

University of Waterloo Mathematics Endowment Fund

Board of Directors

April 21, 2022

Location: Teams, Time: 6 PM EST

Chair	Kanan Sharma
Secretary	Kanan Sharma
Attendees	Erik Liang, Oliver Lingertat, Uyen Tran, Samantha Kaiser, Daniel Matlin, Tian Deng, Michael Blair, Aryan Parikh, Linda Liu, Kanan Sharma, Christiane Lemieux
Expected Absences	Stone Luo

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1 Preliminaries

1.1 Call to Order

The Chair calls the meeting to order at 6:03 pm EST.

1.2 Approval of the Agenda

The Chair assumes the agenda.

1.3 Appointment of Secretary – *Chair Sharma*

Be it resolved that Board appoints Director Sharma as the secretary

Director Sharma was nominated by Director Sharma and Director Lingertat.

Motion passed Unanimously

2 Approval of the Minutes – *Chair Sharma, Director Parikh*

Be it resolved that Board approve the Fall 2021 EOT Meeting and Winter 2022 BOT meeting minutes as presented in the appendix

Motion passed Unanimously

3 General Orders

3.1 Winter 2022 Status of the Fund & Exec Director report (Discussion) – *Chair Sharma*

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

Director Sharma presented the termly Executive Director report. The report can be found on MEF Website under the Executive Director report section. There was talk about opt out rates and how MEF plans to deal with them, including marketing efforts, and long term initiatives such as MEF - WUSA MOU.

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

Be it resolved that the Board ratifies the Funding Council's decisions for W22 Group Proposal Allocations.

The board ratified the Funding Council's decisions about group funding requests. There was some general talk about marketing conditions being put on the projects and how we can increase MEF's outreach.

Motion passed Unanimously

3.3 Suggestions for next term (Discussion) – *Chair Sharma,*

There was discussion about the hiring process for both the Executive Director and other Directors. It revolved around how the rubric for both the screening process and interview process needs to be changed to better reflect what we value in a director based on the realities of the job. There were also suggestions made about how the recruitment committee should be formalized as a proper committee of board and should be created at the beginning of the term meeting of board instead of in the middle of the term. The recruitment should also start early and end earlier in the term as the third month of the term is already hectic with Funding council meetings. There was also a talk about creating a job description for the Executive director position.

Next, general marketing was discussed. Especially email communication and how the CS department does not have a mass email option for CS students. Someone mentioned there is a CS discord channel that is pretty active and might be a good option for marketing.

There was also talk about how MEF should reach out to MathSoc to see if we can get the BIC's old room on 3rd floor to have better visibility and promotion amongst the student body so they can know what all MEF can do for them.

Lastly the Executive Director brought up a conflict of Interest that happens between the Executive Director and Board members as board members can apply for PDF funding, which only the Executive Director needs to approve, but the board also gets to decide if the Executive Director gets their scholarship or not at End of the term. This can pressurize the Executive Director to approve PDF funding. In the end it was decided a standing resolution will be brought forward to the board next term which states that if a director applies for PDF, they can't speak or vote on the motion approving the scholarship.

3.4 Director Appointments – *Chair Sharma, Director Parikh*

Whereas the Recruitment committee comprising of Director Kaiser, Director Luo, Director Matlin, and Executive Director Sharma, reviewed and interviewed the applicants, when necessary;

Whereas the committee recommended Audrey Lafortune and Feiyang Li, to fill the Undergraduate rep, Atlarge rep, for 16 months starting Spring 2022; and

Whereas the committee recommended Michelle Wang for the Spring 2022 Executive Director;

Be it resolved that the Board approve the recruitment committee's recommendation.

Motion passed Unanimously

The Executive Director summarized the interview for each candidate and the general process.

3.5 Executive Director Performance (Discussion) – *Chair Sharma,*

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 7:21 pm EST.