

SciSoc Board of Directors Meeting: Minutes

Date: Tuesday, June 7, 2016

Time: 5pm

Location: STC 1019 (Dean's Conference Room)

1. Vote for minutes to be approved

2. CnD

Debt

→ September 2011 - April 2012

- CnD was in \$4000 deficit to be paid back to vendors
- SciSoc gave \$5845.06, difference was to be used to keep the CnD running

→ September 2012 – April 2013

- total amount of cash deposited was \$51141
- total amount coming out \$50806
- retained earnings of \$334.60

→ September 2013 – April 2014

- in \$22708
- out \$22718
- no net earnings
- loss of \$9.82
- CnD started getting SciSoc funding of 5% (before MNS was in the Constitution)

→ September 2014 – April 2015

- CnD stopped receiving funding from SciSoc (Policy 202)
 - if CnD's bank account goes below \$1500, CnD can apply for up to 5% for SciSoc funding
- MNS added as a departmental club
- in \$19379
- out \$15318
- \$4000 coming from SciSoc
 - Spring 2014 Term - \$310 from SciSoc
 - Fall 2014 Term - \$1500 from SciSoc
 - Winter 2015 Term - \$1700 from SciSoc
- retained earnings of \$4060
- net \$550

→ September 2015 – April 2016

- in \$16772
- out \$16658
- retained earnings without 5% funding from SciSoc - \$114.00

→ purpose is for the CnD to break even

- Policies and Procedures: Policy 202
- SciSoc execs were unaware of the debt and there is no detailed account of what happened
- There have been 4 accountants, poor documentation, missing information
- Certain instances where large amounts of money (ie. \$18000) were withdrawn and deposited in a short span of time (a day or so between each transaction)
- Taking money from students at the time who did not have a choice in paying the debt with their fees

- Compare to SciSoc event using student fees: not every Science student can come, max of 250 students, service for all students
- CnD is a large outlet for SciSoc in terms of volunteering and opportunities
- Execs decide how money is to be distributed (ex. SciBall and GradBall – a choice to hold or not hold the event)
- Borrowing from SciSoc is the last resort for CnD
- SciSoc as a parent organization of CnD or as a separate business
 - ex. If BUGS were in debt, SciSoc would bail them out
- Forgiving CnD's debt brought to BOD
 - discussion needed to find the right solution
 - Policy 206 – CnD has a separate bank account
 - Policy 202 – created to prevent future bailouts
- Direct impact on students
 - students pay to participate in the CnD, buy things from CnD regardless if you are in Science or not
 - paying for item makes up CnD, not the \$9 fee (currently)
- CnD was considered as a “club” before by SciSoc
 - CnD received 5% funding like any other departmental club
 - if CnD applies for SciSoc funding, it will dip into departmental club funding which affects current students
 - new hot chocolate machine – external funding from FEDS, paid partly from profit made by CnD
- Last year, SciSoc was \$10000 in debt
 - some events were cut, \$7000 for SciBall
 - every event now has half of original budget
- Promotion of CnD
 - compared to previous week before the posters were put it, did CnD make more money?
 - possibility of a fluke, sales of CnD peak around midterms and drop off before exams
 - increased business will be tracked to see if advertising is working
 - CnD budgeted \$60 Monday to Thursday, \$20 on Fridays
 - to be under \$5 is a lot of money for a day
 - propose to open CnD at 8:30am to accommodate more students
 - not enough volunteers in Spring term to take over shifts
 - SciSoc coordinators fill empty spots
 - Environment opens at 7:30am, also built to break even
 - not able to put up mural on brick wall outside of CnD
 - new coffee-making methods
 - SBSA – Facebook credits to boost CnD page posts
 - ask about pins under the Link to hang banner
 - Science CnD does not have a lounge space compared to other CnDs
- Long term payment plan proposed, to be adjusted with inflation and prices
 - operate CnD to pay back its debts
 - CnD needs to put money into itself in order to keep up with other CnDs (stay functional and competitive)
- For next meeting:
 - Think of resolution of how to repay \$5000 debt taking numbers into consideration
- Motion to postpone to next meeting:
 - Brittani
 - Dominika

3. CnD – Advertising

- mural was not approved
- pricing for banners is \$200 if we get approval
- new methods for advertising
- presentation of the CnD
 - update the look of the CnD
 - could couple with the introduction of the new coffee
 - look to improve CnD look with university funding
 - to be done for fall term
- CnD can be present during Frosh Week with SciSoc and other departmental clubs
 - attend different frosh events
 - sales of water and pop to get the name out to first year students
- Clubs holding larger events can buy pop through CnD
 - haven't started advertising for this yet
 - explore litre bottles of pop options
 - advertise to other FEDS clubs
- New coffee
 - switch to grinding our own beans
 - not a large change in price
 - need a coffee bean grinder
- UW Police event
 - liability to advertise to non-students
 - event to meet Campus Police for students (coffee meet and greet for bike safety)
 - interdepartmental event
- Student Life 101 – July 13th
- Advertise for wholesale drinks
 - poster for clubs to “buy” from CnD for large events

4. BBQ

- Numbers
 - 172 people, all food finished
 - messages for where the hallway is
 - plaque will be put in place to signify where the hallway is
 - cook food in advance, propane tank ran out halfway through
- Finances
 - \$501.85 in total for BBQ, 6 clubs that participate (\$35 x 6, \$210)
 - \$200 to be paid by SciSoc
 - remaining amount
 - two coordinators from SciSoc bought food (Lisa and Shannon)
 - Lisa \$41.17
 - Shannon \$369.63
 - Each club paid \$35, one cheque request form from SciSoc, name of the club and the amount being paid to the specific person
 - clubs will be paying from their accounts to coordinators so every club pays designated \$35 and the two coordinators get their amount of money
 - suggestion: buns only in one room

5. Club Events

- SBSA
 - planning to hold midterm board game café event for SBSA students
 - bonfire EOT
 - no events held this term yet
- WATROX
 - did a campfire night, 24 people
 - planned camping trip to Rockwood, June 25th
 - planning for canoeing trip
 - WATROX clean up with pizza
- PHYSCLUB
 - bonfire with waterloo space society
 - PhysClub goes to theatre pushed to July, Finding Dory
 - BBQ, June 23rd
- MNS
 - LCD screen making event – organic chemistry, electrical engineering, cap 40-50 people for lab safety and for costs
 - termly funding from Bill Powers (Chair of Chemistry)
 - will be submitting a constitution change: amendment to prepare a summary of lab events with summarized safety concerns, put together a standard form, risks, costs, requirement to fill it out
 - integrated circuit event
- BUGS
 - BOT social media event, winner of prize
 - requested a beach day
 - Timbit Tuesday
 - meeting to have more timbits per week
 - Student Prof Night with BSA and ChemClub
- BSA
 - BOT June 22
 - Amino Acid cards – candy event
 - Finding Dory event – partner with PhysClub
 - interdepartmental event – profs and TAs, water balloons, and pies
- CHEMCLUB
 - Frozen Friday, more students, better turnout
 - Student Prof Night with BUGS and BSA – June 22nd
- Bonfire
 - CHEM, BSA, BUGS, SBSA

6. EOT

- ChemClub
 - coffee house in uptown (Settlement)
- Heaven Gastropub is closed – do not hold your events there
- SciSoc
 - Kareoke with profs
 - cap at 150 students
 - tickets from SciSoc

7. SciSoc Events

- Midterm Giveaways
 - dog therapy
 - next week is ice cream giveaway
 - week after that is popcorn giveaway
- SciSoc to book study spaces in June and July for Science students
- Wonderland
 - start advertising tonight
 - start selling tickets on Monday at 9:30am
 - \$25 for Science, \$30 for non-Science
 - in collaboration with Faculty of Environment
 - bus there and back

8. OSSA

- funding
 - 100% funding
- bus
 - price is \$423 for a minibus, cost will be divided 11 ways
- workshops
 - FEDS needs a detailed plan of how we are going carry out the workshops
 - invite keynote speakers from the conference and have a mini conference at UWaterloo
 - collaborate with colloquium programs – talks open to all students in the University
 - do our own Science colloquium with speakers
- send TShirt Sizes, medical conditions, and dietary restrictions from each person going to OSSA on Facebook

9. Miscellaneous

- recycling bins
 - recycling not taking out by custodial staff
 - small garbage bin

Motion to end:

- everyone