

[Board of Directors Meeting] [Date | Time](#) [May 19 | 6-8 pm] | [Location](#) [STC 2002]

Estimated Duration: 2 hours

Members

Executive Council:

Arzo Baig and Abeer Cheema (President & Speaker) | Marina Kamel (VPI) | Asrith Mannem & Parth Patel (VPF)

Executive Coordinators:

N/A

Departmental Clubs and Societies:

Biochemistry Student Association (BSA) | Biology Undergraduate Society (BUGS) | Chemistry Club (ChemClub) | Materials and Nanoscience Society (MNS) | Physics Undergraduate Club (PhysClub) | Science and Business Students' Association (SBSA) | Earth and Environmental Undergraduate club (WATROX) | Biomedical Student Association (BMSA)

University Wide Committees:

Aviation Society | Black Medical Leaders of Tomorrow (BMLT) | Psychology Society (PsychSoc) | WUSA Senator (at-large) | WUSA President

[Call to Order](#)

Move to begin the orders of the day.

Time: 6:02pm

Executive Updates

- ☒ President
- ☒ Vice President Internal
- ☒ Vice President Finance

Departmental Clubs/Societies

- ☒ Biochemistry Student Association (BSA)
- ☒ Biomedical Student Association (BMSA)
- ☒ Biology Undergraduate Student Society (BUGS)
- ☒ Chemistry Club (ChemClub)
- ☒ Materials & Nanoscience Society (MNS)
- ☒ Physics Undergraduate Society (PhysClub)
- ☒ Science and Business Student Association (SBSA)
- ☒ Earth and Environmental Undergraduate Club (WATROX)

University-wide Committees

- ☒ Aviation Society
- ☐ Black Medical Leaders of Tomorrow (BMLT)
- ☐ Psychology Society (PsychSoc)

- ☐ WUSA Science Councillors
- ☒ ~~WUSA Science Senators~~

New Business

Move to New Business, moderated caucus to discuss new orders of the day

1. 6:00pm - Welcome to the Spring 2025 BOD! - submitted by Arzo Baig and Abeer Cheema [SciSoc PR]
2. 6:05pm - Club executive introductions and updates - submitted by Arzo Baig [SciSoc PR]
3. 6:20pm - BOD transition presentation - submitted by Arzo Baig [SciSoc Pres]
 - i. <https://docs.google.com/presentation/d/13N1fGxmiMnP4MTg120KcpJrCXatjZChm3sVhYrl0Vao/edit?usp=sharing>
4. 6:45pm - Finance presentation - submitted by Asrith Mannem and Parth Patel [SciSoc VPF]
 - i. <https://docs.google.com/presentation/d/1PpnKgYHwRw3LsnqPR21AIA8uTTRrZIVqCz3zbAsF1rQ/edit?usp=sharing>
5. 7:10pm - Scisoc budget - submitted by Asrith Mannem [SciSoc VPF]
6. 7:55pm - Final words/updates - submitted by Arzo Baig and Abeer Cheema [SciSoc PR]

Next Meeting Date

Monday May 26

Meeting Adjourned

Move to Adjourn

Meeting Minutes

1. Welcome to the Spring 2025 BOD

- Warm welcome extended to new and returning members.
- SciSoc has been going through old cheque requests and is working on getting every individual their money back if they were a previous executive apart of the departmental clubs.

2. Executive Updates

- **President**
 - Old cheques from last term: Most are currently being processed.
 - Scisoc are currently undergoing by-elections to fill the spots unfilled by the election held in Winter 2025.
 - Scisoc currently has candidates for each position available
- **Vice President Internal**
 - BOD communication channels have been cleaned up however if there are still individuals from previous terms please reach out via email or teams to change this.

- **Vice President Finance**
 - No additional updates.

3. Departmental Clubs/Societies Updates

- **Biochemistry Student Association (BSA)**
 - All club members are ready to go. Elections have been finalized and all positions are filled.
- **Biomedical Student Association (BMSA)**
 - Executive team interviewed and hired
 - Onboarding meeting scheduled for this week.
- **Biology Undergraduate Student Society (BUGS)**
 - Executive team selected
 - Invitations being sent this week to join the team and schedule an executive meeting.
- **Chemistry Club (ChemClub)**
 - Executive team hired at the moment.
 - Onboarding new executives starts next week.
- **Materials & Nanoscience Society (MNS)**
 - Executive team has been hired.
 - Making plans to eventually conduct a bonfire with other departmental clubs.
- **Physics Undergraduate Society (PhysClub)**
 - Working on moving rooms after speaking with Physics faculty.
 - Plan to allow students access to the Physclub room without executives being present and have an open-door policy and are therefore looking into security cameras and working with faculty and/or Plant Ops to implement this.
- **Science and Business Student Association (SBSA)**
 - Executive team ready.
 - A meeting is scheduled for this week.
- **Earth and Environmental Undergraduate Club (WATROX)**
 - Executive team has been hired.

4. Non-voting Members and WUSA Representatives Updates

- **Aviation Society**
 - Onboarding completed for team
 - Future plans underway.
- **WUSA Science Senators**
 - The university has declared a neutrality stance on major issues.

5. BOD Transition Presentation

- Arzo Baig and Abeer Cheema are the speakers for Spring 2025 however in following terms a speaker can be appointed at the discretion of the Co-Presidents of Scisoc.
- Abeer Cheema and Arzo Baig will be alternating as deemed appropriate.
- Abeer Cheema, as Speaker will act as a neutral party and will abstain from SciSoc votes. In the case of a tie, the speaker will vote!

6. Finance Presentation

- Departmental clubs will revert to sending the excel sheet for their cheque requests rather than the change to pdfs implemented by last term's VPF.
- All departmental clubs are allowed to use up to 500 dollars in carryover this term (after approval at the budget BOD). This will not count in the 70% minimum clubs must meet each term to keep their percent allocation for future terms.
- Amazon requires shipment verification for cheque processing.
- Reach out to the Scisoc VPFs in order to facilitate the usage of a cash box.
- Send cheque request to the finance.uwscisoc@gmail.com only.
- For any other concerns or communication please reach out via scisocvf@uwaterloo.ca

7. SciSoc Budget Approval

- Carryover amounts have been confirmed for the majority of the clubs however Scisoc VPF will confirm with the WUSA accountant.
- The clubs have an increase in allotment from the baseline of 4.75% to 5% for Spring 2025 in order to facilitate more events and a greater budget for the clubs to work with.
- Scisoc has budgeted \$4000 for merch based on recommendation from WUSA and other faculty in order to spread the word to first years at orientation.
- Physclub and WATRox suggest utilizing the departmental club logos in the merch provided alongside Scisoc.
- Scisoc will provide logo options and quotes at another BOD for members to vote on.
- Scisoc has budgeted \$8000 to the usage of the orientation team in order to participate in orientation endeavours and spread the word about Scisoc and the departmental clubs via pamphlets and booths. This amount will be used for events and will be spent at the discretion of VPF and Orientation team.
- Canva team subscription will be bought for all the departmental clubs to use for the year by Scisoc.
- Scisoc will look into SVPRO training for the executives of Spring 2025 however may not be able to proceed until Fall 2025.
- Scisoc has in the previous term been approved to renovate the office. In the previously approved budget for renovations, \$3604 is left. The Scisoc team would like to utilize that portion to buy a new computer system (such as a Mac

monitor) and desk for the usage of Scisoc VPFs and all appropriate coordinators and executives. This would be beneficial for cheque requests and would provide a localized system to conduct any and all financial matters.

- Scisoc will participate in the bonfire proposed by MNS and has allocated \$200.
- Merch from the previous term is being handled by Kat, the previous Scisoc President, any old executives wondering on the status of merch should reach out directly.
- CnD will be closed for the Spring 2025 to allow for the transition of the new VPRs and for stocking and preparation of Fall 2025.
- **Motion to approve Scisoc Budget:**
 - **Second:**
 - Watrox
 - **Votes:**
 - 5 votes in favor [MNS, Physclub, Chemclub, WATRox, SBSA]
 - 0 votes against
 - 1 vote abstaining [Scisoc]
 - **Result:**
 - Budget approved.

8. Final Words and Reminders

- Each club must send a proxy if unable to attend.
- One club may only proxy for one other club.
- Food for next BOD
 - Account for vegan options
 - Tea and crumpets = 6
 - Mexican = 9
 - Ennios catering = 10
 - Shawarma plus = 11

9. Adjournment

- **Motion to adjourn:**
 - **Second:**
 - MNS
 - **Votes:**
 - 9 votes in favor [Scisoc, MNS, BMSA, BUGS, BSA, Physclub, Watrox, Chemclub, SBSA]
 - 0 votes against
 - 0 votes abstaining
 - **Result:**
 - Adjournment approved.
- Meeting adjourned at 7:30 PM.