robert, VPFA last year, as there were a lot of changes that were motioned at ESSCO AGM 2017 during plenary. I was also present during transition weekend that Andrew described, although Robert and I had done most of our transition beforehand. I'm looking at creating a cheque request form that will allow me to produce an expense report that is accessible at any time opposed to only having the cheque book. This will also have a record of everything with more detail. I will also establish a similar thing for income so that is it more clear and easier for financial transparency. I received all the necessary boxes from Robert, the only thing missing is the cheque book which Robert will mail to me in the coming days. I have a bunch of ESSCO patches I will be bringing to PM to sell, come see me that weekend if you would like to purchase one. They are \$5 each. I'm almost done the July TC minutes, I just have to go back to add some things from the chat. With Robert's help, I have been fixing the bidding schedule. You'll get emails from me for when who is required to bid when in the upcoming weeks. Andrew and I will be meeting at an Ottawa branch to transfer over signing authority due to scheduling issues with a Financial Advisor when we were in Toronto. I conducted interviews for my Director of ESSCO Fund, you'll see in the agenda that it is Daniel Kennedy. I'm working on finalizing the operating budget that will be shown and approved at PM.

**VP Communications:** I have updated the website for everyone, go check it out! I updated all the contact schools, executives, and also the past executives page. I'm planning a lot of things for social media, one thing I especially want to push forward is a video on "meeting your executives". The intent is to have a fun video talking about them, what their goals are, and why they got involved with ESSCO. This is to advertise ESSCO and what we do as an organization for everyone under the ESSCO reach. I will be working with our Director of Website to put together a patches page. The page will be a summary of the patches we have in engineering, like a wiki page where you could go check it out to see where the patches came from, the history behind it, and a small short story about what the patch is about. Another thing I will get into later in business at hand are my Ad Hoc positions I want to push forward, one of them is Graphics and the other is Marketing and Photography.

**VP Services:** [Absent]

**4. Questions for Executives**  
[No Questions]

**5. Directors Introduction**

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**President:** For your introduction, please state your name, your school, and a fun fact about you.

- a. **Director of Diversity**
  - i. **Ashna Wright:** Hello, my name is Ashna and I go to McMaster. As a fun fact, I worked in a kitchen all summer at a summer camp.
- b. **Director of Outreach**
  - i. **Kristyn Farrell**
- c. **Director of Student Affair**
  - i. **Mike Lavadas**
- d. **Director of ESSCO Fund**
  - i. **Daniel Kennedy:** As Cylina mentioned, I am Daniel Kennedy and I go to Carleton. I'm in my fourth year of biomedical and mechanical engineering. I like money which is what puts me in this position.
- e. **Director of Sport (Co-Directors)**

**President:** Since this is a new role, we need to do it right. I think there will need to be a lot of work done to get it going. With our schools being so spread out, we thought it would be a good idea to have a North and South orientated portfolios.

  - i. **Harshdeep Dhunna (South Director):** My name is Harshdeep, I go to McMaster. I like to play rugby, I play on McMaster's engineering team.
  - ii. **Logan McFadden (North Director):** Hi, my name is Logan and I go to Carleton. A fun fact about me is that I work for McDonald's so I get cheap food.
- f. **Director of Website Security**
  - i. **Calvin Vadivelu:** .

## 6. Working Group Update

### a. Tuition Working Group Update

#### Presented by Ivan Zvonkov

**Ivan:** To start off, the Tuition Working Group is investigating how tuition works for those who don't know. We have four members in total. We will be coming up with a short report to present at PM which will outline current trends in tuition and the laws and regulations put in place in Ontario and other parts in Canada. At PM, we'll decide if we need to do a lot more research or if we can begin to develop a stance and go into the advocacy side of things. For now, we are just in the research part.

**President:** We are trying to get another working group going with some of the people who had applied for a director position. The one we are looking at creating a working group on engineering education in Ontario. We are looking at where the pitfalls in education is and where we can advocate to make our education better. I will be pushing working groups a lot this year, if you have an idea for one just let me know!

## 7. Presentation by Helen Lin on NXTENG CANADA

**Helen:** My name is Helen, I am the founder and director of NXTENG CANADA which is an organization lead by a team of high school students (I am also in high school). Our mission is to empower the next generation of global engineering students. We are running events with high school students. Our last event was a hackathon was at Sandbox by DMZ. It was a non-traditional hackathon that encouraged tech and non-tech enthusiasts. We got a lot of good

hacks out of that. We wanted to look at the more educational side of things, our next event is called NXTSTEPS. This is Canada's first engineering fair. If you've ever been to the Ontario university fair, you will know that it is quite crowded and the information you are given is very general. We wanted to do an engineering fair because we find that engineering is such a vigorous discipline and it's important that high school students get a good feel for it before going into university. We would be having a panel with Q&A sessions as well as workshops. We're having some trouble securing a venue for our event. Tentative dates are the first, second or last weekend of October. I know the end of October is busy with midterms, but anyone interested in the event can send me an email. The whole event will be from 12-6pm, there will be 2 networking sessions and 2 Q&A sessions with a women in engineering talk. If time permits, we would like to have more. I have emailed 10 of the 14 schools who are part of ESSCO. We are looking for 3-5 representatives, one of whom is part of your engineering society and one faculty member. Definitely speak to your engineering faculty director. After that, you would be planting your booth. We are looking into more sponsorships.

**McMaster:** Have you reached out to any currently existing engineering groups such as EngiQueers or Women in Engineering?

**Helen:** We have reached out to WISE at U of T as well as 4 of the engineering interns at Cisco taking part in the Women Entrepreneurs program, as well as some Engineers without Borders groups.

**York:** Is this similar to OUF fair in terms of setting up a booth and presenting the Eng Programs?

**Helen:** Yes, in addition to the Q&A's, networking and various workshops are all specific to engineering. For interested schools, please contact me this week so we can get you set up.

## 8. Other Business

### a. Ad Hoc Initiatives

#### i. Graphics

**VP Communications:** My goal with this position is having a graphics designer for ESSCO to help me make creative designs to push initiatives and anything that we're doing. This is to make them more attractive to create more engagement on social media. This entails posting these graphics on Facebook, Instagram and Twitter to use as promotion to really get it out there for any new initiatives that we're doing. The issues I've run into now about finding a graphic designer is they don't work for free. It's hard to pitch the position as a volunteer to purely add to their portfolio. What we are looking at right now is to possibly pay for the software that they use, like the Adobe software most graphic designers use is what we're trying to do right now. I have had some graphics designers that are interested.

#### ii. Marketing/Photography

**VP Communications:** I know quite a few photographers and people who are good at marketing. What they would do is help me with photos and day to day social media marketing to get the word out about what we're doing. They would help my promotions on social media and help me find trends in effective social media usage. They would help me create those videos I was talking about before; such as meet your executives video. I want to do more videos to explore other initiatives.

## 9. Adjournment



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**Adjournment of meeting at 7:50 PM**

**Motioned by:** Executives

**Seconded by:** Windsor

**Result:** 9:0:4