Order of Business

In an effort to be clearer around the process being followed for the meeting, this agenda was constructed with notes from previous and current officers of Council.

Preliminaries
- Call to Order
- Appointment of Officers
- Approval of the Agenda

Approval of the Minutes

Items for Adoption by Consent

Reports
- Executive Reports
- Report from the Officers of Council

Special Orders

Business Arising from the Minutes

General Orders

New Business

Adjournment

Acknowledgments
Preliminaries
Adding items to the agenda requires a two-thirds vote, although new items of business can still be raised without needing that vote once the entire agenda is complete.

Call to Order
Be it resolved that the Speaker calls the meeting to order at 12:30 PM.

Approval of the Agenda
Be it resolved that Council approve the agenda as presented.

Approval of the Minutes
The minutes of a meeting are the official record of what happened at that meeting, and contain the authoritative versions of the actions taken at the meeting. If there are significant reservations about the minutes, the approval may be dispensed with, and the minutes will be returned at the subsequent meeting for approval.

Approval of the Minutes
Be it resolved that Council approve the minutes of the June 17th, 2018 meeting as presented.

Items for Adoption by Consent
Per Council Procedure 9, items on the consent agenda will be considered in gross, without debate or amendment. Items will be moved from the consent agenda to the regular agenda upon the request of any member. The purpose of the consent agenda is not to suppress debate but to allow Council to quickly consider and approve uncontroversial items.

Ratification of Service Coordinators
Be it resolved that Council ratifies Fiqir Worku and Shandana Khan as the New Service Coordinators from Spring 2018 and Fall 2018 Terms. — Savannah Richardson

Ratification of Director Appointments
Be it resolved that Council ratifies the Board appointment of Hannah Sesink to the Honorary Lifetime Membership Committee. — Seneca Velling

Be it resolved that Council ratifies the Board appointment of Connor Plante to the President’s Advisory Committee. — Seneca Velling

Reports
Motions arising directly out of a report, including to adopt recommendations in the report, may be considered immediately after the report without having to wait until later in the meeting. No action is required to receive a report. If Council decides to adopt or accept a report, then it is endorsing the entire report and not just the recommendations.

Executive Reports
Each executive will highlight key aspects of their written reports in an oral report that lasts no longer than 2 minutes, to be followed immediately by a question period lasting no longer than 10 minutes per executive.

1. President
2. Vice President, Student Life
3. Vice President, Operations and Finance
4. Vice President, Education

Report from the Officers of Council
To be delivered orally. Any questions relating to the report or any other matter may be asked following the oral report.

1. Council Facebook Group Survey Results — Seneca Velling

Special Orders
A special order is an item of business that will take precedence over all other business at the designated time for the special order. As it suspends the normal rule that each item must be disposed of before another can be brought up, setting or removing a special order requires a two-thirds majority vote unless originally included in the agenda.

Business Arising from the Minutes
Business arising from the minutes is business carried on to a meeting from the previous meeting.

Freedom of Information & Secrecy in Corporate Governance Policy
Be it resolved that Council approves the Freedom of Information and Secrecy in Corporate Governance Policy — Seneca Velling

MC Air Quality Cost Assessment
For information: Executive Board cost assessment for conducting independent own Air Quality testing and follow-up with the UW Safety Office — Deon Hua

General Orders
A general order is an item of business that is ordered to be taken up at a meeting. Time limits to discussions indicate the point at which the Speaker will end the discussion unless Council directs otherwise.

Procedural Amendments
Be it resolved that Council approves an amendment to add MATES under the List of Federation of Students’ Services (Students’ Council Procedure 25C)

XII. Mentor Assistance Through Education and Support (MATES)
The purpose of MATES is to:
1. To provide supportive and confidential peer-to-peer support
2. To promote personal life, balance, self-confidence, resiliency, and well-being
3. To support students who are having academic, social, physical, emotional, cultural, and/or psychological challenges.
— Savannah Richardson

Budget & Appropriations
Be it resolved that Council will approve the 2018 Fiscal Year Budget by email or electronic vote after a one (1) week review and question period. — Kurt MacMillan

Board Referred Items
For Discussion: the Board of Director would like input and recommendation from Students’ Council on which members of Council should be considered eligible for the Councilor Director positions. — Seneca Velling
**Council Teleconferencing**

For Information: refer to the attached memorandum for more information on possible alternative teleconferencing software

Whereas the current Council teleconferencing setup is cumbersome and creates difficulty for off-site councilors to speak and be heard in the meeting room by other Councilors;

Whereas this problem especially poses an issue for Council members that are currently on a co-op term away from the University;

Be it resolved that Council tasks the Officers of Council to perform a cost-assessment for new means of telecom meetings for those calling in. — Yu Chen Hou

**FedsBus Service**

Whereas FedBus often provides the cheapest and fastest public transportation service between Davis Center and designated locations in other cities;

Whereas students may not be aware that there are two websites for FedBus, one for purchasing the tickets and the other for displaying the pick-up locations;

Whereas the website for purchasing FedBus tickets does not display pick-up locations and does not hint there is a second website that does, leading students to guess the pick-up locations;

Whereas the current Google Maps markers show general locations than specific pick-up locations;

Be it resolved that the Federation of Students merge both Fedbus websites - one for purchasing tickets and one for displaying the pickup-locations - into a single website

Be it resolved that the Federations of Students explore using Google Maps markers to displaying precise FedBus pick-up locations rather than the general area, where applicable — Lenny Cheng

**New Business**

Any Councillor may raise any item of concern during new business. Generally, long discussions without a specific motion before Council should be avoided, and are technically against the rules of procedure. If a Councillor has any questions about the procedure, form, or content, they should ask the Speaker.

**Adjournment**

Adjournment scheduled at 2:30 PM.
Acknowledgments

Some recognition of effort is required for the past and current officers of Student’s Council, as their hard work has led to vast improvements to the efficiency and efficacy of this body, including in the improvements made in the construction of this agenda and the attached minutes. The following members in particular have devoted an extraordinary amount of time and effort to the cause of amplifying discussions on student issues and improving the clarity of debate:

- Alexander Wray (Speaker, 2016-2017), for his efforts to run concise and productive meetings.
- Andrew Clubine (Speaker, 2014-2015), for his efforts in introducing transparent procedure to the operations of Council.
- Sacha Forstner (Secretary, 2016-2017), for his efforts in bringing the operations and decisions of Council to the at-large student population.
Savannah Richardson
Vice President Student Life Report

July 8th, 2018

Federation of Students
University of Waterloo
1.0 General Update

Wellness Days, our new initiative in partnership with Athletics and Recreation, and Peer Health Education, has officially launched. A volunteer opportunity as a Wellness Days Team Member has been posted on Leads.

Have been working with satellite campus societies to understand needs and how we can continue to support them. Visited Cambridge a few weeks ago and will be visiting Kitchener next week.

2.0 Committee Updates

**Internal Administration Committee**
IAC has been going through club applications and reviewed all of the Feds Awards nominations and picked the winners. These winners are to be announced at Volunteer Appreciation on July 16th.

**Campus Life Advisory Committee**
Came up with two overarching goals for this year, and are brainstorming actionable items in order to achieve the goals. CLAC has delegated its responsibility to a working group to do the leg work for building the new service on inclusion and diversity. CLAC is still responsible for any final decisions regarding the implementation of the new service.

**Internal Funding Committee**
IFC met and discussed methods to increase awareness and knowledge of the two funds under IFC (Enterprise, Opportunity, and Innovation Fund and Special Projects Fund). There are a few proposals on the agenda for the next meeting.

**Committee of Presidents**
Met on June 18th. Lots of productive conversation about cross-society programming, satellite campus engagement, and society executive training. The next meeting is on July 9th.
Kurt MacMillan
Vice President Operations & Finance
Report

July 8th, 2018

Federation of Students
University of Waterloo
1.0 General Update

Miscellaneous
UPASS agreement has been emailed with help of VPED to look at opt-in options for upcoming terms. VPOF and VPED will be having meetings with GRT in mid to late July.
Fedbus ticket updated stating how ticket must be printed or screenshotted at time of purchase.
VPOF action plan to be public by late July.

2.0 Committee Updates

Budget Committee
Next meeting to be scheduled July 13th. We will be going over the proposed budget for 2018-2019. Feedback is expected from committee members. The budget will then be sent out to council in late July/early August.
Feds’ Council Facebook Group Survey

Seneca Velling, Council Secretary
Purpose and Goals

- As titled, the survey was designed to gauge interest in a Council Facebook Group.
- The survey was commissioned by a few Councillors interested in having an informal Facebook Group for opportunities, comments, sharing of ideas, and communal outreach opportunities.
- Other identified purposes: to facilitate communication and outreach between Councillors and promote policy development.
- Goal of survey: determine Council sentiment on the creation of a Facebook group, and to allow commentary or concerns to be raised.
- The survey was administered by the Secretary.
Demographic data

- 26 Total respondents:
  - 5 (19.2%) Society Presidents;
  - 3 (11.5%) Feds Executives;
  - 18 (69.2%) Councillors; and
  - 0 (0.0%) Commissioners, At-Large Committee Chairs, or Other
Desire for Informal Facebook Group

- 26 Total Responses:
  - 1 (3.8%) No;
  - 3 (11.5%) No Opinion;
  - 22 (84.6%) Yes; and
  - 0 (0.0%) Not Sure
Council was asked to rank the strength of their position with respect to desire for a Facebook Group from 0 (strongly opposed) to 10 (strongly supportive). Results are presented below.

Aggregate data:
- Median: ~7.65/10
- Mode: 10/10
- Mean: 8/10, Stdev: ~2.06/10
Comments or Concerns Raised

- **Risk:** Some participants (four members*) expressed concerns that there was adverse risk of sharing sensitive or confidential information through the Facebook Group.

- **Accessibility:** A participant expressed concern that they did not have a Facebook account and would therefore not be able to access the group.

- **Personal Information:** A participant stated there was some risk of personal information spill-over when using social media for professional purposes.

*Full disclosure, I was one of the four expressing concerns.*
Recommendations

- If Council wishes to proceed with a Facebook Group the following recommendations should apply:
  - A strict confidentiality policy should apply; no sharing of confidential or sensitive information on social media. For any such purposes email, private messages, or other approved media is advised.
  - The group should remain informal, to be managed by the Officers of Council for administrative purposes only.
  - As a precautionary measure, the group should be set to “secret” so that any potential exposures have minimized reach.

- If Council does not wish to proceed, the following other options are available:
  - The Council emailing list is accessible by all Councillors (feel free to use it). Note - the email attachment limit on the mail list is 3125 KB; also keep in mind, at the end of each month all emails/attachments sent via the mail list become public at https://lists.feds.ca/pipermail/council/
  - Slack is an option, but might be overkill? Though, it does offer “channel” features which might be useable for individual committees? This might be worth it’s own discussion.
Other Recommendations

- This idea brings up some long-discussed matters that maybe should get resolved. Some of them are out of scope of this survey in particular, but are worth discussion:
  - Should there be a code of conduct in procedure?
  - Should there be confidentiality forms for Councillors for any potential council or committee information that may be confidential?
  - Can we increase Council’s “team” mentality?
  - (and last but not least) How can Council do a better job at outreach and engagement generally?
My general belief is that *formal* group discussion and even informal group debate among Councillors should be (primarily) limited to the time reserved during meetings of Council or its committees.

Note: This isn't to say Councillors shouldn't be talking to each other between meetings.

I'd be concerned though that this Facebook Group may become more of a problem than a tool.

In my opinion, Councillors time should be used on constituent outreach, communication with their faculty society, committees, governance/research, and policy development.
Motion to improve council teleconferencing

Please refer to the memorandum for some options that will be discussed

WHEREAS the current council teleconferencing setup is cumbersome and creates difficulty for off-site councilors to speak and be heard in the meeting room by other councilors;

WHEREAS this problem especially poses an issue for council members that are currently on a co-op term away from the University;

BIRT Council tasks the Officers of Council to perform a cost-assessment for new means of telecom meetings for those calling in.

Memorandum

There are currently a few pitfalls with the current meeting setup. There is also a limit of 10 users on a Google Hangouts call. It is currently difficult for councilors on the conference call to speak because there isn’t a speaker loud enough for all members of the meeting to hear. Likewise, it is hard for councilors on the call to hear what is said in the room because of the lack of microphones.

Another issue is that it becomes cumbersome to share documents and share screens to the meeting, and time is lost getting the document shown on the projector.

Some of the problems can hopefully be resolved by getting each councilor to join the online meeting on a computer or phone, so it would be easier for each person to speak directly to the meeting call, and to use a share screen feature to show important documents in the meeting effortlessly.

A few solutions up for discussion are below:

Zoom - 15$/Month. Can host a meeting with up to 100 participants. Meetings can also be recorded. Requires an app to be installed on every computer that wants to participate.

WebEx - 50$/Month. Up to 25 people in the meeting.

Another point of discussion is if it is better to invest in a proper AV equipment (speakers and microphones). It is a larger one time cost but will hopefully allow us to accommodate counselors that do not have a laptop at the meeting. This initial investment in better AV equipment (microphones for each councillor and better speakers) could be amortized over the year(s) of use.