

University of Waterloo Mathematics Endowment Fund

Board of Directors

December 5, 2022

Location: Teams, Time: 6:00 PM ET

Chair	Matthews Ma
Secretary	Matthews Ma
Attendees	Michael Blair, Christiane Lemieux, Audrey Lafortune, Linda Liu, Kanan Sharma, Daniel Matlin, Silma Manwar (non-voting)
Expected Absences	Samantha Kaiser

1 Preliminaries	2
1.1 Call to Order	2
1.2 Approval of the Agenda	2
1.3 Appointment of Secretary – Chair Ma, Director Lafortune	2
2 Approval of the Minutes – Chair Ma, Director Sharma	2
3 General Orders	2
3.1 Fall 2022 Status of the Fund and Executive Report	2
3.2 Deliberations of MEF Funding Council Allocations – Chair Ma, Director Sharma	2
3.3.1 Director Appointments, Executive Director – Chair Ma, Director Sharma	3
3.3.2 Director Appointments, Alumni Representative – Chair Ma, Director Matlin	3
3.4 Professional Development Approval Strategy (Discussion)	3
3.5 Request Temporary Increase from Board of Directors for Professional Development Funding – Chair Ma, ____ (Motion Tabled)	3
3.6 Marketing Position and Future Events Promoting MEF (Discussion Tabled)	4
3.7 Revert Transfer of Admin Allocations to Professional Development Funding Allocations – Chair Ma, ____ (Motion Tabled)	4
Allocation Percentages – Director Sharma, Chair Ma	5
3.8 Math Orientation Funds Carryover – Chair Ma, Director Sharma	6
3.9 Raising MEF Fee (Discussion)	6
3.10 Suggestions for Next Term (Discussion)	6
3.11 Executive Director Performance (Discussion)	6
4 Adjournment	6

1 Preliminaries

1.1 Call to Order

The Chair calls the meeting to order at 6:23 pm ET.

1.2 Approval of the Agenda

The Chair assumes the agenda.

1.3 Appointment of Secretary – Chair Ma, Director Lafortune

Be it resolved that the Board appoints Chair Ma as the secretary.

Motion passed Unanimously

2 Approval of the Minutes – Chair Ma, Director Sharma

Be it resolved that the Board approves the Fall 2022 BOT Minutes.

Motion passed Unanimously

3 General Orders

3.1 Fall 2022 Status of the Fund and Executive Report

The Executive Director Report was presented to the Board.

3.2 Deliberations of MEF Funding Council Allocations – Chair Ma, Director Sharma

Be it resolved that the Board approves the Funding Council's recommendations for the Fall 2022 Project Funding allocations.

Motion passed Unanimously

Comments:

- Why ask for groups to go to MathSoc when MEF can fund and has carryover?
 - MathSoc has the budget and has funds remaining. We may want to save funding for future terms where there are more projects.

3.3.1 Director Appointments, Executive Director – Chair Ma, Director Sharma

Whereas the Recruitment Committee reviewed the applicants and recommended Daniel Matlin for the Winter 2023 Executive Director;

Be it resolved that the Board appoints Daniel Matlin as the Winter 2023 Executive Director.

Motion passed Unanimously

3.3.2 Director Appointments, Alumni Representative – Chair Ma, Director Matlin

Whereas the Dean of Mathematics recommended Kanan Sharma for Alumni Representative for the Board of Directors and Funding Council;

Be it resolved that the Board appoints Kanan Sharma as Alumni Representative for the Board of Directors and Funding Council.

Motion passed Unanimously

3.4 Professional Development Approval Strategy (Discussion)

Regarding impact of Professional Development Funding (PDF): PDF goes directly to students and is used for very relevant purposes to develop them professionally. It is an impactful source of funding on individual students.

Regarding strategies of distributing PDF: The current strategy is on a first come, first serve basis. Reasonable requests will be granted. This is fair, but the funding ends up going to a small number of students, mostly frequent applicants. The full funding is exhausted relatively early in the term so many potential requests are not considered. It may be a better idea to distribute less per student for more students.

Notes:

- An option could be that within a certain timeframe, only approve funding for students who haven't received in the previous term.
- Historically, PDF did not cover prep material. This was changed when PDF had 10-15k per term. An option is that students can only apply once a year. Maybe add a policy where 50% of the cost needs to be covered by the student (with exceptions).
- Once a year is a good suggestion. Maybe students can continue applying each term, but only allowed \$750/year. Starting next term, expired funding will be added. It could be added directly to PDF. 25% of the expired funding could be allocated towards PDF.

3.5 Request Temporary Increase from Board of Directors for Professional Development Funding – Chair Ma, ___ (Motion Tabled)

Whereas the standing resolution “PROFESSIONAL DEVELOPMENT FUND” from March 30, 2011, states: “Further, the on stream Director may request a temporary increase from Funding Council if they deems it necessary”;

~~Whereas Professional Development Funding is exhausted early in the term to a small number of students (15 in Fall 2022);~~

~~Whereas Professional Development Funding is rarely given in consultation with the Funding Council and the Board should be able to have authority to change allocations;~~

~~Be it resolved that the Standing Resolution is amended to “Further, the on stream Director may request a temporary increase from Funding Council or the Board of Directors if they deem it necessary.”~~

~~Motion [passed Unanimously]~~

Motion tabled.

3.6 Marketing Position and Future Events Promoting MEF (Discussion Tabled)

Regarding knowledge of MEF: MEF is relatively unknown to many math students. The office is in a hard-to-find spot, there isn't much promotional material for MEF around campus. PDF is claimed by mostly the same students each term. Note that most engineering students know what WEEF is through WEEF labs, WEEF TAs, WEEF representative elections. How can MEF gain such reach?

Regarding potential events and marketing: Events may be a way to gain more widespread reach. As MathSoc gives out pie on Pi Day, MEF could give out free coffee, hot chocolate, donuts, swag, etc. to opt-in students. This would a. be great marketing and b. impact undergraduate math students. Marketing could be done by creating posters and more online posts detailing exactly what MEF does. More strict marketing conditions for project funding could also be applied. MEF Cartoons?

Regarding marketing position: It's important for math students to know what services MEF offers and how they can get involved. It would be tough for the Executive Director to perform their responsibilities and also effectively do marketing. A dedicated “marketing/outreach director” could do these tasks.

Notes:

- \$500 of the ED scholarship is for marketing. Should this be given to a potential Marketing Director?
 - Most organizations have marketing directors who don't get honorarium, should MEF?
 - MathSoc Execs get CnD discount and honoraria.
- When opting out of MEF, there is no description of how MEF benefits students. Can we change it to explain that the fees go towards \$750 of PDF for students?
 - We cannot decide to approve an application depending on opt-out as MEF is a charity.

Discussion tabled.

3.7 Revert Transfer of Admin Allocations to Professional Development Funding Allocations – Chair Ma, ___ (Motion Tabled)

~~Whereas the standing resolution “ALLOCATION OF ADMINISTRATIVE FUNDING TOWARD PROFESSIONAL DEVELOPMENT FUNDING” from July 24, 2018 states: “50% of the funds allocated toward administrative expenditures each term shall be transferred and added to the Professional Development Funding allocation for the same term”;~~

~~Whereas the total allocated amount allocated in recent terms is significantly less than at the time the standing resolution was made (\$120k + \$128k carryover in Fall 2018, \$72k + \$23k carryover in Fall 2022);~~

~~Whereas the admin funding should be sufficient to cover food for meetings, office materials, Executive Director scholarship, and potential events, but there was not enough for Fall 2022;~~

~~Be it resolved that no funds allocated toward administrative expenditures shall be transferred to Professional Development Funding.~~

Motion tabled.

Allocation Percentages – Director Sharma, Chair Ma

Be it resolved that the Board updates the standing resolutions to state the following:

Professional Development Fund standing resolution

Each term, the maximum of \$750 or 6.25% of the income shall be made available to fund professional development activities for individual undergraduate mathematics students. This funding will be awarded at the discretion of the Director, who will consult with Funding Council and the Board of Directors when appropriate. The Director shall report the disbursements of these funds to the Board of Directors at the next meeting. Further, the on-stream Director may request a temporary increase from Funding Council if they deem it necessary. (Also check Stale-Dating of Funds standing resolution)

Stale-Dating of Funds standing resolution

All funds awarded must be disbursed within one year following the end of the term in which they were awarded. Funds not disbursed by this time will return to the pool of unallocated income. 6.25% of the undisbursed funding will be allocated to the PDF. Exceptions to this policy will be infrequent and must be approved by the on-stream Director.

Be it resolved that the Board approves the

Administration Expense Allocation standing resolution as follows

Each term, the maximum of 2750 or 3.75% of the income shall be made available to fund Administration expenses.

Be it resolved that the Board rescinds Allocation of Administrative Funding Toward Professional Development Funding standing resolution

Motions passed Unanimously

3.8 Math Orientation Funds Carryover – Chair Ma, Director Sharma

Whereas Math Orientation has \$3,862.68 in leftover unused funds from the Winter 2022 proposal;

Whereas MEF may have let the funds carry over in the past;

Be it resolved that Math Orientation’s \$3,862.68 may be invoiced for next year’s orientation.

Motion passed Unanimously

Comments:

- Orientation is WUSA, Math. Using internal MEF account has 10% discount. MEF has allowed it to carryover in the past as if they were just under WUSA.
- This doesn’t need to be voted on in the future.

3.9 Raising MEF Fee (Discussion)

Comments:

- Over the last few terms, the amount we can give out each term has gotten lower. The financial position isn’t certain in the near future. The 10pi MEF fee was set in 1995 and it hasn’t increased since then. We could index fee for CPI.
- Is it possible to have a math-related amount?
 - The increase is only CPI per year rather than aggregate, so it can only be increased by up to 6%. Are there any math amounts within 6%?

3.10 Suggestions for Next Term (Discussion)

- Start recruiting process early and confirm Executive Director through online vote.
- Keep trying to get an office in a visible place.

3.11 Executive Director Performance (Discussion)

Confidential meeting.

4 Adjournment

The meeting was adjourned at 7:50 pm ET.