

University of Waterloo Science Society
Board of Directors Meeting: Tuesday Jan. 30th 2018

Members: 1 K. Bottenhoff (Chair), 1 R. Beena Kumary (President), 1 K. Walden (VPAF), 1 A. Richard (VPI), 1 C. Mangahas (VPA), 1 Biochemistry Student Association (BSA), 1 Biomedical Student Association (BMSA), 1 Biology Undergraduate Society (BUGS), 1 Chemistry Club (ChemClub), 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

Started: 5:38PM

End: 7:48PM

Announcements

1. Happy birthday (yesterday) Carlene!
2. We will be going over budgets during the VPFA's update.
3. We will be voting to approve the Financial Associate during New business.
4. The External Funding Meeting will be next week- **February 13th.**

Call to Order

Move to begin the orders of the day.

- Motion by Speaker, Second by FEDS Councillor

Move to approve the Board of Directors minutes and agenda of January 16th, 2018.

- Motion by Speaker, Second by FEDS Councillor

Old Business

1. We will be voting to approve the Financial Associate during New business.

Move to approve by FEDS Councillor

All in Favour

1 abstain - FEDS Councillor

Approved

2. **Move** to a moderated caucus where any additional items may be brought up by any member of the Board.
 - Motion by Speaker , Second by PhysClub

3. **Move** to conclude Old Business.
 - Motion by Speaker, Second by PhysClub

Public Session

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

Move to open question period from members-at-large. **Committee, Clubs, & Societies Reports**

- Motion by Speaker, Second by PhysClub

Move to close Public Session and proceed to *in camera* session. **University-wide Committees**

- Motion by Speaker, Second by President

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

- CEC → Jan 22nd meeting, talked about WaterlooWorks, currently trying to implement “Write my Work Term”
- Need to make sure it is anonymous ; have their own survey on WaterlooWorks; pushing students to give more feedback
- Trying to find the page look better
- General feedback: Functional but not sexy
- 2018: more improvements based on student feedback, encouraging students to provide as much info about things they like/don’t like; done on WaterlooWorks page
- **Co-Op fee Deep Dive**
 - 4 stages
 1. Current State Analysis - **CURRENTLY HERE**

- Create model for Co-op costs into 6 different categories
- 2. Communications and Consultations
- Design Recommendation
- Implementation of Recommendations
- Have launched the micro site - co-op fee deep dive site
- Looking to get it done by end of March to start consulting with student groups to find recommendations from students
- **Addressed petition**
 - Working with FEDS
 - Deep dive - will address concerns in the petition
 - VPA education FEDs - lack of clarity and transparency with fee proposals and student advisors
 - Question: What is the best way for feedback to be brought up with fee and CECA
 - looking for mechanisms for students to provide anonymous feedback
 - If you want to bring up something, have Co-op Student Council meetings, let Carlene or Seneca know → **Feb 12th**
 - **Questions:** try to answer it, have a discussion about it
 - **What questions or topics would you like to see covered?**
 - **What topics do you hear most discussed about in co-op?**
 - **What gaps do you see in co-op**
 - Create a Google form
 - EarthSci: not a lot of jobs except summer, and usually have to find it outside of WaterlooWorks- not a lot
 - Likely going to be passed at Board of Governors, be aware; 36 governors and 3 undergrad students; unlikely to change the course
- CSC meeting yesterday was cancelled - no updates
- *VP Education portfolio*
 - Complaints: lots of jargon, no finances ; due to being in phase 1
 - CECA doesn't know their own finances; creating a generalized structure
- Share with your own clubs → the Feds letter; Faculty of Science refused to send out to students → includes SciSpace
- SciSoc independent mailing list → Execs work with Feds - look into how to do it

FSF Committee & WatSEF — Briefing by the President or VP Internal. *Committee of President's* — Briefing by the President or VP Internal.

- FSF meeting - last week; mostly funding meeting (there are 2 ; one in Jan and one in March)
- SciSoc applies for funding request
- Info redacted by Speaker
- Need to submit proposal a week advance for March meeting

Committee of Presidents → meeting tomorrow

- Got a fob for the podiums ; need to submit request 48 hours beforehand to activate

FEDS Council Reports — Briefing by the FEDS Councillors.

- Next meeting : Sunday Feb 11th
- If SciSoc wants anything on minutes, let Seneca know
- Feds Exec - societies president has vote but has been delayed until new council come in May
- Anyone (Board) is welcome to attend, but can't vote
- General meeting overhaul is happening - Seneca on committee; overhauling how general meetings ;
- Feds is corporation ; for council to have previous powers; end to give it corporate power → Meeting of Delegates ; vote does not carry the weight
- Any decisions Council makes is binding on Feds to do something
- Reviewing FEDs policies ; balance policies to be covered by council and Feds
- If you have ideas to improve student engagement (especially at general meetings), let Seneca know
- New policy style: want to direct to policies and procedures committee
- New policy about enhancing environmental sustainability policy currently in the making

Executive Updates

President

- had BOT event Breakfast - 230 students come out, people enjoyed it. Have all dates for midterm giveaways; in the calendar
- Make sure to submit event forms (using society money); no insurance coverage if you don't submit one - Liability
 - Can find on Feds website

Vice President Finance & Administration

- Advise all execs and coordinators in clubs, had last terms cheque submitted, still in office.
- Pick up before they expire.
- Have not received departmental clubs Fall budget to actuals - how much they spent for Fall term; speak to previous execs - Need to send to VPFA
- Next meeting: will have approximate money for each club account

Vice President Internal

- Had first Wellness Wednesday last week
- Rough start, could have done better
- This week, have pseudo event - out there supporting BellLetsTalk
- Working with University to talk small video shoot showing SciSoc supporting and promoting campaign ; will be released tomorrow
- Met EngSoc and MathSoc ; joint mental health event - currently in the works ; have some time in March
 - Create a more in depth conversation on mental health/illness
 - Event where able to categorize and talk about different aspects of mental health and illness- students have been asking
- Paint Night and Therapy Dogs→ BSA and PhysClub helping with organization
- Intramurals in to 3 separate sporting events; 1 is skating (March 24th, Saturday evening) , swimming (March 3rd), event Warrior field (likely on April 5th; after classes end) ~ should cost approximately \$300; accommodate more students

Vice President Academic

- **Career Development Series**
 - in collaboration with Science Student Health team and Write Centre - Professional Communication workshop
 - learning how to approach professors and potential employers through email and in person
 - Will be planning own event too -> tomorrow
 - Survey partnered with CECA- what science students want, need during first work term, general impression after 1st work term
- Possibly contact alumni for help

Working with Franco to create survey - launched likely at end of March/April (the first work term)

Executive Coordinators (Administrative Coordinator & Financial Associate) — No updates

Departmental Clubs/Societies Updates

BSA

- Haven't done any events except launching rebranded Mentorship Tuesdays to Mentorship Mondays - ask questions, snacks, etc
- Designated upper years/ mostly execs to come and make BSA more social
- Address conflicting roles with BUGS
- Continue for every week until end of term

BMSA

- Absent

BUGS

- Had BOT last week, Snugs and Bugs under a Rug
- About 100 people showed up
- Coffee, pastries from Starbucks
- Good to introduce club and brought into club rooms; had different poles; different events for BUGS
- Introduce to Club room and participate in new polls
- Good community
- Planning with PhysClub and WatROX for future events
- Skating: renting CIF

ChemClub

- Mocha Mondays
- ChemClub and BSA are planning to have Student-Prof night on the 15th

PhysClub

- Cosmo and board game - happened last Monday
- Got to meet a lot of upper years
- Having it monthly; the next one = week before reading week
- Upcoming: Dark Matters - student run paper; have an open session in PhysClub, come and write fun science articles; pizza for event
- Next week: MNS - Prof Night at Huether Hotel

MNS

- Had weekly seminars and planning to do review sessions
- Skating event - EOT and 2 lab events (still in the works)
- Will have BoT with PhysClub coming soon

SBSA

- BOT - at GradHouse - 99 students;
- EOT : book out Chainsaw and do karaoke
- Recently hired year reps - mostly first years
 - Ex: want to market through Snapchat

WatRox

- Cleaning day - Make WatRox clean
- Pizza will be involved
- Updated calendar with tentative dates
- Rock climbing, skating with BUGS, and movie night with PhysClub
- Geophysical society (under Earth) and trying to plan BBQ with Phys too; GeoPhysics intro
- Planned EOT → Molly's + Lipsync battle
- Speaking to first year classes

New Business

1. **Move** to give the floor to Seneca Velling and Rithika Kumary to discuss the spring executive committee.
 - Spring executive committee formed in absent of execs- to avoid bielections
 - All executive committee
 - Propose consider any candidates running for Spring to be Spring term bi-election; only them = they are the elected candidates for spring
 - One candidate running for President - if Kiana is elected President then spring term committee - she would oversee, won't have to be here
 - Term exec committee has to be here
 - Need 3 people; $\frac{2}{3}$ people who are running on committee + speaker of Board will sit on exec committee; only for Spring term; all have the power of every single executive; share all the authorities - up to their prerogative
 - President : will oversee and check in with committee
 - Currently all acclaimed; Speaker of board will fill exec committee
 - Like Board to treat current elections as the Spring term bi-elections so you don't have to run another election with the low presence on campus

Motion to count current election as spring term exec committee bi-election and to fill vacant seat for day- to-day operations, Speaker of board a member of Spring-term exec with powers as determined by remaining executives.

- Second by BSA
- All in favour
- 3 - Abstain ; PhysClub, BUGs, and SciSoc

Passed

3. **Move** to give the floor to Vice-President Administration & Finance to present budgeting information for the term.
 - Expecting \$30,000 from student; last year actual : \$31,000
 - Budget for \$3500 - money that already have

- Social events: Gradball (**March 3rd**): expected revenue: \$15,000 ; ticket → 60 for sci and 70 for non sci; 280 student capacity - tickets on sale on **Monday**
- Niagara Falls/Bus Trip → \$1900 in revenue - will be selling tickets soon, event happening in a month
- 50,400 total revenue
- Expenses: General meetings, Refunds (~\$300), Office Supplies (~150) VOLunteer (~300)
- Sports Teams/ Intramurals → this term = no intramurals and have other sporting events
- Marketing: \$200
- External Funding: \$725 coming out of this term
 - Last term: had \$1200 sent, carry over 525 rom last term
- iClickers for rental → order approximately 25, \$10/term
- \$1500 for each club ; minimum 70% spent
- Possibly switch Banks to decrease Bank Fees
- Currently looking at more external funding - general revenue
- Mental Health Awareness → extra money going towards better wellness kits, possibly paying for councillors, Wellness Wednesdays
- Have a budget for Career Series
 - Get AV equipment and put online; accessible for those who cannot attend these talks

Motion to vote on continuing resolution for funding until budget approval at discretion of VPAF was Approved

- Motion by Speaker, Second by PhysClub
- All in Favour
- 0 abstain

PhysClub Budget

- **Total Revenue expected:** \$1580 currently
- **Expenses expected:** \$1510

Motion to approve PhysClub Budget by PhysClub, Second by WatRox

Abstain - 1 *PhysClub*

Approved

MNS Budget

- **Total Revenue expected:** \$1800 currently
- **Expenses expected:** \$1791
- Collaborating with Nanotech Engineering
- Will invite profs to speak, volunteers + upper students to help students

Motion to approve MNS Budget by MNS, Second by Chem Club

Abstain - 1 *MNS*

Approved

WatRox Budget

- **Total revenue expected:** \$1500 currently
 - Haven't figured out faculty funding, merchandise and social events
- **Expenses expected:** \$1405
- Stamp system for alcohol (surpassing the 2 drink rule)
- WatTalks - presentations

Motion to approve WatRox Budget by WatRox, Second by Chem Club

Abstain - 1 *WatRox*

Approved

SBSA Budget

- **Total revenue expected:** currently \$1500
- Looking to have SBSA Water bottles
- Expenses for \$40 don't include water bottles just yet

Motion to table the SBSA budget until the next general Board meeting but allow for re-imburement, with the exception of merchandise, in the interim.

- Motion by Speaker, Second by WatRox
- All in favour
- 1 abstain: SBSA

Approved

BUGS Budget

- **Total revenue expected:** \$1500

- **Total expenses expected** : \$1315
- EOT - buffet style EOT
- Consider posters for marketing fees

Motion to approve BUGS Budget by BUGS, Second by MNS

All in favour

Abstain - 1 *BUGS*

Approved

BSA Budget

- **Total Revenue expected**: \$3240
 - Still to confirm: more or less
 - Main merchandise: sweaters
- **Total Expenses expected**: \$3645
- 1 drink each for Profs; for Prof night

Motion to approve BSA Budget by BSA, Second by Bugs

All in favour

Abstain - 1 *BSA*

Approved

ChemClub

- **Total Revenue expected**: \$1516
 - **Total Expenses expected**: \$1422.75
- Motion** to approve ChemClub Budget by ChemClub, Second by BSA

All in favour

Abstain - 1 *ChemClub*

Approved

Alcohol Policy (208)

- If you host event with alcohol, reasonable use requirements:
 - Flow all UW and FEDs policies ; licensed alcohol provider: Bomber, Gradhouse, Faculty club, Feds Hall, etc

- Follow laws of Ontario + Canada; has to over 19
- Can't be sole purpose of event or the sole beverage ; need to have other options that will be reimbursed
- Minority of total of events
- For non-student participants at a student focused events if approved by VPFA or Board of Directors
- Restricted to compliance of policy and pre-approved by BOD
 - Before the event takes place for reimbursement of alcohol under whatever limitations you put in place (ex: certain number of drinks/person, length of event)
 - presented to the board in BOD meeting BEFORE event
 - Cannot put it on agenda after the event has taken place
 - Submit to Speaker, President, VPI, VPFA - at least one week in advance: Policy 208
 - Societies exempt from this policy
 - CND, departmental club and seek reimbursement, need to notify Speaker, VPI, President, VPAF at least one week in advance
 - Number of events offering alcohol shall not exceed 3 each term
 - USE OF STUDENT MONEY TO REIMBURSE ALCOHOL

- **Purchasing Food** : Check with CND - if they offer it at a competitive rate, get it from CND

VPAF - approved MNS, BSA, PhysClub alcohol for ProfNights

- Let VPAF know how many profs are there

Adjournment

Move to adjourn by Speaker.

Next Meeting: Tuesday, February 13th, 2018 at 5:30pm