

## University of Waterloo Science Society (~2-2.5 hrs)

Chair's Agenda for 06 June 2019

Members: | V. Chan (President), | A. Huang (VPFA), | Z. Hasan (VPI), | Y. Ebadi (VPA), | T. Sharma (Administrative Coordinator) |, | K. Sharma (Speaker) |, | O. Lee (Financial Associate) |, | Biochemistry Student Association (BSA), | Biomedical Student Association (BMSA), | Biology Undergraduate Society (BUGS), | Chemistry Club (ChemClub), | Physics Club (PhysClub) |, | Science and Business Students' Association (SBSA) | Waterloo Undergraduate Student Geological Society (WatRox) |, | FEDS Councillors | Aviation Society | Women In Science (WIS) |

**Absent Members:** V. Chan (President), Y. Ebadi (VPA), Science Senators, FEDS Councillors, Biomedical Student Association (BMSA), Science Mentorship Team, Women In Science (WIS),

### Preliminaries

1. Presentation by Vice President Operations and Finance VPOF Seneca Velling of FEDS on Student Choice Initiative (SCI) effective Fall 2019
2. Move to introduce item of "New Business" pertaining to SCI presentation by Vice President Velling at this time - *submitted by Zahra Hasan (VPI)*
3. Move to approve departmental club allotment of budget from 7% to 5% effective Fall 2019 term, due to anticipated funding loss from Student Choice Initiative fee opt outs - *submitted by Alyssa Huang (VPAF)*
  - There is a new student choice initiative that starts in the fall term which will enable students to opt out of the SciSoc fee
    - Due to this we are expecting a 30% decrease from student fees. SciSoc does not have many services other society don't have so this will impact SciSoc in a big way if they do not prepare for this properly
  - The proposed solution is to decrease allotment of the budget for departmental clubs to 5% and take 4% out of the SciSoc budget to put it into a capital improvement fund. This is so students are more encouraged to pay the SciSoc fee and this capital improvement fund will also allow us to improve our resources of SciSoc and departmental clubs in the future along with improving our facilities
    - Examples on where we would use this capital fund are: Phone charging stations, renting out textbook, chase terminals, furniture, Wi-Fi boosters and many other resources
    - Departmental clubs/SciSoc would be able to write proposals to see what these funds would be used for and the BOD will discuss to see if this money should be given out for that proposed purpose
    - In the long run we would have more fees to support SciSoc to improve events thus leading to more revenue and then better service and more money
  - VPOF Seneca: 7% to 5% is a good idea and would be his advice to approve this. The capital improvement fund would last term to term and SciSoc can update the existing resources you have.

- VPOF Seneca's recommended plan...
  - 2% (from each club's budget) x 7 = 14% + 4% SciSoc
    - 18% total points
      - 10% termly into Capital Improvement Fund
      - 4% termly to Marketing and Communications Budget
      - 4% termly to External/General Funding
- At the current time SciSoc is exceeding one term retained earnings, they can only retain one terms carryover.
  - This has been approved by VPOF Seneca V at this time due to the opt out that is coming in the Fall
- The Faculty of Science is seeing projected 5,700 students in the coming Fall term which roughly comes to around 86,000 dollars of potential funding
  - What is your total budget this term?
    - VPFA: \$10,000 this term which results in 3 dollars in income.
    - VPOF Seneca: You will have additional \$20,000 due to your carryover, it's hard to spend that much money
- SciSoc needs to maintain non-for-profit status
  - Chances are clubs will not spend all of their allotted money even if we reduced the allotment from 7% to 5%
  - Reducing it to 5%, will roughly get you around the same amount of money as the past winter term including the fact that the fee is increasing from \$12 to \$15 and including the 30% expected drop
  - The reduction is recommended by VPOF Seneca V
- VPOF Seneca: If opt out rates are high you can see very little money and the money going into a fund would be good for a rainy-day scenario
  - Another suggestion is that you hire a part time manager for the CnD, most other CnD of other campus societies have this
    - Allow for them to open in the exam periods, 6700 dollars to hire a manager (a potential use for the 2%)
  - You can do all of the or you can do none of them
- The \$15 from the \$12 fee has now been confirmed by the Board of Governance according to VPOF Seneca and the change would result in similar funding for the departmental clubs even with the 2% decrease
  - Took enrollment number and multiplied \$12 and times 7%
  - Took \$15 to compare the amount with a 30% drop along with 5%
  - The numbers are comparable
  - It's not attractive for clubs but this is an opportunity to get use the less money as the opt out could be disastrous
- Where is the 30% expected drop coming from?
  - They looked at refund rates for other societies and found that there was a 0.5% drop up to 5% drop per dollar of fee
    - FSF 15% opt out

- The FSF drop was in person, but now it will be online for the SciSoc fee which is much easier
    - We listened to other universities and their societies to see how they do it and some see above 50% opt out
      - If it is a really big opt out rate, how do we justify keeping it permanent instead of leaving the fee to be an opt out?
- VPI: SciSoc is pushing to look at more collaborations and be more holistic as a team, VPOF Seneca mentioned that we have a big platform and we can reach a better number of students, it will not really make a difference if you lose a little bit of your budget
  - The capital fund is very beneficial in the long run. MathSoc dedicated 17.5% to a fund a renovation of MC comfy
  - Example: Second Science CnD? EngSoc has 3 campus business and it was done through their version of a capital improvement fund and they didn't have any debt as the money was already there
    - This saves money in the long run for SciSoc and any future plans they may have
    - EngSoc dedicates 18% of their budget to the capital improvement fund
  - We are just getting started with this fund and we will see where this go
- VPOF Seneca: Decide to spend the fund when you want to spend it. First accumulate the funds and then spend it, possibly around \$20,000 to \$30,000
  - You have an opportunity to invest and you should take it
  - There are currently plans to expand STC to where the green house is at the moment
    - SciSoc can make a pledge to have SciSoc controlled area, maybe a second CnD? You want to show the Faculty of Science that you have the funds to expand and are prepared.
  - EngSoc uses their capital improvement fund to fund their student design teams, other projects and student initiatives along with updating engineering buildings.
    - Example: they want to get new whiteboards in DWE and RCH, EngSoc didn't want tuition increases so they paid using their capital improvement fund
    - You have it as an advantage if opt out rates are high
- Move to a 5 minutes recess by VPI at 7:28PM
- Another suggestion: If you want to put the 2% in marketing so people are aware for SciSoc, August 20<sup>th</sup> is the last day to pay fees, so you have 2 months to convince students that the SciSoc feed is worth it
- This coming fall term: \$3000 to the clubs (included increases in headcount, decrease in the capital fund, and the 30% drop)
  - Does it really include the 30% drop? It doesn't make sense
    - It does make sense as now we will have a \$15 fee instead of a \$12 one
    - Projected number of students is 5680 for the fall (number of students)
    - Admin coordinator and VPOF Seneca did the calculations and the clubs would lose around \$500, giving clubs around \$2995

- o Each club has a \$1000 carry over except for BUGS, so it can give you a cushion for the small budget decrease
- The clubs used \$2600 last fall except for BUGS
  - o You would still have money left over even if the budget decreases
  - o We are taking preventative measures because we don't know what we will be going in to, its best to be prepared for the effect the opts may have
  - o Encourage to move to 5% as you would be getting the
- Do the students know about the opt out on quest?
  - o FEDS is doing its best to not advertise it, reached out to VPF to look at communication
  - o Convinced the quest team to put it under tax receipt so it is harder to find, and student would be less inclined to go searching for it
  - o There are disclaimer descriptions for each of the fees that have an opt out option which describe what students will be missing if they decide to not give the SciSoc fee
- FEDS is here to help if the opt out rates are really big
- VPI: We have to look at the long-term big picture. Looks like a big change but it is better to invest into the capital fund. We have a student growth in science, and it will eventually balance out.
  - o SciSoc needs to market to show students why it is worth providing the SciSoc fee
- BUGS: How are we going to use this fund?
  - o To improve multiple things and a couple of small examples include: Furniture, textbooks, chase terminals (debit machines), phone charging stations
    - Chase terminals: giving them another option to pay and go into the events, we aren't set up at events to do debit and credit, makes it so that more students come
      - We have to turn away many students at events due to the fact many people do not keep cash
- University will not reverse the opt out because it cost a lot of money to implement it in the first place
  - o Ramp up marketing for the fall term to encourage students to pay the SciSoc fee
  - o SciSoc gets great turn out on the society level (hundreds or thousands of people), you are targeting at least 6<sup>th</sup> of your populations, sell your value proposition, and having a dedicated line for marketing will only help
    - Maybe have a part-time student just doing marketing for SciSoc
- VPI: we have been pushing collaboration between the departmental clubs, just because we are getting less money doesn't mean we have less resources, we are putting it into an investment (Capital improvement fund)
- Are we able to tell if they opt-out?
  - o We need to manually create a list as of right now
  - o All student data from registrar will be given on a private server so we can compare

- o One of the things FEDS is trying to do is do a tap to validate (yes or no the paid their SciSoc event).
  - So far, we have only had around 15 people so it is easy to track the people that have not pay the SciSoc fee, with the opt out it will make a much bigger list and thus much harder to track
  - What is the possibility we would have this tap to validate functionality in the fall term?
    - 50/50 chance according to VPOF Seneca as FEDS have good relationship with Watcard along with the registrar.
- o Hope is that FEDS provide executives with opt out data (which students of which program isn't paying the fees, are we not marketing to that group enough?)
  - January 17<sup>th</sup> is when the announced and it is implemented in the fall.
- o For a temporary solution to see if students have paid maybe we have a sticker on their Watcard
- o BUGS: Can we rely on the tap to validate technology for winter?
  - 85% chance according to VPOF Seneca
- o The sticker solution can be useful and necessary temporary solution
- Recommended: Amend your policies for 5% for the departmental clubs, 10% for capital improvement, 4% for marketing and then SciSoc doesn't give up any money for the capital fund and it should come from the clubs. We need to spend money to run our events.
  - o Is SciSoc thinking the same thing?
    - 4% contribution at the moment
  - o Can the clubs have a dedicated media person and have a committee instead of having a dedicated marketing person
    - VPI: we have media, creative and marketing coordinators already along with the clubs having their own, the 4% would be used for supplies and ideas (instead of hiring an individual person)
      - VPOF Seneca: put the posters everywhere, even using the FEDS stickers
- With the clubs it's a weird issue as \$3000 is a lot but \$2000 isn't enough
  - o In the past it was that the departmental clubs would get \$2000 and the clubs struggled as they didn't have enough money
  - o When VPOF Seneca was in BOD science the spending requirement was 90% and then it was reduced to 75% and then 70%, many clubs were not reaching their spending their budget.
  - o Reason to increase the fee to \$15...
    - For SciSoc to improve events (general funding), increasing external funding, this give the club a place to ask for additional money if they run out of money from their given budget

- o VPOF Seneca: You aren't spending enough money, you already have too much, use your money creatively, the opt out only helps with temporarily with the spending
  - If SciSoc wants a future, then you want a marketing budget, but the marketing budget right now is pretty puny
  - Call the external funding general funding
    - o For clubs if they spend all of their money and they don't have money to run an event
  - Capital investment, if you can't pay bills get the money from this fund. It has many benefits
- What about MNS funding?
  - o MNS is not in BOD anymore but it will be re-evaluated in the fall. Veronica and Zahra have made every attempt, but they didn't respond
  - o Where does their funding go if they don't return?
    - We don't know yet, maybe do it by splitting
      - VPOF Seneca: Instead of splitting it evenly, put it in the external funding line
- The reason it was approved for SciSoc to be over the limit for carry over was that if there was ever a term to do it, it would be this one because you have the opt out situation coming in the next term and termly expense are 65000 dollars so it won't last forever
- If clubs don't spend money ever, where does the money go?
  - o If you spend 70% or 80%, the accountant gives you 100 percent of the budget allocated money and you have a carryover.
- Issue seems to be there is no punishment to the clubs if they don't spend a minimum amount of money.
- VPOF Seneca: We are dealing with two issues here
  - o Clubs should spend more money. The money can be retained by SciSoc for the overhead
  - o SciSoc needs to prepare and plan for the hit of the opt outs
- You won't have a money spending issue because there won't be enough money to have an issue
- We could do a no set spending goal for the departmental clubs going into the fall term
  - o VPI: we don't want it to be too vague, so it isn't spent properly
  - o The clubs are different sizes so we shouldn't have a flat rate for minimum spend rate
    - MNS struggle to spend money but BUGS spend all of it,
    - Instead of getting \$3000 you would get up to \$3000
      - There was a proposal in the past for proportional budgeting, they were liked by some and wasn't like by the others
      - Overkill solution for now
- Reducing it to 5% will work for a long time, put the rest of the money the general money line for clubs

- o The board won't say know to good proposals to get access to the general funding money
- Has general funding done in other societies?
  - o Arts has this but they are really harsh with their external funding
    - People have to prove that the event has turnout.
  - o Call it general funding and make it more piece of the pie
  - o Make it easier to access the ASU
- VPI: Collaboration is key here as some programs are bigger than others and they are reaching more student, but they are more likely to apply to the general funding line as they need the money, but the smaller clubs don't.
  - o We want to have a tighter community within SciSoc and the departmental clubs
- BUGS: The executives have been doing the collaboration events and it has been going really well this term. Do we have a way to make sure that the attitude for the collaborations are going?
  - o The executives are here for a while and will continue to push this throughout the year
  - o VPI: collaboration works with the people that are on the board, this term we have a lot of collaboration, and if we have solid financial allocation (general funding) and the collaboration stuff doesn't go well then, we have that fund
    - We will make the approval process rigorous, so it is not just another pool of money for the clubs to access
- What would happen to Aviation Society funding
  - o They are getting \$4 per student not a percentage, it is a contract not a policy so it will remain the same
- With the external funding/general funding, if you want equipment and other resources, you don't have to put in term budget, and you can get it from the improvement fund or others. You can put your budgets in the student promotion
  - o Any applicant that applies will be treated equally no matter if they are big club or a small one
  - o Would work something like the FEDS internal funding committee...
    - SciSoc gets approved \$650 when they applied
    - FEDS treat each faculty equally
  - o By improving the events and the services it would encourage more students not to opt out and give SciSoc more money
- Right now, BSA and BUGS have trouble getting new people in the room, STC commons should have this money
  - o VPI: it isn't exclusive for renovations, there will be proposals
  - o VPFA: examples include Wi-Fi boosters
- BUGS: General funding vs. capital improvement fund
  - o SciSoc has external funding: it is a backup for clubs if they run out of money to run an event, (clubs get priority over external clubs)
  - o VPOF Seneca: FSF provided the study desks in STC using the capital improvement funds since SciSoc didn't have the money

- o If Science got more buildings SciSoc can use it to get spaces and improve it using the money from the capital improvement fund
- Recess at 8:35PM
  - o Food budget for the BOD meetings
    - VPFA: we will look into it and have a nicer name
- BSA: Get rid of overflow entirely and the money should just go back into the budget (the new budget) as the only thing we use it more is merch, this would be redistributed in the budget
  - o VPOF Seneca: If it is possible and we get one item at a time? We are talking about one issue at the moment
- Amend the motion for 65% SciSoc and 35% percent will be split between all departmental clubs equally
  - o Seconded by ChemClub
  - o 7 in favour
  - o 0 opposed
  - o 0 abstained
- Allot money for the food for BOD
- VPOF Seneca V. has left at 8:50PM

Move to table the overhead budget to a later meeting

### **Call to Order**

Move to begin the orders of the day. **Called to order at 7:06**

### **Public Session**

*Move to open question period from members-at-large. Note: Any Society members can speak during this time, including the Board members.*

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

#### ***University-wide Committees***

*FEDS Science Councillor* —

- Not present

#### ***Executive Updates***

*President* —

- VPI Zahra is speaking on behalf of the President
- She was not able to attend the meeting today and she apologizes
- There have been a lot more liability changes from FEDS we have to do waiver forms for all bus trips



- o If you are doing anything that has transportation, there is an official FEDS form that you need to fill out with the attendees. It will be uploaded on the Facebook group
- Events
  - o Relaxing Reptile Day! The profits will be going to the World Wildlife fund
  - o Niagara Falls trip is coming up, please promote this in your own clubs and to other student, it will be \$5 a ticket and the sales will be starting on Monday
  - o Scichella will be happening in the V1 greens
    - Bigger than last year and we are looking still looking for sponsors

*Vice President Finance & Administration —*

- Updates from the accountant
  - o \$3249 dollars for the winter term allotment
  - o For cheque requests please write the full name of your club (not acronym)

*Vice President Internal —*

- Advocacy team
  - o Succulent sale and DIY pot decoration
  - o Collaborating with the student wellness committee
- For the one-on-one meetings with the departmental clubs
  - o She has not forgotten about anything and will update the clubs as soon as she has more information
- OSSA attendees there will be a short meeting after BOD to discuss it further

*Vice President Academic —*

- VPI Zahra is speaking on behalf of the VPA
- Professional photo shoot event happened on Wednesday and it overall went really well
- SBSA collaboration
- Science (STC) poster wall, it is being updated more as coordinators are now trained properly
  - o Contact us if you need anything regarding posters
- Co-op student council
  - o AI critiquing software at CEC is being developed and launched so people can go after hours
- CEC
  - o new algorithm to calculate coop employment rate in Fall

***Departmental Clubs/Societies Updates***

*BSA*

- Amino acid bingo and organic chemistry review happened this week
  - o The turnout wasn't great, so we are going to look at how to get more people to come
- Next event: social in the next couple weeks

### *BUGS*

- EOT date will be in the calendar
- Jack in the box next Thursday
- Booked the bus for beach day which is an event in collaboration with WatRox and ChemClub
- Looking at extra funding for the department
  - VPI will get back to BUGS about this

### *ChemClub*

- They have started running Frozen Fridays to socialize
- Lab day is still being decided and communication with professors is ongoing
- EOT discussions with SBSA need to be discussed
- Movie night end of June and into July is potentially in the workings at the moment

### *PhysClub*

- Pancake event, which had around 25 people
- Therapy sessions have good attendance
  - 16 people
- Next week we have an event from an undergrad researcher

### *SBSA*

- We are trying to finalize dates for the events
- We have been applying for the feds forms and event ID
- Z: you need event ID to get reimbursed. Will follow up with feds

### *WatRox*

- Planning dates for outdoor activity date and we need to do it soon so the weather is optimal (not too hot)
- Booked bus for beach day as mentioned before in collaboration with other departmental clubs
- Collab with Aviation for a flyout, it is very barebones at the moment

### **New Business**

1. Move to moderated caucus to discuss new orders of the day
2. Move to approve PsychSoc as invited, observer non-voting seat on BOD effective immediately - *submitted by Alyssa Huang (VPAF)*
  - Move to amend the agenda to PsychSoc to do the presentation before the discussion of new business by VPI
    - Leo the President of PsychSoc will present
      - Student run organization under ASU and the goal is to improve psychology undergrad student experience
      - We have many events and social events
      - We have a tuck shop in the PAS building as well
      - Trying to be a non-voting seat on SciSoc there is a number of psychology (BSc) students under science

- There are around 200 students not represented on the board of directors at the current time
- Inform all students about psychology to explain their options and help them branch out
- There is a stigma associated with psychology and we are trying to get rid of stigma
- We have a daycare and a gambling room
  - These aren't well known research location
  - We are following the scientific method in our research
  - There are a lot of things in psychology that we want to show science student as well
- We want to reach out to the psychology students in science
  - Collab with other clubs in SciSoc to do events
  - We want psychology students to know about science courses too
  - This will create a bridge between science and arts
- o Where are you getting your funding? (BUGS)
  - ASU at the current time
- o Can you give examples of your events that impact science student? (Zahra)
  - They have only been active since last fall and we are trying to market ourselves
  - One event that was somewhat successful was a Magic show in which 50 people showed up
  - We want event ideas from SciSoc for future events
- o Would you be planning to apply for general funding?
  - Probably not because we have \$1500 from ASU and we are good as of right now
- o BUGS: What is the ratio of science to arts since psychology is a cross-faculty program
  - Don't know at the moment but can get back to you next meeting
  - It is a non-voting seat and isn't a big deal
  - Psych deserves recognition on science
- o 7 in favour
- o 0 opposed
- o 0 abstained

3. Move to approve Emergency BOD Meeting Minutes from the May 30, 2019 - *submitted by Zahra Hasan (VPI)*

- Recess to look at the minutes
  - 7 in favour
  - 0 opposed
  - 0 abstained

Move to adjourn. 9:19PM

Next meeting: Thursday June 20th at 7pm