

Math Endowment Fund

Board of Directors
BOT Meeting Agenda
MC 5417
6:00 - 7:30 PM

Agenda Item	Action
1. Call to Order	Motion
2. Appointment of Secretary To appoint ... as acting Secretary for the duration of the meeting.	Motion
3. Approval of November 2019 EOT Minutes	Motion
4. Status of the Fund	Information
5. Goals of the Term	Information
6. Old Forms Policy	Motion
7. Transition Policy	Motion
8. MathSoc <> MEF MoU	Information
9. PDF revamp	Motion/Information
10. Tasks Delegation	Information
11. Executive Report	Motion/Information
12. Scholarship Policy	Motion/Information
13. Website update	Information
14. New Group Form	Motion/Information
15. Dates for this Term Start Accepting Group Proposals: Monday 20 th January, 2020 Open Director Application: Monday 3 rd February, 2020 Funding Council Close: Wednesday 24 th February, 2020 Proposal Deadline: Wednesday 4 th March, 2020 Presentations: Wednesday 11 th – Wednesday 18 th March, 2020 Close Director Application: Friday 13 rd March, 2020 Deliberation: Week of 18 th March 2020 Board EOT: Week of March 25 th 2020	Information
16. Adjournment	Motion

Minutes BOT W2020

1. Call to Order 6:21
2. Appointment of Secretary
 - a. To appoint Garrett Hildebrandt as acting Secretary for the duration of the meeting.
 - b. Andres, Kanan
 - c. passes unanimously
3. Approval of December 2019 EOT Minutes
 - a. never sent, struck
4. Status of the Fund
 - a. Admin
 - i. \$4,971.01
 - b. Group
 - i. \$178,992.22
 - c. PDF
 - i. \$14,916.02
5. Goals of the Term
 - a. policies, marketing
6. Old Forms Policy

This policy should be invoked when the Executive Director has reimbursement forms that are approaching their expiry date of the funding. The director should email the recipient of the reimbursement often detailing what documents they are missing. If the last month of validity is approaching, the director will send one last email requesting the documentation. The email should contain information about the form, what documents are missing, and that if they do not reply to the email by a given date the form shall be scrapped, or if there is enough documentation, that they will not be access the remaining funding after the expiry dates.

If there is enough documentation to submit a partial reimbursement, the director shall finalized the process and submit it to the financial officer.

Kanan wants clarification on expiry date in policy

Ina suggests adding a definition of expiry date

Andres adds clarification on expiry date

John clarifies "cannot access"->"will not be able to access"

Motion to do online vote over exact wording of old funds policy

Kanan, John

Motion to amend the above to include approval in spirit of policy

Garrett, John
Taken as friendly
passes unanimously

7. Transition Policy

This policy should be invoked when there is an incoming Executive Director and an outgoing Executive Director for the Mathematics Endowment Fund. The incoming director shall spend a day with the director and shadow the outgoing director and learn about the outgoing directors' tasks. This meeting should be face to face if permitted and the incoming director is under 150 km directors away from Waterloo. The expenses of the trip to Waterloo should be reimbursed to the directors and should be under the director's discretion. The outgoing director should notify the board about when is the shadowing day going to take place, and what activities are going to be performed.

Aside from this shadowing day, the director shall prepare a transition document for the incoming director.

BIRT the above policy is approved in spirit.

Andres, John
Passes unanimously

8. MathSoc <> MEF MoU

Still waiting for Seneca to sign, signed by both MathSoc, MEF

9. PDF revamp

Include that we do not take grad students, include full scope of MEF, cover online courses?

John notes that he will use a course cover service, and recuses self from discussion

Andres explains course coverage, don't currently cover courses, but website is very general:

"other initiatives that benefit the career of an individual student", only exceptions being exam fees, designation fees, certification fees

Eric asks if courses would be applicable to preparing for exams, issues regarding exams

Andres clarifies that it would only cover online stuff, not anything physical/that can be sold

Eric concerned about what it could unintentionally capture in what we cover

Some discussion on the exact wording occurs

Discussion on what courses would be covered

Give examples of things that are not covered: university courses, SOA exams, professional exams, etc.

10. Tasks Delegation

making new credentials, board chooses who gets them, used for delegation: website work, marketing (partial w director), own email, etc
role compensation? TBD, still talking to university

11. Executive Report

The current Executive Director will be tasked to write down a short report of their impact as the Executive Director. The report shall be presented to the board of directors and, if possible, the General Meeting that was held by the Mathematics Society every term. It shall be posted on the Mathematics Endowment Fund website at the end of the term. The report should consist of, but it is not limited to the following items: number of Professional Funding Development approved along with the granted amount, number of Group proposals received along with the amount approved, the number of emails that were replied, a description of any marketing strategies that were used and the follow up with the sponsorships that were provided by MEF to groups, and any new initiatives that were created by the director. The executive report shall be considered when the board of directors is grading the Executive Director's performance and allocating the scholarship.

Eric raised concerns about number of emails replied/number of proposals received

Andres explained the motivation behind including those numbers

Eric suggested report also include a summary of notable incidents during term

Andres mentioned that's why not limited is included

Andres asked for example of notable incidents

Eric brought up reddit thread, SCI

Andres noted that SCI didn't affect us beyond marketing

Eric suggests that anything that impacts either ability to run or image should be highlighted

12. Scholarship Policy

Please refer to [link t](#) to work in progress of the new scholarship

Description of draft of new policy, notes very early draft

Discussion on why fixed amounts per section are appropriate

13. Website update

dates all up to date

still need to track down old board minutes, update old approvals, should be done by end of winter term

14. New Group Form

current group form doesn't show benefit for math students, adding that field to the group form, up on website
showed form to board

15. Dates for this Term

- a. Start Accepting Group and Funding Council Proposals: Monday 20th January, 2020
- b. Open Director Application: Monday 3rd February, 2020
- c. Funding Council Close: Wednesday 24th February, 2020
- d. Proposal Deadline: Wednesday 4th March, 2020
- e. Presentations: Wednesday 11th – Wednesday 18th March, 2020
- f. Close Director Application: Friday 13rd March, 2020
- g. Deliberation: Week of 18th March 2020
- h. Board EOT: Week of March 25th 2020

16. Adjournment 7:26 PM