

University of Waterloo Mathematics Endowment Fund

Board of Directors

August 16, 2022

Location: Microsoft Teams, Time: 7 PM EST

Chair	Audrey Lafortune
Secretary	Audrey Lafortune
Attendees	Samantha Kaiser, Daniel Matlin, Christiane Lemieux, Michael Blair, Kanan Sharma
Expected Absences	

1 Preliminaries	2
1.1 Call to Order	2
1.2 Approval of the Agenda	2
1.3 Appointment of Secretary	2
2 Approval of the Minutes	2
3 General Orders	2
3.1 Spring 2022 Status of the Fund and Executive Director Report (Discussion)	2
3.2 Deliberations of MEF Funding Council Allocations	2
3.3 Director Appointments	2
3.4 Suggestion for Next Term (Discussion)	3
3.5 Executive Director Performance (Discussion)	3
4 Adjournment	3

1 Preliminaries

1.1 Call to Order

The Chair calls the meeting to order at 7:05 pm EST.

1.2 Approval of the Agenda

The Chair assumes the agenda.

1.3 Appointment of Secretary

Be it resolved that Board appoints Director Lafortune as the secretary.

Motion passed Unanimously

2 Approval of the Minutes

The Spring 2022 BOT Meeting minutes will be reviewed by the Board during the Fall 2022 BOT Meeting.

3 General Orders

3.1 Spring 2022 Status of the Fund and Executive Director Report (Discussion)

Be it resolved that Board accepts the reading of the Executive Director report.

Director Lafortune presented the termly Executive Director report. The report can be found on the MEF website under the Executive Director report section. There was talk about the status of the fund and how to better promote the fund to students through marketing efforts and cross-promotion with student clubs.

3.2 Deliberations of MEF Funding Council Allocations

Be it resolved that Board approved the Funding Council's recommendations for the Spring 2022 Group Proposal Allocations.

Motion Passed Unanimously

3.3 Director Appointments

Whereas the Recruitment Committee comprising of Director Kaiser, Executive Director Lafortune, Director Li, and Director Liu reviewed and interviewed the applicants (when necessary);

Whereas the committee recommended Eric Yao for an Undergraduate Representative directorship for 8 months starting in Fall 2022;

Whereas the committee recommended Matthews Ma for the Fall 2022 Executive Director;
Whereas Executive Director Lafortune forwarded a motion to extend Director Kaiser's Director appointment for 12 months, starting in Fall 2022.

Motion passed Unanimously.

The Executive Director summarized the decisions of the Recruitment Committee and the general process.

3.4 Suggestion for Next Term (Discussion)

There were discussions on how to improve MEF's social media presence, as to better promote the fund to students. This will be done through better social media presence, both on the MEF accounts and on other student club accounts.

Next, the Board discussed the overall recruitment committee for the upcoming terms. It was suggested that the recruitment process for the Executive Director (ED) and Board of Directors be started earlier in the term, instead of towards the end. This will allow a better transition throughout the terms, as the next ED will be able to attend the End-of-Term Meeting and get hands-on experience with the current ED. This will result in the next ED being able to choose objectives that better reflect the fund's priorities. On a similar note, the Board suggested that clear descriptions of MEF positions be posted on our website and/or social media. These positions include Funding Council representatives, Executive Director, and Board of Directors.

On another note, the Board discussed the state of MEF's relationships with other organizations on campus. Throughout the following terms, MEF will want to improve its relationship with WEEF, with an end-goal of signing a statement/contract detailing specific actions. These conversations were started during the Spring 2022 term. In addition, the next Executive Director will need to contact WUSA, as the MOU will need to be resigned and renegotiated with respect to expired funding.

Lastly, the Board discussed that MEF should promote its services to first year students through classroom presentations and orientation packets.

3.5 Executive Director Performance (Discussion)

The Policy can be found [here](#).

The Board discussed the Executive Director performance in an in-camera session.

4 Adjournment

The meeting was adjourned at 7:53 EST.