

## University of Waterloo Science Society

**Board of Directors Meeting (~1-1.5hrs)**

**Chair's Agenda for 25 September 2019 at 5:30pm in B1-266**

**Members:** | V. Chan (President) | A. Jogoo (VPFA) | C. Benson (VPA) | M. Bilopavlovic (VPI) | M. Rayani (Speaker) | D. Li and A. Umapalan (Administrative Coordinators) | O. Lee and K. Karim (Financial Associate) | Biochemistry Student Association (BSA) | Biomedical Student Association (BMSA) | Biology Undergraduate Society (BUGS) | Chemistry Club (ChemClub) | Materials and Nanoscience Society (MNS) | Physics Club (Pres PhysClub) | Science and Business Students' Association (SBSA) | Waterloo Undergraduate Student Geological Society (WatRox) | FEDS Science Councillors | Aviation Society | Women in Science (WIS) | Science Senators | Psychology Society |

**Absentees:** A. Jogoo (VPFA), C. Benson (VPA), Aviation Society, Science Senators, Women in Science (WIS)

**Call to Order:** 5:31pm

*Move to begin the orders of the day.*

### Announcements

1. Fall 2019 welcome and congratulations on being elected to respective clubs. Emphasis on the importance of meetings, as they make a large impact on the Science Society as a whole.
2. Executive and departmental club introductions
3. Presentation scheduled from WUSA president Michael Beauchemin and VPOF Seneca Velling
  - Wasn't present at the beginning of the meeting; might be late
  - Motioned to be moved later in the meeting
    - 7 in favour - **motion passes**
    - 0 opposes
    - 1 abstain, by BSA

### Old Business

*Move to Old Business, where refresher of last term is provided.*

- Last term we;
  - Approved the permanent funding of the Aviation society at a cost of four dollars per student
  - Returned the clubs portion of SciSoc's funds (Departmental club funding) back down from 7% to 5%
    - This was to have a 16% broken down into:
      - Student improvement fund (9%)

- Students can fill out forms and write a proposal on things they would like improved
- BOD supplies (1%)
  - Administrative fees such as catering or coffee and other refreshments
- External Funding (2%)
  - Funding that any science student can apply to, including any non-departmental clubs (Not under SciSoc)
  - In the past BMSA has gotten funding, as well as iGEM
- Departmental club funding (4%)
  - Clubs can apply for extra money that is set aside for them in case students opting-out of fees hits harder than expected
- Spoke with CECA and Waterloo Works reps on how to improve coop for science students
- Few clubs updated their constitutions

### Moderated Caucus

*Move to a moderated caucus, where additional items can be brought up by any Board members.*

- Door codes
  - Victor Pham-Ho (BSA): Addressed getting door codes changed; a lot of people were coming into their room and they're losing resources
  - Maryanne Putros (BUGS) seconds this. States they had an issue already and want to keep it from getting out of control
  - Veronica Chan (President): Reminds members that if one door code changes, they all change
  - Megan Thomson (WatRox): Questions whether their door code will change because they are in a different building (EIT)
  - Science Counsellors: Suggest establishing a schedule as to when codes change
  - Kellie Karim (Financial Associate): Suggests it should be established who gets the code, should only have members keep it
  - Victor Pham-Ho (BSA): Mentions they already have a list of who has codes, gives it to people who hang out there frequently
  - Veronica Chan (President): Reaffirms each club should make a list of who knows their codes, will talk to Sandy/Faculty regarding the changing code issues
  - Leo Lo (Psych Soc): Mentions this will not affect Psych Soc
  - Veronica Chan (President): Reminds members that you have to be a voting member for this to affect you
  - Veronica Chan (President): Final conclusion: will talk to faculty concerning this issue

### Public Session

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

- No members-at-large have anything to address.

## **Committees, Clubs, and Societies Reports**

*Move to close Public Session and proceed to In Camera Session*

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

#### ***WATSEF -***

- Went to WATSEF meeting, and looking at opt-ins and opt-outs
- Overall, there were fewer opt-outs than expected, but a lot more than SciSoc opt-outs
- 300 opt outs for SciSoc
- Many students (~ 3000) weren't aware that they could opt out
- (~1300) knew they could opt-out, and 1000 opted-in, while 300 opted-out
- Emphasized talking about promoting WATSEF to students (who they are and what they do)
- For those who are unaware, WATSEF is an endowment fund, who in the past lab equipment, beakers etc. Fee is \$50.
  - Traditionally a lot of students opt-out of it.
- Conclusion: Familiarize yourself with WATSEF and its purpose, and promote them as they have relations with Science Society
  - WATSEF has program student reps, allows students to get involved in the WATSEF community
  - Potentially have them get more involved in BOD meetings?

### ***Executive Updates***

#### ***President –***

- Done hiring coordinators (35 of them), want to approve them later in the meeting
- Setting events throughout the term, dates have been established and will be added to Google Calendar
- Trying to improve feedback by creating QR codes to get quick, simplified access to the feedback form
- Looking for sponsors - Made tiered-model package for SciBall

#### ***Vice President Academic –***

- Carly Benson, Vice President Academic, is absent - Veronica Chan will update in her place
- Was mainly in charge with the Science Showcase - thanked members for coming, they made the event possible!
- Looking at updating the website with all of the new updates
- Promoting departmental club initiatives - if you want to promote your events, talk to Carly
- Attended Co-op Education Council
  - Gathering Fall 2019 co-op stats - currently some of the co-op student managers are working to get feedback possible
  - Members have no concerns to bring up to them

- Additionally, there are 10 employers that have cannabis-related jobs that are hiring this term

*Vice President Finance and Administration –*

- Akshay Jogoo, Vice President Finance and Administration, is absent - Financial Associates will update in his place
- Cheque request/reimbursement system has been updated, posted about this on Facebook in BOD group
  - All the accounts have been issued a new account number
  - [\\*New Fall 2019 Account Numbers!\\*](#)
  - Summarized: On the form, fill out your club account number, and then fill out what you need to be reimbursed for accordingly
    - WATROX: Wants to buy a printer, is event number necessary?
    - No need for event number if there is no event involved
  - \*Ensure that you have someone with signing authority sign for the reimbursement
- Departmental club carry-over balances: Posted in Financial Experts of SciSoc Facebook group with all of the financial execs for the clubs
- Science CnD opened Sept 18th, most volunteer spots are occupied, looking for other vendors for the future, and focusing on maintaining general activity
- Looking into getting a debit terminal for SciSoc - quotes have been established
  - Once budget is approved, debit machine can be acquired
  - Rentable by the other clubs

*Vice President Internal –*

- N/A

*Executive Coordinators –*

- Nothing to add

***Departmental Clubs/Societies Updates***

*BSA -*

- Finalizing execs, including second-year rep
- First event is this Monday (Oct 1st): BOBA BSA,
- CHEM 120 Review Session & CHEM 264/266 Review Session, with MNS & BUGS
- Student Prof Night
- Trying to increase overall numbers at events
- BSA swag, will be designing clothes that are not hoodies

*BUGS -*

- Coord Applications are out and live
- CHEM 264/266 Review Session with BSA
- Student prof night with CHEM/BSA,
- BOT (Oct 4th) - Anyone want to collab?
- Jackbox Games Destresser Event,
- Potential Halloween event? - Trick or treating
- Use screen to do an outdoor movie - want to do collab
- EOT at East Side Marios

*ChemClub -*

- Student prof night
- Mocha Monday's - finalize positions
- Board Game Nights & Movie Night
- Halloween Events (Blow up pumpkins)

*PhysClub -*

- Student prof night with MNS
- Academic seminars & workshops (recurring)
- Astro Fires (1-2 depending on popularity)
- Pancake breakfast & more

*SBSA -*

- Wing Night with Profs
- First Year Mixer - successful last year
- Midterm Breakfast for program
- Nothing for Halloween or EOT yet

*MNS -*

- Smash Tournament this Friday (Sept 27th) - MC 4042
- Student Prof Night with PhysClub
- Lab Events
- Potential merch

*WatRox -*

- Collabs
- Clean up event tomorrow (Thurs Sept 26th)
- Campfire before Reading Week
- Bowling Event, & Rock Climbing Event
- Halloween Event?
- EOT at Mollys
- Merch options - Putting out a call for design
  - Phys? & BUGS have put up polls on social media for designs

## New Business

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

1. Approval for the speaker "Mohamed El-Rayani" for the Fall 2019 term – *submitted by Veronica Chan*
  - 7 In favour - **motion passes**
  - 0 Oppose
  - 1 Abstain
2. Approval for the administrative coordinators "Daniel Li" and "Andrea Umapalan" – *submitted by Veronica Chan*
  - Second by MNS, and BSA
    - 7 In favour - **motion passes**
    - 0 Oppose
    - 1 Abstain
3. Approval for the financial associates "Kellie Karim" and "Osanda Lee" – *submitted by Veronica Chan*
  - 7 In favour - **motion passes**
  - 0 Oppose

- 1 Abstain
- 4. Approval of the Science Society Coordinators – *submitted by Veronica Chan*
  - 35 coordinators - went through all of them
    - 6 In favour - **motion passes**
    - 0 Oppose
    - 2 Abstain
- 5. Appointment of “Matthew Bilopavlovic” as the Science Society VPI – *submitted by Veronica Chan*
  - *Motioned by Veronica Chan (President), second by Chem Club*
  - Blurb About Himself: Haven’t been on SciSoc before, BUT have PhysClub and CnD experience. Also really interested in environmental activism.
    - 7 In favour - **motion passes**
    - 0 Oppose
    - 1 Abstain
- 6. Approval for the limitation of future BOD meetings to 2.5 hours unless extension is deemed necessary by the board. – *submitted by Mohamed El-Rayani*
  - BOD meetings ranged from 30 minutes to 4-5 hours in the past
  - Proposing that either once we hit the limit, or if we know it will hit the limit, table additional info for the next meeting
  - Megan Thomson (WatRox): Ideally establish at the beginning of the meeting (if we are aware that it will go long) to rearrange agenda, table what isn’t as pressing to the next meeting
    - 8 In favour - **motion passes**
    - 0 Oppose
    - 0 Abstain
- 7. The Student housing crises and the science society’s efforts. – *submitted by Mohamed El-Rayani*
  - Student’s have been trying to fight KW4Rent as numerous students have been dealing with bed bugs, unfair landlords, and increasing prices
  - WUSA solutions have been proposed that will take a long time to achieve - big one was education as this kind of information isn’t commonly known
    - Teach Science students more about their right
      - I.e. They can sue landlords or take them to court
    - Push WUSA legal aid - strong NEW tool to help them fight their problems,
    - Can also visit Science Councillor office hours
  - Ideas to promote housing education:
    - Create informative pamphlets
      - Specifics have to come from WUSA
    - Make Facebook page to reach out to students, we know what to say, but how do we want to present out ideas?
    - Market this overall education wave to first years that are going to look into the housing market - most susceptible to scams or unacceptable living conditions
    - Work with off-campus housing, who wanted to work with WUSA
      - Housing has the option to review their leases
      - Panel style event to look over leases for students

- Workshop every term for students who are looking to sign leases and sublet at the beginning of the term, Collab with housing or legal services; set time to have people to come in and update students with current information
- Conclusion: want to work towards a permanent resource - Still in development
- 8. The open-door policy – *submitted by Veronica Chan*
- Have coordinators & execs of departmental clubs, during the day (8:30am-5pm) especially, to keep room doors open
  - Help appeal to students that the club rooms are spaces that they can enter into, inclusive for everyone
- Kellie Karim (Financial Assc.): If one club is being disruptive and the other club is studying, what is the policy then?
  - Veronica Chan (President): This is a space for all students, ... What do you all think?
  - Victor Ho-Pham (BSA): Deal on this scenario on a case by case basis; most of the time you want people to socialize, tough to keep them quiet. Try to be reasonable, as this is not really something you can control
  - Leo Lo (Psych Soc): An option is to put a sign that says “door is closed because of noise, but feel free to come in!”
  - Victor Ho-Pham (BSA): Or could open the door slightly to negate most of the noise
- Mo Rayani (Speaker): Clubs should make the hallway a lot more inclusive - in the past it’s been very cliquey; urge we rethink this
  - Oz (MNS): Technically the clubs hallways is not a dedicated study zone, if a club is having fun that should be fine. As long as it isn’t extreme, noise should be okay
  - Maryanne Putros (BUGS): We have office hours with at least one exec on every hour. When we see people walking in the hallway we try to welcome them. Did this in the Spring and got a lot of new people into BUGS - students felt welcome and included
- Veronica Chan (President): Important to re-emphasize keeping your doors open... we understand there are two sides, but even if the door is slightly ajar with a sign, it deters people and even though it depends on the person, students are already really scared. Finally, the rooms are not really a study space to begin with, so we should be open to people socializing unless it gets too loud.
  - BUGS: If people are being loud, come talk to someone. Don’t slam doors because that’s rude and hostile.
- Veronica Chan (President): Since we should be open and understanding, what do you think of setting office hours for all of the clubs? Is it possible for your doors to be open for a set amount of time?
  - Megan Thomson (WatRox): EIT is a weird story, lots of children coming through, hour by hour basis, so we close the door because we don’t want children wandering into the room
  - ChemClub: Our doors are always open, unless we are super rowdy, but then it’s closed (never closed for more than 30 minutes)
- Veronica Chan (President): Additionally, BUGS approached SciSoc to post their office hours on our website, so if people want to also post their office hours and are open, Sci Soc can post on the Facebook page

- ChemClub: Does this mean students aren't allowed in after office hours??
- Veronica Chan (President): If execs are in there, we will open it for them, but for sure they will be open during office hours, as execs might not always be there after office hours, we can clarify this on this post
- BSA is open to the idea (They want their office hours to be 9:00am-5:00pm, M-F)
- **Rest of the clubs will deliberate about the idea**
- Maryanne Putros (BUGS): Finally, we have lab goggles and coat rentals, a microwave and textbooks for students to use, so if you guys do too, advertise these things during your office hours
  - Veronica Chan (President): SciSoc can help advertise - VPA wants to start a weekly infographic about what events are happening each week, that's an option if you want SciSoc to advertise
  - Mo Rayani (Speaker): Constantly advertising is worth your while, especially in first year classes for example (they'll take our place when we graduate)
- 9. Re-evaluate the allocation of money to external funding and the Science Student Initiative (SSI) for the Fall 2019- *submitted by Akshay Jogoo*
  - The allocation of funding to external funding will move from 2% to 5% and the allocation to SSI from 9% to 10% respectively, for the Fall 2019 term. This is only for this term and these evaluations will be revisited in Winter 2019
  - Will be coming out of SciSoc budget
    - Megan Thomson (WatRox): Have we been running short in previous years?
    - Mo Rayani (Speaker): In the past 2000 dollars were available for external funding and it was used up
    - Veronica Chan (President): Advertise external funding
  - Akshay Jogoo (VPFA): Lots of carry over from SciSoc, so there is a lot of money
  - **\*Please have your budget plan created 48 hours before next meeting please\***
    - Templates should already exist, just have to be finalized will be out today

*Move to adjourn the meeting, seconded by WatRox*

**Meeting Adjourned:** 6:40pm

Next meeting: Wednesday October 2nd - 5:30pm (B1-266)

\*bring in extra chairs for the next meeting