

Meeting Agenda – October TC 2017

Date: October 22nd, 2017

Location: Teleconference

Call to Order: 7:00 PM (October 22nd, 2017)

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

Voting Members Present: ESSCO Executives (President, VP Finance & Administration, VP Communications), Western, UOIT, Guelph, Ryerson, Waterloo A, Conestoga, Laurentian, Windsor, Lakehead, Ottawa, McMaster, Carleton (proxy), Waterloo B (proxy).

Non-Voting Members Present: Queens (OEC-only), Toronto (OEC-only).

Absent: York, VP Services.

Call To Order: 7:04 PM

1. Adoption of the Agenda

Motioned by: Executives to approve Agenda

Seconded by: McMaster

Result: 13:0:1

DISCUSSION

McMaster: There is a tabled motion from ESSCO PM that should be brought up at this teleconference. Although it's fine because I was going to ask to motion to table it seeing as I don't have the ESSCO PM minutes.

President: Our apologies for that. We will try to bring this up at the November TC instead.

Western: Are PM minutes available?

President: No, they have not been released yet. I believe Cylina is working on them. I know October has been a busy time for everyone with midterms. Hopefully you can understand October has been a slow month for us and we hope to pick things up in November.

2. Executive Updates

President: For Engineering Change Lab, Jocelyn and myself as well as Laura and Kurt from CFES went to Calgary to take part in the engineering Change Lab. It was really interesting and really fun. I have a report due to you guys, it's in the works but its not done yet. Jocelyn and I need to get together to hammer it out. The report will be focusing on ways we can better associate and work with the Change Lab group for more than just attending. They meet about 3 times a year, they come together to work on different initiatives to improve engineering. It is similar to our model where we come together at conferences to have discussions and put things in place to better engineering student education and experience. I think we can learn from the Change Lab where we may work on goals to achieve in-between conferences. Hopefully I'll have that report out early November. Queens Park was good for those of you who went. It's always kind of frustrating because we can't get the farther Ontario schools out to that. Queens Park is a bit of a mixer where student representatives attend to talk to a couple MPPs and some representatives from OSPE and PEO. I've been

working with Patrick and Katrina (Advocacy Managers) from OSPE, we're going to try to create a long-term advocacy framework. They write reports, research reports, and they run PAN (Political Action Network). The idea is to create a program that will last longer than 12 months, it's like what I want to happen with the working groups where their work extends continuously until it's done. If we keep starting with blank slates every 12 months, we won't get much work done. The idea is to use OSPE staff to help us with our reporting. Their PAN allows engineers to go talk to MPPs and other industry professionals about any issues worth discussing. These student issues can be like a training network for these PAN topics. This allows our VP Externals to be involved and politically engaged and once they graduate they can represent engineers. This is an interesting program to allow VP Externals to learn how to lobby and advocate. Expect more information on this before December. Ivan and Jocelyn have been in contact with Patrick and Katrina, the second working group presenting today will also be in contact with them. The mandate tracker, it's taking me longer than I expected with all the things I'm trying to do in Excel. The OEC AB, I spoke with Kevin (the Chair of the Advisory Board). I haven't drafted an MOU yet. The key thing is to find host schools. We are missing host schools for 2019 and 2020. We do not want to allow OEC to dwindle out. This is an opportunity to allow your students to network and host a provincial-wide engineering conference which is great experience. We have a list of schools that need to bid, Cylna and I will be sending out emails regarding this. We're going to try to get it out before this coming Friday. Regarding the Value Proposition, U of T and Queens are in this TC. I'm going to be reaching out to the both of you. We would love for the both of you to join us. We are focusing on advocacy and we are a stronger Ontario organization if we have all Ontario schools onboard. We really want to understand what you want from this organization and what we can provide.

VP Finance & Administration: I would like to start off by apologizing for being a bit MIA. In regards to updates, as I mentioned at PM plenary, we had a meeting with OSPE directly after to discuss our partnership with them. For the financial updates on this, we had been put in contact with a dedicated financial advisor, Mark Woodhouse, who will be helping us with our financial needs that OSPE can help with. Some of these include setting up the investment portfolio, depositing cheques, etc. I had sent out the membership fee invoices to all member schools, as you all saw in your emails. I will also send out a reminder one shortly to you all about sending them in. As you may have noticed on the invoice, the address used is the ESSCO office at OSPE. This is so that there is one centralized location because all ESSCO executives could end up being all across Ontario in the years to come. How this works is the cheques get mailed to them from you all, I give them some deposit information for the ESSCO account so they may deposit these cheques on our behalf. All they need is the account and financial institution number to put money in, they just can't take any money out. Any time a cheque comes in, they send me an update with all the cheque information. I just got an email from them a couple days ago. Since we had some delays with the first PEO cheque for PEO-SC. I sent another invoice with the request of a larger amount be issued from the total with a rush on the cheque. This will be combining two installments into one cheque (instead of two cheques for \$5,000 they will be sending one cheque for \$10,000), it will allow the organizing committee to get this money faster. As soon as that is deposited, I can send out a cheque to the organizing committee payable to whomever they require. PEO has also sent the PM sponsorship cheque. Matt, I will be in contact with you to know how you want that paid to the PM organizing committee as well. I have gotten in contact with all membership schools who have not paid their membership fees from last year as well. They have agreed they will pay last year's fee in conjunction with this year to have no outstanding

debts. As Andrew mentioned, I will also be sending out an email in regards to bidding for both conferences and competitions. I will send two separate emails. There are many schools due to bid for OEC and those who are due to bid for conferences will also get an email from me. Abby was kind enough to share with us the motion tracking method CFES uses to get an idea on how ESSCO can structure theirs. IN regards to minutes, I know some of you were asking for PM minutes from plenary, I will get that out to all of you ASAP.

VP Communications: Regarding the Ad Hoc positions, if you saw my emails today, I hired all the Ad Hoc positions. This includes Graphics, Marketing, and Photography positions. As promised, I will outline what each of them will be working on. For my Marketers, they will be prepping for upcoming events and initiatives we will be pushing forward. They will be doing something called "The humans of ESSCO" which is similar to "The Humans of the World", if any of you know about that. This is where we will have a photo of an engineer and the post will be going deeper into what they are all about and why they chose engineering. This allows us to give more of a personality to engineers which is really cool. We're making a Google Form that we will be sending out to all VP Externals to share at their respective schools to reach all engineering students in Ontario for people who would like to submit stuff. I also received an email today from our Director of Diversity, she is trying to do something called IMN. I will be in touch with her to find out what that's all about. I will get my Marketers on that very soon. With midterms coming up, on Monday we will start having some motivational memes. Make sure you check out our Instagram and Facebook. Our Photographers will be working on our "Meet Your Executives" video. They will be coming out to PEO-SC to do this. They will be filming the ESSCO Executives and some VP Externals, we will be reaching out to you guys about some content ideas. Our goal is to start a brand for ESSCO across Ontario. Our Graphic Designers, we're going to have them hop on the IMN thing and have them make some of the graphics for the initiatives we are doing. Such as some of the Monday motivation things and stuff like that. Finally, regarding the patches page, I will show you some drafts of the page right now. I will be showing what the website page looks right now. The patches page will be to the right of the "News" tab and to the left of the "Media" tab. The sections on the page are the ways we will categorize all the patches, the patches page will include the following titles: ESSCO, School, Conferences, and Casual. I've been working hard with my Director of Website to put this together. Right now we just have the PEO-SC patch under the conferences section for the one coming up. You can see how the format of the form will look. I have also received a little bit of content from Ryerson which I will be adding on there. The photo we have on there right now is a PNG photo, we know we will receive some pictures of the patches and we will have to figure out how we will maintain consistency on the page, it will take some time. I will get back to you all on this in the November TC.

VP Services: [Absent]

Western: Andrew, can you give an update from Ram?

President: I haven't received any updates from Ram and I haven't been able to get ahold of him either. For the VP Services portfolio, we are working with Baijul in OSPE to align ourselves as an organization. Ashna is going to be doing "I Am Eng" for NEM and Kristyn will be working on establishing a competition to replace the Rube Goldberg Machine one. Instead of doing the old Rube Goldberg Machine competition that hasn't worked in the past, we have something else but it is more of a surprise and still in the works with OSPE that we are bringing out.

3. Questions for Executives

President

Western: Andrew, can you set due dates for the mandate tracker and OEC agreement?

President: I will send that out later tonight, I want to be able to provide realistic timelines because I want to look at my schedule since it is tight. Is that okay?

Western: Sounds good.

VP Finance & Administration

Western: Can all schools get an email about which schools are due to bid?

VP Finance & Administration: I can definitely do that if you wish, I was initially intending to send them separately.

President: What is the purpose? Why do you want to know for the other schools?

Western: Just so we are all in the know.

President: My only reservation is that I don't want it to turn into pointing fingers at other schools. Although I see how it can be important and it would be fine as long as everyone is respectful about it.

VP Communications

Western: Can you give an update on PEO-SC arrival/departure times? The pre-delegate package?

VP Communications: I believe most of the stuff will be going on the website that will be updated tomorrow. I spoke with the Co-Chairs today, they will be finalizing everything tonight.

McMaster: I saw you guys posted the link to register directly on the ESSCO page, were there delegates that signed up that didn't apply to go through schools?

VP Communications: For the delegates who are not going through their EngSocs, the Co-Chairs are working on a finalized fee. They will be releasing a second Eventbrite for those who aren't coming with their school's EngSoc so they may pay the delegate fee and register. Make sure you check their website because all the updates will be there, and I will be blasting out any of these updates on social media as well.

VP Services

Lakehead: Is there a problem with Ram? Are you all not getting along? It seems weird how he hasn't been in contact with you.

President: We are not fighting. It's more of a personal matter, we are hoping it will all be worked out shortly. It is something private that I will not get into.

Western: Is there any update on the Blood Drive event?

President: I have spoken with Kristyn, she is the Director of Outreach. She reached out to Kieran from Waterloo. She is just waiting to get the documents from him. She has also been in contact with Helen from NXTENG. The Blood Drive event is still good to go, we were discussing when it should be. We are thinking it would be in January or February.

4. Other Business

a. Working Group on Cooperative Education Presentation

Emma Kennedy: Emily and I are co-chairing a working group on cooperative education. I am from Waterloo and Emily is from McMaster. We started in September, we selected a group of two other individuals: Jordan Raposo from Conestoga and Ashley from UOIT. We are working on a survey that will go out to get feedback from students on issues related to co-op. BY the new year, we will

have decided on an issue we want to focus on to research, develop a report on, and recommendations from Council. We are right at the beginning phase.

Windsor: Can VP External's still join?

President: The way working groups work, based on the policy that was constructed last year, the basis on creating one is you submit a form to myself and the Director of Student Affairs.

Western: Can we expect a motion to put the group forward officially at the November TC?

President: There's not a lot of structure around them, I think that is something we should work on. The group has been officially created, whether VP Externals can still join at this moment or not I'll throw it back to you Emma.

Emma Kennedy: If you would like to join the working group, send me an email at coopeducation@essco.ca.

Western: So that form was filled out?

President: Yes, the form was filled out. It still needs to be signed off by myself and Mike Lavadas, Director of Student Affairs. What I think we should work on is distributing it to all of Council. We will send that out so everyone can see what the goals are and the mission on the form.

Motion to Amend the Agenda to Include an Update from the Tuition Working Group

Motioned by: Executives to amend the agenda

Seconded by: Windsor

Result: 13:0:1

b. Working Group on Tuition Update

Jocelyn Lee: With our tuition working group, for Queens and U of T who weren't there for the presentation at ESSCO PM, we are working on a report for where tuition is at, where it is coming from, how much engineering students pay in Ontario opposed to other provinces, how much students get with a government grant, what the historical trends are, and that kind of theme. Now we are working on the next steps with that. Following the report we have to polish the report, investigate questions on tuition policy with ministry representatives, contact PEO and OSPE to develop a stance. Right now we are working on the report and investigating questions on tuition policy, how OSAP also plays into it. We also met with OSPE, we have established an official partnership with them for our future goals. We will have more of that information at the next TC.

c. Advertising

McMaster: I just wanted to ask since I have you all here, how do you all organize advertising within your society? Currently at McMaster, we have an advertising committee, and we can send them design requests, they create designs then we pay them \$10 from our own budgets. However, we are seeing issues with this because we don't necessarily have to go through them and committee to get designs, so it is not fully taking advantage of the service. What do you guys do?

Carleton: Carleton has a VP Publications that makes banners, promotional designs and etc for us.

McMaster: Do you pay them for that?

Waterloo A: We have a marketing design director treated like any other directorship (like directing an event). It's volunteer-based like the rest of the positions in our EngSoc. Designing posters for free was my first step in getting involved with our EngSoc.

Lakehead: Ours is the same as Carleton's where it's the same process and it's free.

Windsor: We have directors that do those, they are volunteer-based as well.

Western: We have a Creative Director of Merchandise and it's position on UES is not paid.

Ryerson: Our VP Communications also creates posters and etc for us, this is also volunteer-based.

President: Is there anyone that does not have a volunteer-based position?

McMaster: We are not volunteer-based but we are having problems because of that. Do you guys find that the designers want to be paid for their work?

Waterloo A: Can you clarify what the problem is?

Lakehead: Why don't you create a volunteer directorship for this position?

Ottawa: We have a graphics commissioner that does it for us.

Windsor: No, people just want to be involved so they do it for free.

McMaster: The biggest problem we have with our advertising committee is that it has 80 people where there is an advertising coordinator who will take requests from other people within the engineering society. They will then post it in their group where their designers submit designs and the person who requested it will pick their favourite. The problem with it is that if you are using the advertising committee, you have to pay \$10 from your own budget. What people are now thinking is why pay \$10 from your own budget when you can do it for yourself for free or you can find someone else to do it for cheaper. We want to use the advertising committee so that we have a standard on what our publication things are going to look like for consistent branding across the board.

Waterloo A: People are actually competing with their designs for \$10? Would this mean some people are creating a design that isn't even picked?

McMaster: Yes, exactly. They all submit a design and the one chosen gets the \$10 at the end of the year.

Windsor: Why do you have to use their service?

McMaster: We don't necessarily have to use their service which is the big issue overall. It used to be that the advertising committee would have their own budget so that the posters and stuff for free. Although the designers want to be paid for their work. It was hard to estimate a budget for the advertising committee as well with the fluctuation of requests from year to year.

Waterloo A: As a designer, I would rather volunteer than have it like that.

UOIT: All of our publications need to be approved by our VP Marketing before being published. That's done a pretty good job of maintaining a consistent brand/quality.

Waterloo A: Can I ask an unrelated question to the group?

President: Yes, go for it.

Waterloo A: One of our directors of novelty, our store of patches, wanted me to reach out to ask if anyone would consider patch trading. This would be like trading a bunch of Waterloo patches with another school for their patches and

sell them in each others stores or with EngSoc merchandise for people who don't get to go to conferences to trade them. I was wondering if that would be something any of you are interested in doing so I could keep pursuing it.

McMaster: I would be interested but I would need to talk to the Drain Coordinators.

Western: We don't have many patches at the moment so we probably wouldn't participate.

Ottawa: I feel like patch trading is a big thing at conferences.

President: Maybe this is something we could take on or facilitate. We could say that at every conference a school brings in a quantity of about 50 patches from every school. For the schools that do bring in these patches, maybe we could create a miscellaneous package of these packages and send them back to their schools.

Windsor: I think the idea is for people who aren't able to go to conferences.

President: How many people who don't go to conferences want patches from other schools?

Waterloo A: I the idea of it going through ESSCO to be more of a formal thing, but it was more just so that a few schools could bring some to CDE and take patches from other schools back to their own.

McMaster: Mac doesn't have that big of a patch culture because only welcome week reps get red suits. We are in the works of changing that, but for now we don't sell that many patches other than the group of 100-150 people.

Waterloo A: This would also be for some people that have maybe been to one conference and would like to go again but aren't successful in their applications. They wouldn't have had the same exposure or opportunity as some others for patch trading.

Carleton: Is it to trade patches or sell patches from each school?

Ryerson: Our school would definitely be interested, but I would also have to talk to our VP Operations.

President: If your school is interested, send Celine your information for the best person in your EngSoc to get in contact with in regards to this. Celine, if you could then send that back out to everyone so that they all have that kind of information it would be much appreciated.

Waterloo A: I will forward everything over to Felix who is our novelties director that will be coordinating everything for us.

5. Adjournment

Adjournment of meeting at 8:02 PM

Motioned by: Executives

Seconded by: UOIT

Result: 14:0:0