

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

Chair's Agenda for 23 May 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), | Materials & Nanoscience Society (MNS), | Science and Business Students' Association (SBSA) |, | Waterloo Undergraduate Student Geological Society (WatRox) |, | FEDS Councillors | Aviation Society | Women In Science (WIS) |

Absent: Y. Ebadi (VPA), Women In Science, T. Sharma (Administrative Coordinator)

### Announcements

1. Brief introduction of Board etiquette and procedure, including "Robert's Rules of Order Revised"
  - as requested since last BoD meeting (*submitted by Zahra Hasan - VPI*)
    - How to make a motion?
      - Prior to the meeting: Submit a motion to Kam, the speaker, when she makes a call for motion on the Facebook Page
      - During the meeting: Kam, the speaker, will read the submitted motion
        - The one who submitted the motion says: "I move to... (the motion)..."
        - A second person needs to second the motion
        - The motion is open to the floor for discussion
        - Voting occurs to see who is in favour, opposition, or abstention

### Preliminaries

1. Move to allow interdepartmental Vice President Administration and Finance in closed caucus portion to present budgets (*submitted by Zahra Hasan - VPI*)
  - 7 in favour
  - 0 opposes
  - 0 abstains
2. Move to approve Watrox proxy for voting privileges on BOD (*submitted by Zahra Hasan - VPI*)
  - The President, Rebecca Lord, is unable to make the set meeting time (Thursdays at 7:00pm) due to her lecture. Therefore, she chose a proxy to represent Watrox in her place.
  - The proposed Watrox proxy is the Watrox treasurer, Nikki Bell.
    - 7 in favour
    - 0 opposes
    - 0 abstains

### Call to Order

Move to begin the orders of the day. **Called to order 7:07PM.**

## **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***

Other, as needed — Speaker's Prerogative: the Speaker moves to a Moderated Caucus for 10 minutes. Any additional items can be brought up during this time.

### ***Executive Updates***

*President —*

- Finalizing Event Dates - everything for Science Society events are in the shared Google Calendar
- Please make sure all of your (interdepartmental clubs) event dates are in the shared Google Calendar as well
- Working on the Beginning of Term Bond-Fire Event: snapchat filter and food costs, to be discussed more after board meeting
- Events: goal this year is to try to improve student interaction and advocate for different issues so midterm giveaways aren't only about giving away free things
- Events are finalized and we will update you as the event dates come closer
- We will be doing Wonderland Day Trip and Scichella as usual
- Please let us know if you are interested in collaboration for Scichella
- We are currently reaching out for collaboration with other faculties for Scichella

*Vice President Finance & Administration —*

- Open the floor to Osanda Lee, finance associate of Science Society.
- New cheque requests need to have an event ID number. Process of filling out a proper cheque request: receipts/proof of payment must be attached at the back, purpose of cheque should be event date.
  - Past term cheque requests must be submitted by 9:00am on May 30th.

*Vice President Internal —*

- Waiting on OSSA information from organizers - will update departmental clubs when we know more
- Working on Student Wellness Collaborative (with Peer Health Education) to work on campus-wide mental health initiatives - increase resources for Science students
- Advocacy events have been planned and will be updated as the event date approaches.

*Vice President Academic —*

- Yashar Ebadi, Vice President Academic, is absent - Veronica Chan, President, will update in his place

- Academic events are in the shared Google Calendar
- First academic event: professional photoshoot is on June 5, 2019
- Science Showcase will be in the third week of September so please remember to have elections at the end of first week, early second week so that your team will have enough time to prepare for Science Showcase

### *Departmental Clubs/Societies Updates*

#### *BSA*

- Organic Chemistry 2 Midterm Review Session.
- Amino Acid Bingo collaboration with BUGS.

#### *BUGS*

- Amino Acid Bingo collaboration with BSA.

#### *ChemClub*

- Currently still planning events.
- If Beach Day is a collaborative event and BUGs
- Zahra: a very large portion of the budget on EOT where money can be used to facilitate events throughout the year to engage students throughout the year
- Lab room gets more funding
- If we didn't have beach day as an EOT

#### *PhysClub*

- Planned events
  - Pancake event
  - Weekly seminars (some of them are quantum field theory)

#### *MNS*

- Absent.

#### *SBSA*

- Photoshoot, offered to do collaboration with Science Society

#### *WatRox*

- Everything will come up in the budget, no set dates though
- Currently still planning events.

#### *Aviation Society*

- Social events planned but not many updates as of now.

## **New Business**

3. Move to moderated caucus to discuss new orders of the day
4. Move to withdraw MNS funding for Spring 2019 term (*submitted by Alyssa Huang - VPAF*)
  - According to Article 9 Section 313, a club loses recognition if they do not have representation by June 1, 2019 in the Spring Term.
  - Veronica and Zahra have reached out to MNS multiple times and have not heard any concrete plans of MNS forming a society and being active.
    - 7 in favour
    - 0 opposes
    - 0 abstains

5. Move to allocate budget for BSA

BSA Spring 2019 Budget			
Funding:	Expected:	Actual:	Difference:
Sci Soc:	604.8		
Faculty:	0		
Total:	604.8		
<b>Revenue:</b>			
EOT Ticket Sales:			
Total:			
<b>Expenses:</b>			
Office Supplies:	25		
Marketing:	25		
Merchandise:	0		
Elections:	50		
BOT	50		
Orgo Midterm Re	25		
Amino Acid Bing	100		
Orgo Midterm Re	25		
(Student Prof Nig	150		
(Social Event)	50		
(EOT)	100		
Total:	600		
Net Expense:	600		
Percent of Budget	99.21		
Funding Remaini	4.8		

- 7 in favour
- 0 opposes
- 0 abstains

6. Move to allocate budget for BUGS

<b>Revenue</b>			
Science Society Funding	\$645.00	use atleast 70% this term	\$451.50
<b>Expenses</b>			
Timbit Tuesday	\$50.00	20 box Timbits weekly	
Elections	\$50	Pizza	
Marketing	\$50	posters, tape	
Club room supplies	\$50	markers, tape, staples	
BOT	\$50	smares, sandwiches	
Jack Box	\$70	pizza	
Review Session (2)	\$50	food	
Study Break	\$50	ie Movie in the Park	
EOT	\$150	Beach Day	
<b>Total</b>	<b>\$570</b>		

- 6 in favour
- 0 opposes
- 1 abstains

7. Move to allocate budget for ChemClub

CHEM CLUB SPRING 2019 BUDGET, PROPOSED				
Notes/Confirmed Values: - Indicates approximate/estimated amounts				
Revenue	Projected	Actual	Faculty	
SciSoc Funding	\$ 645.00	\$ 604.80		
Faculty Funding		\$ -	\$ 500.00	
Merchandise	\$ -	\$ -		
Social Events	\$ 80.00	\$ -		Beach Day ticket sales (~\$2 per person, 40 people)
Bob Ross Night	\$ -	\$ -		
<b>Total Revenue</b>	<b>\$ 725.00</b>	<b>\$ 604.80</b>		
Expenses	Projected	Actual		
General Meetings	\$ -			Snacks during meetings i.e. timbits/donuts (coffee made in-house)
Office Supplies	\$ -			
Marketing	\$ 20.00			Posters
Graduation Plaque	\$ -	\$ -		
Merchandise	\$ -	\$ -		
Social Events	Projected	Actual		
BOT/Elections	\$ 65.00	\$ 65.50		(Pizza)
Student-Prof Night	\$ 100.00			possible collab with phys club
Frozen Fridays	\$ 50.00			
Beach Day	\$ 100.00	\$ -	\$ 100.00	possible collab with BUGS
Board Game Nights	\$ 25.00			
Movie Nights	\$ 50.00	\$ -		Snacks (popcorn, chips), drinks
Lab Events:				
Indigo Carmine	\$ -		\$ 200.00	
EOT	\$ 200.00		\$ 100.00	
<b>Total Expenses</b>	<b>\$ 610.00</b>	<b>\$ 65.50</b>		
<b>Min. Req. Spending</b>	<b>\$ 451.50</b>	<b>\$ 423.36</b>	<b>To threshold:</b>	<b>\$ 357.86</b>
<b>NET INCOME/LOSS</b>	<b>\$ 115.00</b>	<b>\$ 539.30</b>		
70% Spending Met?	YES	NO		Confirmed Value by Executive
% Budget Spent (only SciSoc Revenue)	94.57	10.83		
		as of March 19, 2019		

Revenue\*\*\* Please do not include any carry over! You are allowed to have a -ve net as long as your account has money to cover for it.  
Merchandise: Clubs can only use 10% of their budgets towards Merchandise expenses, but it must be separate from the initial 70% they are required to spend.

- Amend the motion on the table to approve chemistry club budget dependent on EOT funding reallocation that we can discuss at the next Board of Directors Meeting (Zahra Hasan)
  - 6 in favour
  - 0 opposes
  - 1 abstain

8. Move to allocate budget for PhysClub

PhysClub Summer 2019 Budget	Amount	Notes	Using Carryover?	
Merchandise	\$ -		<input type="checkbox"/>	<b>Other Money:</b>
Tickets	\$ 6.00	(\$6 PER PERSON for board game night)	<input type="checkbox"/>	Carryover
			<input type="checkbox"/>	Donations
<b>Total Revenue</b>	\$ 2,651.00		<input type="checkbox"/>	Student prof night
<b>Expenses</b>				
General Meetings			<input type="checkbox"/>	
Library	\$ 100.00	Books and bookshelf (carryover)	<input checked="" type="checkbox"/>	Alloted for SciSoc Budget
Marketing	\$ 40.00	Posters	<input type="checkbox"/>	Alloted for Carryover Budget
Merchandise			<input type="checkbox"/>	
Misc			<input type="checkbox"/>	
Office Supplies	\$ 60.00	Fan, Cleaning supplies, Tea	<input type="checkbox"/>	
Stickers			<input type="checkbox"/>	
<b>Social Events</b>				
		Notes		
PhysClub Elections	\$ 53.00	Pizza	<input type="checkbox"/>	
BOT - Bondfire	\$ 70.00		<input type="checkbox"/>	
Pancake Day	\$ 30.00	Pancake supplies	<input type="checkbox"/>	
Dark Matter Writing Sessions	\$ 260.00	CARRYOVER! 2 writing session + issue printing	<input checked="" type="checkbox"/>	
BBQ	\$ 150.00	with Department funding?	<input type="checkbox"/>	
Astrofire	\$ 100.00		<input type="checkbox"/>	
Sports	\$ 20.00	Soccer ball, sports equipment, etc	<input checked="" type="checkbox"/>	
Scicheffs	\$ -		<input type="checkbox"/>	
Board Game Night	\$ 100.00	(Charge \$6 per person, first 20 people free?)	<input type="checkbox"/>	
Student Prof Night	\$ 385.00	w/ ChemClub + Department Funding	<input checked="" type="checkbox"/>	
Trivia Night	\$ 60.00	Carryover w/ FemPhys for EOT	<input checked="" type="checkbox"/>	
Journal Club + Academic events	\$ 40.00		<input type="checkbox"/>	
			<input type="checkbox"/>	
<Event 14>			<input type="checkbox"/>	
<Event 14>			<input type="checkbox"/>	
<b>Total Expenses</b>	\$ 1,468.00			
<b>SciSoc Revenue Minus Expenses alloted for SciSoc Budget</b>				
	\$ 2.00			
70% of SciSoc Revenue Minus Expenses alloted for SciSoc Budget	-\$191.50			
All Revenue Minus All Expenses	\$1,183.00			
Percentage of SciSoc budget planned:	99.69%			
Greater than 70%?	TRUE			
How much carryover are we using?	\$825.00			
How much of SciSoc's funding are we using?	\$643.00			

- Oz (Physics Club): We need a very specific and big bookcase to fit a lot of books in a very small room
  - Genevieve (BSA): Why do you need such an expensive bookcase? We only spent \$50 and we can fit our books on that
  - Oz (Physics Club): We have more books and we need more space
- Zahra Hasan (VPI): Why is there no budget accounted for the BOT Bond-Fire collaborative event?
  - Noura (Physics Club): We have not updated that yet, we haven't had our meeting with all of the Physics Club executives to finalize our budget.
- Zahra Hasan (VPI): Can you explain the breakdown for budgeting \$800 for student prof night?
  - Morgan (BSA): Physics has significantly higher representation because two terms of physics students are present in this spring term while every other department only has one term present
  - Oz (Physics Club): turn out for the student prof night is very good every time, the lowest



number is 87 students but it ranges from 87-130 students

- We also have professors represented from other clubs and we always collaborate with other clubs like MNS, etc.
- Celine (Chem Club): we typically do Huether Hotel but we can look into other cheaper options so it can be a better
- Morgan (BSA): we should only comment on whether it is worth it this term not the actual money in the term, I believe we always do it because it always brings such value to students to networking for biochemistry and chemistry
  - Chemistry because we have mandatory research project, meeting with them is beneficial, can be our supervisors and it is very valuable
  - Learning that professors are approachable after class and outside class to get help is very helpful - Student Prof night have a very big impact on the people that do go
- Oz (Physics Club): And people enjoy these events
  - All these events we listed, 90% are guaranteed in turnout because of previous terms
- Zahra Hasan (VPI): What is Astrofire?
  - Oz (Physics Club): Astrofire is a recurring event for 5 years since PhysClub came back
  - Details: event is sitting around a campfire and looking at stars
- Veronica Chan (P): Amend the motion to postpone approval of the budget next BOD meeting when everything is finalized since you said that you were finalizing details later with your team tomorrow.
  - 7 in favour
  - 0 oppose
  - 0 abstain

9. Move to allocate budget for SBSA

<b>SBSA Spring 2019 Budget</b>			
<b>Revenue</b>		*** Please do not include any carry over! You	
SciSoc Funding	\$ 645.86		
Faculty Funding	\$ -	This could be funding from your department	
Merchandise		Revenue from merchandise sales	
Social Events	\$ -	Ticket sales	
<b>Total Revenue</b>	<b>\$ 645.86</b>		
<b>Expenses</b>			
Office Supplies			
Marketing			
Merchandise	\$ 64.59	Clubs can only use 10% of their budgets towards Merchandise expenses, but it must be separate from the initial 70% they are required to spend.	
<i>Social Events</i>			
BOT Campfire	\$50	Bonfire w/ SciSoc and Clubs	
Study Sessions		TBD on courseload, our course spread is slightly different from the other science students, so we can incorporate review sessions for ECON, AFM, and any other courses SciSoc students are in. Since BUGS and BSA have courses such as 264 and other courses covered, we will expand more on the business side and other electives or courses.	
			\$500
Midterm Breakfast	\$ 150.00	Jean Richardson, Science and Business Director, Dean of Science, will pay for SCIBUS Students; CND Catering, Open to all science students and this will happen midterm week	
Dodgeball	\$ -	look into booking the gym or any facilities, we currently dont know how much that would cost yet, but that's why we allowed some wiggle room within the budget, in case there is any costs, and to allow us to collaborate with other clubs.	
Professional Photoshoot	\$ 50.00	Providing Professional photoshoots for students	
Professional Development	\$ 50.00	such as mock interviews, resume review, etc. funding will be used for beverages, snacks, and also gifts for any volunteers helping with the development sections	
EOT Arcade night	\$ 200.00	Arcade night @ uni/king, if anyone would like to collab together on that, let us know	
<b>Total Expenses</b>	<b>\$ 564.59</b>	Minimum 70% of term funding:	\$ 452.10
<b>NET INCOME/LOSS</b>	<b>\$ 81.27</b>		
Percent Spent	77.42%		

- Alyssa (VPAF): We do not include merchandise in the 70% spending for the budget, therefore it is not 87% but 77% of their budget that SBSA is projected to spend

- Why is it \$200 for the budget
  - For drink and food tickets
  - Cater to all science students but focusing on science and business students
  - Minimum of 80-90 people → headcount page have 200-230 people
  - Include biotech CPA, etc.
- Zahra Hasan (VPI): Professional photoshoots - why do you need \$50? Where is the \$50 of the Professional Photoshoot's money being spent
  - Jeremy Li (SBSA): we plan to have food and refreshments but we know Science Society is also having a professional photoshoot so we would be open to collaboration
  - If we don't need \$50 for our professional photoshoot, then we would allocate the \$50 to our study event for refreshments
- Alyssa Huang (VPFA): Why are you spending \$200 for your midterm breakfast event?
  - Jeremy Li (SBSA): We typically spend \$400 for that event but since it is Spring Term and there are less people, we are trying to cut it down to \$200
  - Not only, we don't only open our events to Science and Business students, but all science students
- Evan Chang (BUGS): How was attendance at past EOTs?
  - Jeremy Li (SBSA): We have around 100 people show up
  - Even if 40 people show up, it would be \$5 per person
- Jeremy Li (SBSA): We have \$0 placed into marketing because online marketing works really well for our target audience of Science and Business students
  - Alyssa Huang (VPAF): Suggest to move to put some budget at marketing to be more accessible to other science students because we want to try to reach out to all science students
  - Jeremy Li (SBSA): I agree
- Zahra Hasan (VPI): I move to amend the SBSA Budget to move \$50 budget for the professional photoshoot to other events and to increase funding for marketing, because SciSoc wants to collaborate with SBSA for this event. I move to approve of the SBSA Budget contingent on this amendment at the next BOD meeting.
  - 6 in favour
  - 0 against
  - 1 abstaining

10. Move to allocate budget for WatRox

<b>Watrox Winter 2019 Budget</b>		
<b>Revenue</b>		
SciSoc Funding	\$646.80	
Faculty Funding	\$ -	
Merchandise	\$ -	
Social Events	\$100.00	Ticket sales from Camping
	\$746.80	
<b>Total Revenue</b>		
<b>Expenses</b>		
Office Supplies	-\$94.00	Shelf, Paper, Printer Ink, Staples
Marketing	-\$10.00	Posters
Merchandise	-\$64.68	Merch (TBD)
Merchandise		
<b>Social Events</b>		
BOT	-\$34.00	COMPLETED
Camping	-\$300.00	Campgrounds typically cost around \$50 (a
Nature walk, en	-\$30.00	Snacks
Make Watrox Cl	-\$20.00	Cleaning supplies
Outdoor Activit	-\$60.00	Games, snacks etc
Documentary N	-\$30.00	Snacks, possible documentary rental
<b>Total Expenses</b>	<b>-\$578.00</b>	Minimum 70% of term funding = \$423.36
<b>NET INCOME/LO</b>	<b>\$168.80</b>	

- Rebecca Lord (Watrox): Haven't looked into turn out for camping trip event, will look at ticket deposits to figure out how many people will come or use a poll
- Asked around environmental science students and have 13 students interested
- Minimum 15 students would result in spending \$10 per night which would result in breaking even
- Propose to reduce ticket prices for students
- Rebecca Lord (Watrox): We are okay with reducing the ticket prices to \$5 per student
  - 7 in favour
  - 0 against
  - 0 abstain

## 11. Move to allocate budget for Science Society

SPRING 2019 BUDGET						
			<u>Last Updated:</u>	Monday, May 21, 2018		
<b>Revenues</b>			<i>NOTES</i>			
Student Fees	\$	9,000.00	Expecting to have 750 students on campus this term			
External Funding			Requesting funds to compensate OSSA Conference and Scichella			
<b>Social Events</b>						
FEDS Beach Trip	\$	-	All ticket sales go directly to FEDS			
Wonderland Bus Trip	\$	1,800.00	Expecting 45 Science students to attend (cost: \$40)			
EOT/Scichella	\$	1,000.00	Expecting 200 Science students to attend (cost: \$5 for science, \$8 for non-science), expecting 9:1 rat			
<b>Total Revenue</b>	<b>\$</b>	<b>11,800.00</b>	sum of above values			
<b>Expenses</b>						
General Meetings	\$	-	Not applicable to Spring term			
Student Fee Refunds	\$	360.00	Estimated to have 30 students opt out of the SciSoc fees			
Furniture Moving	\$	33.00				
Office Supplies	\$	150.00				
Coordinator Appreciation	\$	288.00	Cost applies to \$12 for each of our coordinators this term			
Sports Teams/ Intramurals	\$	-	Not applicable to Spring term			
Marketing	\$	75.00	poster printing, flyers			
External Funding	\$	-	Fall/Winter only			
<u>Aviation</u>	\$	296.00				
<u>Social Events</u>						
BOT	\$	70.00	First major event of the term			
Advocacy	\$	200.00	Split into 4 events			
Midterm Giveaways	\$	300.00	Split into 3 events			
Co-op Workshop	\$	75.00	For any food / special guests			
LinkedIn Workshop	\$	75.00	For any food / special guests			
Beach Trip	\$	-	In collaboration with FEDS and the other Faculty Societies			
Wonderland Bus Trip	\$	2,900.00				
OSSA Conference	\$	500.00	Expenses for delegates at the conference			
EOT/Scichella Donation	\$	300.00				
EOT/Scichella	\$	1,400.00	Last major event of the term			
CnD	\$	-	No funding here unless required by extenuating circumstances			

Clubs	7% of the Student Fees is allotted to each club		originally said 604\$. Ask clubs if they want 7% from MNS
	MAX	Minimum 70%	
BSA	\$ 645.00	\$ 451.50	
BUGS	\$ 645.00	\$ 451.50	
ChemClub	\$ 645.00	\$ 451.50	
MNS Society			
PhysClub	\$ 645.00	\$ 451.50	
SBSA	\$ 645.00	\$ 451.50	
WatROX	\$ 645.00	\$ 451.50	
<b>Miscellaneous Charges - Do not usually change</b>			
Bank Charges	\$ 40.00		
Utilities	\$ 350.00		
Telephone Charges	\$ 500.00		
<b>Total Expenses</b>	<b>\$ 11,782.00</b>	<i>Sum of all expenses</i>	
<b>NET INCOME/LOSS</b>	<b>\$ 18.00</b>	<i>Revenues minus Total Expenses</i>	

- Celine (Chem Club): Science Society Wonderland Bus Trip Budget results in the society spending \$28/student for only 45 students which is a huge amount of the budget to spend on solely 45 students. I propose that we increase the ticket price to \$40 per student so that it will be around \$16/student.
  - Veronica Chan (P): I am fine with increasing the ticket price to \$40 per student. To clarify, the bus prices went up by a couple hundred dollars, so even if we increase the ticket price to \$40, it will still be around \$23/student
  - Celine (Chem Club): I am not okay with that, that is too much money spent per student.
  - Zahra Hasan (VPI): It is not part of the constitution or policy and procedure to spend only \$16/student. If you feel that you have been pressured to create events centered around this idea, let us know and we can definitely discuss further.
  - Veronica Chan (P): Our goal is to put on good events for Science Students and improve student experience. I would like some time to find cheaper alternatives as the Wonderland Bus Trip has been an annual event for a long time and many students look forward to attending this event.
  - Veronica Chan: I move to amend the Science Society Budget to find cheaper alternatives for the Wonderland Bus Trip or propose alternative ways to redirect funding to planned events to improve the quality or increase the number of events. I move to approve of the Science Society Budget contingent on this amendment at the next BOD meeting.
    - 7 in favour
    - 0 against
    - 0 abstain
12. Move to approve May 16 BOD Meeting Minutes to post on Science Society Website (*submitted by Veronica Chan - P*)
- BUGS: There is a mistake on the minutes that states each club will contribute \$150 per club for the upcoming BOT event but it should be \$50 per club.
  - Veronica Chan: I move to approve the May 16 BOD Meeting Minutes contingent on correcting the mistake of \$150 per club to \$50 per club for the upcoming BOT event.

- Evan Chang (BUGS): I second that.

We adjourned meeting minutes.

Move to adjourn. Meeting adjourned at 9:57 PM.

Next meeting: Thursday June 6th at 7:00PM.

Note: Due to the absence of Tarun Sharma, administrative coordinator, Veronica Chan (P) wrote the meeting minutes.