

Agenda

APRIL 05, 2016 AT 20:00 IN MC 3012A

Speaker: TRISTAN POTTER

Secretary: TBD

PRELIMINARIES

- Chair | Motion** 20:00
Call to Order. The following members send their regrets:
- Chair | Motion** 20:00
To appoint . . . as acting Secretary for the duration of this meeting.
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CONSENT

- Secretary | Motion** 20:00
To approve the December 15, 2016 meeting minutes as attached.
- Chair | Information** 20:10
Executive Reports as attached.
- Chair | Information** 20:20
The following items were approved by email vote:
- \$1500 was approved to investigate the feasibility of a student-run investment fund on campus.
 - \$72.88 Uber charge for Muhammad to attend Funding Council.
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REGULAR

- Director Potter | Motion** 20:20
To approve retro-active funding of \$750 per student for CUSEC 2016 out of the Professional Development Fund.
- Director Potter | Motion** 20:30
To approve the funding allocation decided by Funding Council, totalling \$246,190.

Director Potter | Motion

20:40

To ammend bylaw 3.2.1 to read "The Endowment Director will be chosen by the Board of Directors via a fair and equitable process."

MEF Board Meeting Fall 2016

Thursday December 15, 2016

Started at 7:05pm

Present:

- Muhammed Haider
- Luqman Aden
- Kevin Hare
- Tristan Potter (Remotely)

Proxies:

- Luqman for Simone Hu
- Kevin for Gayle Goodfellow
- Muhammed for Wayne Wong
- Muhammed for Robert Maronowski

Not Present and without Proxy:

- Sunny Tang (gave proxy to Wayne, but Wayne was not present).

Motion: Add Luqman Aden to the board.

(Carried forward from Spring)

Put forth by Kevin & seconded by Tristan.

Passed unanimously.

Motion: Appoint Directors for Fall 2016 (Muhammed) & Winter 2017 (Tristan).

(Carried forward from Spring)

Put forth by Kevin & seconded by Muhammed.

Passed unanimously.

Motion: Approve Spring 2016 recommendation from funding council.

(Carried forward from Spring)

Put forth by Kevin & seconded by Muhammed.

Passed unanimously.

Motion: Approve Fall 2016 recommendation from funding council.

Put forth by Kevin & seconded by Muhammed.

Passed unanimously.

Action Item:

Task Tristan:

- Investigate hiring someone to handle the accounting to free up the director.
- Look into attracting more funding proposals.
- Look into possible student run math investment fund setup.

Other Business:

- Look into refreshing/updating the logo.

Motion: To adjourn meeting.

Put forth by Tristan & seconded by Kevin.

Passed unanimously.

Ended [at 7:55pm](#).

REPORT

Accomplishments:

- Reimbursements processed mostly on time.
- Highlighted risk areas.
- Addressed multi-term issues, all should be resolved by EOT.
- Sharepoint is active, will be running and shared by EOT.
- New website is created, training recieved, live by EOT.
- Investment fund is looking like a promising item we could fund in the future.
- Unpacked documentation from office move.
- Ledger is functional excel workbook. Data transfer and minor feature tweaks still need to be done.
- After consideration, I do not believe extra hired hands are necessary to manage the day-to-day operations. If the Dean's office wishes to process reimbursements that would be helpful, however if the fund is managed correctly the Board should be able to provide all necessary support.
- More funding proposals were recieved this year. We should continue to email faculty and students for proposals.

Ongoing:

- Dept drive is not created, should be done soon though.
- Looking into bylaw changes we could make without doing drastic re-structuring.
- Meeting with Finance in the summer to update our ledger and other records from paper reimbursements.
- Documentation on how to get funding and how to be reimbursed.

To do in the future:

- Buy new office computer.
- Logo redesign.