

## University of Waterloo Science Society

**Members:** J.Tan (Minutes), 1 S. Velling (Chair), 1 R. Beena Kumary (President), 1 K. Walden (VPFA), 1 A. Richard (VPI), 1 C. Mangahas (-), 1 Biochemistry Student Association (BSA), 1 Biomedical Student Association (BMSA), 1 Biology Undergraduate Society (BUGS), 1 Chemistry Club (ChemClub) (**Late**), 1 Physics Club (PhysClub), 1 Materials & Nanoscience Society (MNS), 1 Science and Business Students' Association (SBSA) Waterloo Undergraduate Student Geological Society (WatRox), 1 FEDS Councillors

**Absent:** BMSA

**Late:** ChemClub

### Announcements

1. Welcome to the Winter 2018 term and congratulations on being elected as your clubs' representatives!
2. Check to make sure you are part of the Science Board of Directors Winter 2018 Facebook group.
3. The elections for position of Speaker will be held this meeting immediately following *Call to Order*. - Rithika Beena Kumary and Seneca Velling were appointed last term as CRO.
4. Overview of Society & Feds Elections, Budget requirements, and Board transition will be provided.
5. Reminder of Robert's Rules of Order will be provided; modified version will be used
  - Everything you move, sometimes require second, sometimes don't. Not everything can be abstained from. Procedural matter- must vote: yes or no.
  - Point of privilege - raise your hand, questions for speaker - point of inquiry, general motion towards the chair
  - Inquiry for anyone else, will call
  - Style of debate - chair chooses, someone gets chosen, can vote them out for meeting, etc.
  - Force a decision on a matter - can suspend further consideration or end debate
  - Being voted for, can withdraw/discontinue or draw motion
  - Point of personal privilege - speak next ; speaker can overrule - which can be challenged
  - Above can all be referred to the provided rules

### Call to Order

**Move** to begin the orders of the day.

**Move** to approve the Board of Directors minutes and agenda of November 30<sup>th</sup>, 2017.

- Motion by Speaker, second by VPI

### **Preliminaries**

**Move** to suspend the rules and yield the floor to the Speaker for Overview of Robert's Rules of Order.

- Motion by Speaker, seconded by MNS

Begin voting procedure:

- All in favour
- 0 oppose

**Move** to bring the Board under voting procedure. **Call** to nominate new Speaker for Winter 2018.

- Seneca to nominate Kristin Buttenhoff

**Move** to vote on a new Speaker for Winter 2018 to begin effective next meeting date, with the overlap period designated for Speaker transition.

- Motion by Speaker, seconded by MNS

Begin voting

- All in favour
- 0 oppose
- 0 abstain

***Be it resolved that*** the new Speaker for the Winter 2018 term shall be **Kristin Buttenhoff**. ***Be it resolved that*** the new Deputy Speaker for the Winter 2018 term shall be **Seneca Velling**.

Begin voting

- All in favour
- 0 oppose

*Note: Deputy Speaker is chosen by Speaker with consent of Board.*

**Move** to nominate and approve the Administrative Coordinator as the Board Secretary.

- Does not dictate board minutes without approval of Board secretary
- Make them officer of the board; communication between execs - part of conversation

Begin voting

- All in favour
- 0 oppose

***Be it resolved that*** the new Board Secretary for the Winter 2018 term shall be the Administrative Coordinator - Janet Tan.

## **Old Business**

1. *Discussion item:* meeting dates and times (results of Doodle polling).

*Speaker's Prerogative:* the Speaker **moves** to set future meeting times for 5:30 pm (17:30),

Second by - PhysClub

Begin voting

- All in favour
- 1 oppose - BUGS (Nape)
- 0 abstain
  
- Varun (PhysClub) and Sherif (Chem Club) unable to attend

**Tuesdays on an every other week basis at 17:30PM.**

2. **Move** to a moderated caucus where any additional items may be brought up by any member of the Board.

- Updated policies & procedure for this term.
- Will be going over new policies in **new business**

3. **Move** to conclude Old Business. **Public Session**

*Note: Any Society members can speak during this time, including the Board members.*

- Previous minutes and agenda will go out to the public/ SciSoc Facebook group
- Private or in camera sessions are still on the record. Available to all members.

Second - President

- All in favour
- 0 oppose

**Move** to open question period from members-at-large.

## **Committee, Clubs, & Societies Reports**

**Move** to close Public Session and proceed to *in camera* session.

## **University-wide Committees**

*Co-op Education Council and Co-op Student Council* — Briefing by the VP Academic and FEDS Councillors.

## **VP academic**

- haven't been to CECA meetings but had CSC meeting yesterday (Jan 15th).
- Discussed : in CSC - outstanding agenda for faculty VPA for constituents and other groups.
- Anything to bring to CSC, forward to Carlene
- Substantial items (like a claim, bring in supporting documentation).
- Proposed coop fee increase - on 5th December we were informed of increase to co-op fee.
- Speaker: council this past sunday passed a motion introduced by Science councillors that protested increase in CECA fees and current expenditures.
- Issue: No transparent budgets for public except for AIP. Unclear how finances are spent.
- Staff association decision - President's office and Governor often approve. Less in cost of unionization ; benefits outway cost. 80% from salaries, info not accessible
- FEDS - happening parallel to this .
- VP academics have been talking with Andrew from FEDS student council
  - Student council currently drafting letter. Will be sent to the inbox of every student
  
- Background info - began on Dec 5th 2017, end of term. Co-op education council (oversees all of coops activities and finances, propositions) - to increase co op fee by 2.8% from \$709 to \$729.
- Given simplicity of proposal - not constructed with a lot of thought or detail ; proposed and sent to council during a period of financial inquiry to the department.
- Difficult to justify this increase to students.

## **Page 7 of CSC Presentation**

- Red line - Winter 2018, employment rate
- Blue line - Winter 2017
- Increase in # of people who have been employed for 2018
- Gap = delay in calendar year
- # of unemployed students less than gap of enrollment from last year
- Employed more students this year than there were unemployed students last year, based on enrollment.
- 80% of unemployed are from science Biochem, Chem and Biology (in order)
- Coop student council asked questions to consider from slide 9
  - Goals of these questions - what you hope to get for CSC ; any answers or topics related to questions brought up to CSC forward to Seneca, Carelene, or Elizabeth
  - Will send questions out into FB group as well.

## ***FSF Committee & WatSEF & Committee of President's* — Briefing by the President**

- FSF meetings will start next week.
- WatSEF - lost on email list.
- Committee of Presidents - last week, VPFA attended;
- Want to promote societal relationships cross faculty

- Reminder: FEDS election is happening within same period as SciSoc ; **ends tomorrow (Jan 17th at 4PM)**
- Have FOB access to classrooms and classroom podiums. ; put in request 48 hours before needed
  - Will get access to podiums if there are no classes or events
- FOB - any building? President will confirm with Jill
- SciSoc controls procedure; Society President holds Fob. President will also confirm procedures.

#### FEDS councillor (Elizabeth)

- Student policy - passed last student council meeting.
- New idea: have more indigenous classes on campus. Possibly creation of indigenous minor.
- No affirmative action.
- Similar : possible hiring indigenous person for the lecture on culture, anthropology, language classes.
- Discussion about OUSA - provincial lobbying group founded by FEDS
- Discussion about new FEDS Indigenous Students Policy.
- Once next agenda is approved, can post onto board page/ minutes.

#### *Executive Updates*

##### *President*

- have hired coordinators.
- BOT event Jan 29th
- Planning of remainder events in action

##### *Vice President Finance & Administration*

- Getting everything going with CnD
- open tomorrow (**Jan 17th at 11AM**)
- Finance associate not here due to late notice of meeting

##### *Vice President Internal*

- #1 rule: Google calendar. Purpose: clubs plan their events, working with other clubs. No time conflicts.
- Previous execs have helped transition new execs and should all have access to Google calendar
- Expect tentative events you might be considering onto Google calendar as **soon as possible**.
- Add test event to show that you have access
- Received message about BellLetsTalk
  - FEDS, **Sabrina Zafar** - from university
    - Mental health feature; organizing outreach to student body for campaign for Jan 31 nationwide; ; talk about own experience 2 min, 1 on 1 with Sabrina. Pull quotes and get it filmed.
    - Non speaking members of club stand to show support and solidarity

- In collaboration with other student unions
- **Happening on Friday Jan 19th 11AM - 4PM**
- Plan: Science Society rep to appear and wear sci soc logo; one person to give quote and other people to be in background.
  - Supporting team members (2) would be standing behind student who gave experience
- Blurb to write and sign with SciSOC
  - wear club gear, blue, or Waterloo gear
- Ask/promote in club groups, pose general question to constituents **tomorrow (Jan 17th)**
- Possible idea: Reach out to general members; Can offer T- shirt as incentive
- VPI will forward details
- By end of Wednesday, will figure something out but sooner the better (hence, promote within clubs)
- Last term, partnered with PhysClub, WATROX and ChemClub with 2 Wellness Wednesday events, want to continue to have clubs participate on similar events
  - ex: have therapy dogs, paint night
  - Would be happy to partner as events went really well last year.
    - Interested in collaborating: BSA, BUGS, Phys
      - 2 week period to consul with execs
- VPI-Austin - would like to speak with entire exec team from each club - possibly next month
  - VPI: Will come out with questions plan + action items.
    - Want to get to know teams.
    - Members have ideas and don't always have opportunity to bring ideas up to board of directors.
      - Goal: Increase communication

### ***Vice President Academic***

- Objectives for 2018
  - Continue with career development series ; speakers, seminars, workshop
  - Working with Caitlin, career advisor from CECA
    - Want to put out more workshops for Science students
  - Bring back previous events; ex: head shots
  - More seminars and speakers; more research related talks rather than professional talks; possibly working with iGEM or Velocity
  - To everyone: new ideas? → let Carlene know
  - Feedback regarding Co-op - Carlene will work with Franco to create coop survey focused on first work term students
  - Goal: Teach skills on how to apply for jobs Waterloo works, info and as Sci soc to help through transition

### ***Executive Coordinators (Administrative Coordinator & Financial Associate)***

No updates.

### ***Departmental Clubs/Societies Updates***

### **BSA**

- Elections were last Thursday (Jan 11th)
- Haven't met with exec team yet
- Election went well

### **BMSA** - Absent.

- Execs to reach out to them to be here for funding information

### **BUGS**

- Nape- President.
- Elections couple weeks ago.
- Two execs; **Colby** - VP admin. **Hannah** - VP social Hannah.
- Coordinator applications - currently drafting applications - will be submitted this week
- BOT will be **next Tues, Jan 23rd** ; currently deciding on what to do; will update Calendar
- Updating constitution to split VP Social into Media and marketing

### **ChemClub**

- Steven; Co Pres.
- Plan to reorganize and have more organization compared to last year
- Constitution had issues last term and will be redrafted.
  - Making edits to it and changed up roles.
  - Will be finished before end of this term.
- Planning for Student Prof night on a Tuesday or Thursday - **Mid Feb**
- Interested in collaborating with other clubs
- **Update on ChemClub; VPI will repost auditing report onto FB page**

### **PhysClub**

- Akshay - President
- Varun - VP. of PhysClub
- Election last week, had meeting yesterday
- Want to have poll on Phys page to determine events
- Want to have have Cosmo Night (show)
  - Want to show first season next week
  - Not sure date, figure out scheduling, possibly Monday or Friday

### **MNS**

- Kristin - VP
- Elisabeth - Treasurer
- President will be present next time
- Meeting was today
- Working on tentative ideas for events

### **SBSA**

- Cecilia - President
- Currently doing interviews for leader reps.
- 3 or 4 members more needed to cover the cohorts that came off of coop.
- BOT - booked **Wed Jan 24th**
- Having trivia night depending on which activities propose, Profs will be attending.
- Possible ideas: Midterm breakfast -want to collaborate with other clubs, Candy grams, Dodgeball,
- Currently updating constitution (from 2014)
- Will be working with VPI

### ***WatRox***

- Sophie and Megan - Presidents
- BOT happened last Thursday
- Good turn out: 1st, 2nd, 3rd, 4th years attended
- First exec meeting this **Thurs, Jan 18th.**

**President:** don't want to have repetitive events.

- Ex: Having 3 board game nights in one week.
- Want more collaboration between clubs

Close - **All in favour**

**President:** To move #5 on New Business to #1

- **CRO** - oversee elections.
  - Make sure people vote
  - Have moved elections to online now
  - Nominations and voting on [vote.feds.ca](http://vote.feds.ca)
  - Will still run paper ballot. Likely in SciSoc office to minimize people using it
  - Push people to run online.
  - Appeals.
  - Brief candidates on what materials are, what to use, help publish platforms.
- **Jan 22nd** - begin campaigning. Runs till **Feb 7** and happens in middle of the day ; business day.
- Campaigning and elections overlap is now allowed
- Raise \$25/ candidate - Money comes out of election line item in budget. Under Science Society budget - General budget.

MNS: to have \$15 increase

Motion to raise by MNS, Second PHYs club

- All in favour
- Motion Passed
- Candidate budget now: \$40



## Election Presentation

- Debate section: candidates interact and discuss: stances and platforms; will be posted out on SciSoc page

## Town Hall

- Outside classroom and had platforms: talk about what we plan to do for next year; good to interact with student.

## Voting Procedures - comply with FEDS. CROS moved the dates; server issues for FEDS

- Will have physical voting booth but encourage people to use Online
- Must win at least 10% of Science Student Votes
  - 6100 students; at least 610 votes;
- Nomination period currently extended. Encourage people to become involved
- **Nomination period ends tomorrow Jan. 17th**
- If have questions, Contact Execs
- Share SciSOC election posts on club page.

## Single Transferable Vote System

- requires ranking ballots ; if top choice isn't in upper tier of choices, will get removed and gets transferred to 2nd vote
- Ensures whoever wins wins 60% majority instead of 51%
- Fail to comply with CRO - immediately disqualified
  
- On the board and running - allowed to rerun.
- Require they step out of operational capacity where they would make decision to affect election during period.
- Especially for President role → Board fills with temporary person.

## New Business

1. **Move** to designate *Carlene Mangahas* for the position of Vice President Academic.
  - Motion by Speaker, seconded by VPI

Begin voting procedure:

- All in favour
- 0 oppose
- 0 abstain

2. **Move** to suspend the rules and enter a moderated caucus for 5 minutes to discuss the approval of Financial Associate and the Administration Coordinator of the Society. This may include any other coordinator positions in the purview of the Board.

- **Financial Associate = Philip** - absent due to late notice of meeting

Motion to split vote - MNS, Second - PhysClub

- All in favour
- 0 oppose

Approval of Financial Associate to be agenda item for next week

- Motion by MNS, Second - PhysClub
- All in favour
- 0 oppose

Move to approve Administration Coordinator

- Motion by MNS, Second -Phys Club
- All in favour
- 0 oppose
- 0 abstain

**Move** to approve the Winter Term 2018 Coordinators appointed by the Executive.

- Consent to all of the coordinators for society for capacity as coordinator.
- Wondering who they are? → Direct questions to execs.

Move to approve execs for this term except for financial associate by Speaker, Second- MNS

- Motion carries

3. **Move** to give the floor to Vice-President Administration & Finance to present budgeting information for the term.

- Updated club budget template
- Each term each club hands in budget for all events that they think they will be holding for term
- All clubs receive 5% of total SciSoc fund. \$30,000 +/- depending on students enrolled and student refunds
- Each club getting ~\$1500 for the term
- Minimum 70% of 1500 must be spent
- Next meeting or throughout week, VPFA will get hold of each member and inform of balance
- Balances from your accounts not necessarily accurate
  - Checks are still pending
- Tentatively base budget off of \$1500, 70% min spending
- Possible to have negative amount as long as long as it's covered by remaining balance in account.

Motion to break agenda to move to call to budget submission deadline

Second - BSA

All in favour

Motion carried

**Call** to agree on a budget submission deadline and meeting date at which all budgets shall be approved.

- Next board meeting proposal to meet budget deadline.

**Be it resolved that** the budget submission deadline is **Jan 28th at 5:30PM (48 hours before Jan 30th meeting)** and the meeting date is next regular meeting: **Jan 28th** 28th at 5:30 PM.

- Send to VPFA - Will post on board group for more contact info.
  - Club Action: Put in contact info of who will be taking care of club finances
    - This individual must take actuals of how much you are spending to keep track of how much you've spent
  - SciSoc budget will be presented at end of meeting after all budgets of the clubs.
  - Ensure no conflicts for events

#### Cheque Request Forms

- Need itemized receipt for cheque request
- Cheque request form can be found in the office; ask SciSoc coordinators
- Request form must have explicit detail on what it is for
- Credit card - bank statement - what kind of card, as well as name and highlight amount of \$ spent
- Pizza places/Bomber don't usually give receipts - your responsibility to get itemized receipt for it

#### Floats

- any and all types of ticket, merch sales, have to let VPFA know about sale
- 3 days after sale period; need to have \$\$ in addition to float amount
- Need to deposit it to keep paper trail.
- Merchandise - only 10% of total \$ can go towards purchasing merch
- VPFA will post document to reiterate rules
- Ticket sales - should be for science students. Must clearly indicate on budget if ticket sales are for more faculties.
  
- Profs/Graduates at events → generally covered but up to your discretion
- How to join Science events: need to pay SciSOC fees
- Don't usually advertise it
  - Keep lists of attendees and check Watcards to make sure they are students.
  - Paid the refund = cannot participate
- Refund list + non Science Student list will be sent out

#### Alcohol at Events

- Allowed 2-3 events that can reimburse alcohol
  - More than 3 = needs VPFA/VPI/PRES agreement
  - Hosting event with alcohol, must allow other drinks and reimburse other drinks as well.
  - Can't advertise events as having alcohol as the sole purpose

- Need to let board know in advance
- Need to get approved on a case to case basis
- No reimbursement if you do not get it approved
- No more than 2 drinks per person: Executive Council sets the procedures regarding this.
- Need to run event forms by VPI; unable to protect you if you do not do so

#### Purchasing Food

- An attempt must be made through CND
- If CND has higher rates or doesn't offer required items, possible to buy elsewhere; run by VPFA
- Catering menu to be posted in group
- Order forms are in SciSoc office
- Must order in advance
- If you choose alternative - ex: if you choose to bring home baked goods or non store bought goods - must be clearing it with VPI for liability issues/ legal risks.

#### Motion to make **Feb 13th (3rd meeting) External Funding Meeting**

- Second - VPFA
- All in Favour

Motion passes.

4. **Move** to give the floor to Speaker *pro tem.* to present an overview of the Board Transition and summary of action items.

Motion by Speaker, Second -VP academic

- All in favor
- Board of Directors; Voting member - 7; SciSoc one seat
- FEDS councillors/UW senators - restricted voting
- Non-voting ; BMSA (only procedural), WIS, Coordinators as applicable, guests allowed; can be asked to leave by execs based on confidentiality, speaker for anything
- Clear channel between faculty and UG students at departmental levels and FEDS + University.

#### *Other New Business Items*

- Speak to new Speaker, Kristin, if you would have ideas for future meetings
- Will be hosting a General meeting (To be announced)
  - Q&A for execs and officers of the board
  - Discuss goals, and Q & A from audience
- Refer to Action items if you have any problems
- Execs from last term to update.

- All in BOD google drive
- Read P&P + constitution - all members should know
- VPI will send out link with BOD google drive

## **Adjournment**

*Move* to adjourn by Speaker.

**Next Meeting: Tuesday, Jan. 30th, 17:30 PM**