

University of Waterloo Mathematics Endowment Fund

Board of Directors

September 27, 2022

Location: MC 5479 & Teams, Time: 8 PM EDT

Chair	Matthews Ma
Secretary	Matthews Ma
Attendees	Stone Luo, Linda Liu, Tian Deng, Eric Yao, Michael Blair, Kanan Sharma, Daniel Matlin, Aryan Parikh, Audrey Lafortune, Samantha Kaiser
Expected Absences	Christiane Lemieux

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1 Preliminaries

1.1 Call to Order

The Chair calls the meeting to order at 8:09 pm EDT.

1.2 Approval of the Agenda

The Chair assumes the agenda.

1.3 Board of Director Introduction

1.4 Appointment of Secretary

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

Motion passed Unanimously

2 Approval of the Minutes

Be it resolved that the Board approved the Spring 2022 BOT Minutes.

Be it resolved that the Board approved the Spring 2022 EOT Minutes.

3 General Orders

3.1 WUSA Memorandum of Understanding Update and Re-signing

The MEF-WUSA MoU is due for re-signing. As WUSA invoices MEF for the full amount approved for clubs up-front, there is the possibility of funding not being fully used. A possible solution of dealing with such remaining funds is as follows:

1. WUSA invoices MEF for funds through the normal processes.
2. MEF asks clubs to keep track of what has been reimbursed under MEF funding.
3. If there is remaining funding after the allotted expiry date, MEF will reach out to WUSA to reallocate these funds to the WUSA Food Support Network.

Notes from Meeting:

- It's up to WUSA to keep track of the expenses. They have the same method for money coming from all sources.

- The WUSA accountants have to keep track of finances for the clubs, still a big effort. If clubs come back, can they keep track of their own finances? It's an honor system.

- If WUSA is able to keep track of these things, why can't we just get the money back?

- Reduce back and forth, would look good on the fund to send to food support services. If we got the money back, we could determine ourselves where to allot the money. A lot of Food support service users are also not undergrads.

3.2 Fall 2022 status of the fund (For Information)

Amount available for spending	\$71,500.00
Carry over from previous term	\$23,234.77
Total Funding Available	\$94,734.77
Admin Allocation (3.75%)	\$3,552.55
PDF Allocation (6.25%)	\$5,920.92
Group Allocation (90%)	\$85,261.29

3.3 Goals for the term (For Information)

- Create supervisor approval processes for departments other than Math and Engineering. This would allow those clubs to use their department's finance office.
- Automation of data entry tasks. Entering PDF information into Excel, auto-filling emails, auto-generating proposal booklets.
- Update and re-sign WUSA MoU to include allocating remaining funding to the WUSA Food Support Network.
- Move away from paper receipts and documents. Update wording on relevant documents and website.
- Maintain Transition Notes, making necessary updates when the situation arises.
- Request a club room on MC third floor from MathSoc.

3.4 Important dates for the term (For Information)

- Funding Council Applications Open: October 3, 2022
- Start Accepting Group Proposals: October 3, 2022
- Funding Council Applications Close: October 24, 2022
- Group Proposals Deadline: October 24, 2022
- Open Director Applications: October 24, 2022
- Funding Council Meetings: Week of November 7, 2022
- Close Director Applications: November 14, 2022
- Board EOT: Week of November 28, 2022

3.5 Recruitment Committee Selection

The following Directors have volunteered to be members of the Recruitment Committee for the Fall 2022 positions:

- Kanan
- Stone

- Linda
- Aryan
- Samantha

3.6 Targeting students, reconsidering design teams, general meeting (Discussion)

- Targeting students
 - o MathNews articles
 - o For fee-paying students: free events for MEF-paying students, cater from CnD.
- Reconsidering groups that we give money to, how much impact are they having, especially design teams with little to no math students. Write this down for future directors, councils.
- Outline how much money we give to “MathSoc” clubs. Go to the general meeting!

4 Adjournment

The meeting was adjourned at 8:47 pm EDT.