



July Board of Directors Meeting

1. Adoption of the Agenda (7:10 PM)

Moved By Thomas

Seconded by Stephanie

2. Approval of Minutes

a. June Board of Directors Meeting: June 27th, 2013

b. Officer Meeting: July 9th, 2013

c. Finance Committee Meeting Minutes: July 15th, 2013

Moved by Gabriel

Seconded by Evan

Pierre: We had issues in the past with CESA and ECC not getting the same amount of money. What criteria was this year based on?

Gordon: CESA wanted to put their money towards food and getting rid of membership fees.

Minutes Approved

3. Officer Reports

a. President – Mauricio Curbelo

Mauricio: Most of my time this month, was reading through the E portfolios and the handbook. As a result we haven't gotten to the discipline clubs. This isn't of big concern till a few weeks from now as the faculty will not be changing their rules for a while. We have been dealing with many internal problems and little fixes so that we are all set for the upcoming year.

More on Site 10 with celeste will be coming up in August.

Pierre: who was appointed to undergrad?

Mauricio: Stephanie, Ernesto, Anamjit, and Matt.

Academic appeals board: Billy, Ernesto and Matt lee

We are also trying to get our new VP academic settled in.

Tejas: what needed to be done while he was away?

Mauricio: scanning exams and appointing the council reps for the faculty were the main things to be dealt with this summer. From here on in, he will be working with Micah Stickle as there are many changes he wants to make this year. Civil department wants to remove coding from their curriculum and replace with more civil technology, ECE wants harder coding etc... small changes like this will not appear for at least another year or so.

Matt: What is the status on online calculus course?



Mauricio: it is volunteer based, and there will be a trial of 50 students doing it this year. The only thing that we are pushing is that it remains volunteer. If you have opinions on this bring them to me and I'll push it through. There is no problem from this if it stays optional, if they change that then there are issues.

Praneet: how many people have enrolled so far?

Mauricio: not sure yet, enrolment in it will span to the end of August and we haven't heard back from the faculty regarding this.

Allan: What is the main teaching method? Videos or slides?

Mauricio: it'll mostly likely be a mix, but an interactive online experience is what they are going for. The university gives them quite a bit of money for doing this as it is the future of many courses.

Pierre: what is the status on the orientation budget?

Mauricio: it is still what it was for now, we will see some actuals in a few weeks since kits are on sale.

- b. VP Finance – Gordon Tattle
- c. VP Communications – Thomas Santerre
- d. VP Academic – Absent
- e. VP Student Life – Gabriel Stavros

Gabriel: CCR meeting was last week, basically we have the applications from the directors and clubs, so we will start approving and bringing them into the main CCR system hopefully soon.

Orientation site is up and registration is doing well.

UTP is nice and clean except leftovers that Skule Nite has left there.

I was going to meet Nicole for gradball but she got sick during the week so we have postponed to a later time.

Cannonball is at the Fairmont this year.

Clubs fair will be happening. I am working on who will be there at the moment.

We will need to move the time and day for the clubs training as it conflicted with some orientation meetings.

Eventually more display cases as I mentioned last time, will be appearing on 1st floor SF.

4. MOTION by Mauricio Curbelo to ratify the results of the 2013 By-Election for Vice-President Academic

Seconded by Praneet



Tejas: have we considered moving the elections that happen in the summer to the fall it seems to be problematic as the turnout was not very high this year.

Mauricio: We already advertise as much as we can. People who want to be in the position of academic usually know what happens around Skule and will apply for the position. Getting more votes is a different issue and depends on what people are doing around Toronto. I don't think it turned out ideally but it happens. We did all that we could and would've preferred a better turnout, but at least we have filled the position.

Motion Carried

5. **Oath of Office Speaker of the Engineering Society 2013-2014**
6. **Oath of Office Board of Directors 2013-2014**
7. **Oath of Office of the Vice-President Academic 2013-2014**
Moved to the august meeting
8. **Presentation by Mauricio Curbelo on Engineering Society governance**
Postponed to September
9. **MOTION by Gabriel Stavros to affiliate new clubs with the Engineering Society**

WHEREAS the club affiliation process was advertised to all students, especially affiliated clubs from the previous year; and

WHEREAS all the applications were reviewed by the President and VP Student Life to determine which clubs genuinely benefit the student body; and

WHEREAS only new clubs require approval from the Board of Directors to receive official Engineering Club status;

BE IT RESOLVED that new student clubs (highlighted in bold) be affiliated with the Engineering Society for the 2013-2014 year.

Secoded by Pierre

Steph: What is the take action club?

Mauricio: some sort of international affairs club. Remember affiliation, almost everyone passes through so let's just move past this.

Motion Carried

10. **MOTION by Gordon Tattle to approve changes to the Cannon Guard Budget for the 1T3-1T4 Skule Year**



WHEREAS the budget of the Cannon Guard was referred to the Finance Committee at the June 27th 2013 Meeting of the Board of Directors; and

WHEREAS the Finance Committee has reassessed the proposed Cannon Guard budget; and

WHEREAS any changes to the budget of the Cannon Guard require an amendment to the Operating Budget for the same year;

BE IT RESOLVED THAT the proposed budget for the Cannon Guard be approved; and

BE IT FURTHER RESOLVED THAT the Operating Budget be amended to reflect the approved Cannon Guard budget.

Seconded by Evan

Gordon: the amount hasn't changed at all.

Praneet: Is chief happy with it?

Gordon: he is fine with it when I talked to him.

Pierre: have you shifted some things to special projects?

Gordon: the chief will give a separate proposal for many of the things we discussed at the last meeting.

Tejas: I want to make sure that they get all the POP in which has things itemized from the store before getting approved. This was an issue last time.

Motion carried

11. MOTION by Pierre Harfouche to request that regular updates be given to the Board on the cost of legal counsel.

WHEREAS the Board of Directors retained Heenan Blaikie through the authorization of a retainer deposit for legal counsel in a special meeting of the Board of Directors in March 2013; and

WHEREAS the Board of Directors is required by policy to authorize any and all expenditures over \$500; and

WHEREAS the Board of Directors has not been asked to authorize any amount spent over the original retainer deposit; and

WHEREAS money has been spent without the information or approval of the Board of Directors; and



WHEREAS authorization of extending legal services, payment of invoices, and other account-related matters is included in the mandate of the Board of Directors; and

WHEREAS the Board of Directors should be updated regularly on the current state of the account held with Heenan Blaikie;

BE IT RESOLVED THAT an account statement of services paid to Heenan Blaikie be provided to all Board Members on the 1st of every month, outside of regular Meetings of the Board of Directors. The statement shall include a summary of all billable hours. The statement shall be made available, only in person at the Engineering Society office to members of the Board of Directors; and

BE IT FURTHER RESOLVED THAT any failure to update or authorize expenditures through the Board of Directors be considered an act in contempt of the Board.

Pierre: I'd like to move this discussion in camera as there is sensitive information.

MOTION by Pierre Harfouche to move discussion In Camera
Seconded by Mauricio
Motion Carried

Session moved in camera; the minutes of this session are not available.

Motion carried

12. MOTION by Mauricio Curbelo to authorize payment to Heenan Blaikie LLP

WHEREAS the Society must pay an invoice for professional services rendered by Heenan Blaikie LLP; and

WHEREAS the allocation of funds for this purpose requires authorization from the Board;

BE IT RESOLVED that the Board allocate \$15,000 for the purpose of legal representation and costs.

Seconded by Thomas

Session moved in camera; the minutes of this session are not available.

Motion Carried

13. MOTION by Mauricio Curbelo to execute the Site 10 Gift Agreement

WHEREAS the Faculty intends to construct a new building adjacent to Simcoe Hall; and



WHEREAS the Engineering Society has been offered an opportunity to contribute to the construction costs of the building; and

WHEREAS this contribution would allow the Engineering Society to name the student club space in the basement of the building;

BE IT RESOLVED that the Board authorize the Officers to carry out the Agreement, with the understanding that funds will be provided from the Skule Endowment Fund

Seconded by Stephanie

Mauricio: I just want it to be clear on how we can do this. Even though some money can be taken from the levy fund. The name is subject to name changes whenever. I think that we should go with the engsoc name. It is our work that is enabling this to happen. If it wasn't for some of us that were at the meeting we wouldn't know what we would get out of this and probably would not be making this donation. If we want to let students know what we were doing with the money, then we have a great opportunity to solidify our place with the students. It should reflect on us very well with our name up there.

Stephanie: this is continuing off what we did last time, I am leaning towards skule still due to the fact that it is the students money

Evan: I disagree with the engineering society name, although true that we did a lot of work, it's the students putting their money into it.

Pierre: naming can be done later on an open forum with the students, no point on dealing with the name at the moment.

Evan Mah: Ishan isn't here, but the name should be something much more formal rather than Skule

Gordon: is the date flexible for the naming?

Mauricio: What this does is that we have the money we can pay them, it gives us the option to change names later, but the agreement can be modified later. Changing the name requires consent from the donor themselves. We can sign it, at a later date we do have power as donors to name the space. We shouldn't get too caught up in the name issue at the moment. At the moment what matters is what is in the building and that we are making our donation to the university.

Praneet: Skule is trademarked by engsoc, at the same time it is a spelling error, it is legal.

Pierre: do we have the money for this now to give right away?

Mauricio: in the end they will get the money that we can't give right away for bridge financing



Pierre: are we up to date on bridge financing?

Matt: we are committing to a financial schedule. The faculty can deal with if they need bridge financing. That isn't a concern to us as much as finalizing our schedule.

Gordon: I'd like to amend so we can extend the schedule and we only pay on the conditions that we will have the money.

BE IT FURTHER RESOLVED THAT the agreement is subject to an extension of the payment schedule deemed suitable by the VP finance with the understanding that the funds will be taken from the endowment fund.

Amendment is carried

Motion carried

14. OTHER BUSINESS *for discussion*

Matt will email out set of dates for the

15. ADJOURNMENT (9:40)



Attendance

Officers		
President	Mauricio Curbelo	X
VP Finance	Gordon Tattle	X – Late
VP Communication	Thomas Santerre	X
VP Academic	<i>Vacant</i>	
VP Student Life	Gabriel Stavros	X
Directors of the Board		
At-Large	Yerusha Nuh	X - Late
At-Large	<i>Vacant</i>	--
At-Large	Praneet Bagga	X
At-Large	Stephanie Gaglione	X
Chemical Representative	<i>Vacant</i>	--
Civil Representative	Evan Ma	X
Computer Representative	Kimberley Shen	AwR – P > Mauricio
Electrical Representative	Allan Wang	X
Engineering Science Representative	Pierre Harfouche	X
Industrial Representative	Alexandra Szatan	X
Materials Science Representative	Vinson Quoc Truong	X
Mechanical Representative	Evan Boyce	X
Mineral Representative	<i>Vacant</i>	--
First Year	Vuk Svilaric	AwR
First Year	Stephanie Gaglione	X
First Year	Shubham Manchanda	AwR
Non-Voting Members		
Speaker	Matthew Lattavo	X
CRO	Laura Shen	A

A – Absent

AwR – Absent with Regrets

P – Proxy

1. Introducing new VP Academic to things

2. Homecoming meeting for UTSU

They want to run it in a collaborative meeting, they are saying that the 14th is too early. They want to have a commuter breakfast early in the morning. They have already done most of the things, so questioning the collaboration was a major thing. Last year we just went to a random game with a float, so we need notice and also need time to make the float.

In other news.

3. Meeting with Micah Stickle

Going over first year curriculum with Mauricio and Fady to be implemented next year

4. Club appeals

No one has appealed on the club funding yet.

5. Met with the Caf

I am a bit concerned with the cafe's preparedness with

6. SUDS

Not much has to happen from here on, Pearl needs to make an order by the end of the month. Other than that they got everything cleaned and Pearl needs to get her stuff ordered.

7. Planner

Will be reviewed before sending out.

8. Meeting with the Discipline clubs

Constitutions will be reviewed, also we will organize their elections so that we are aware of what they are supposed to happen. Discipline clubs are still under engsoc, we still expect from them accountability so that they serve their students properly.

There are also issues with consistency in discipline associations and clubs. They should both be affiliated with each other.

9. Updated digest happening soon

Discipline club specific digest will be in development later on.

10. Clubs Day

We are talking to clubs and sorting out the day. It will be a one hour presentation other officers are free to present anything they feel the clubs will benefit from.



UNIVERSITY OF TORONTO
ENGINEERING SOCIETY

Sandford Fleming B740, 10 King's College Road, Toronto ON Canada M5S 3G4

Telephone: (416) 978-2917

Facsimile: (416) 978-1245

E-mail: engsoc@skule.ca

Website: www.skule.ca

Officer Report – President (Mauricio Curbelo)

Site 10 Donor Agreement

I have attached the final version of the Site 10 Gift Agreement, which I have signed. Many thanks to all of you that provided feedback over the summer. The University will be matching our donation of \$1 million, and the Engineering Society will be naming the basement space. The name itself will be determined at a later date, and we the payment deadline is April 2014.

Homecoming Planning Meeting w/ UTSU

I represented the Engineering Society at the first homecoming planning meeting with the UTSU. The UTSU plans to run a concert, free BBQ, and other events on September 14th, the date of the first home game. After discussing with Greg and Ryan (Blue and Gold Committee Chairs), I believe this is way too soon after frosh week and we will not be able to make as valuable a contribution as we could. While the UTSU stresses that they are planning this event “collaboratively”, they are unwilling to change the date or any major aspect of the programming. This is typical behaviour for them. We are in the process of coordinating a response from the SGRT.

Meeting w/ Anamjit

I met with Anamjit Sivia, Engineering Society Ombudsman, to discuss his plans for the year. We are planning on running a year-end “census” again. We are currently in the process of planning a feedback-gathering initiative for Orientation week, as well.

Meeting w/ Micah Stickel

Fady and I met with Micah Stickel to discuss how to involve students in gathering feedback. The task force working on the first year curriculum gathered data via an exit survey of first year students, and also gathered ideas from Departments as to which curriculum changes they would each like (presumably, those changes are meant to address issues brought up in the student survey. We will be working with Discipline Clubs, Class Reps, and others to provide student feedback on proposals brought forward by the task force.

EngSoc-Discipline Club Meeting

By the time of this Board meeting, I will have hosted a meeting of Discipline Club chairs, so I will provide an update at the Board meeting.



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August 2013 Officer Report – VP Finance

1. Sponsorship
 - a. Signed contract with National Bank
 - b. Next Steps:**
 - i. Look over FREE Media contract**
2. Budget
 - a. Increased budgeted audit and legal expense
 - b. Updated with actuals for July
 - c. Completed appeal for Gradball
 - d. Next Steps:**
 - i. Prepare fall budget**
3. Club Funding
 - a. Processed club appeals
 - b. Next Steps:**
 - i. Send out call for fall club funding**
4. Audit
 - a. Completed and waiting on report from Auditors
 - b. Next Steps:**
 - i. Review and present report when received**
 - ii. Locate and upload final audit from last year**
5. Finance Committee
 - a. Completed club funding appeals
 - b. Reviewed Misc Conference funding document
 - c. Next Steps:**
 - i. Upload meeting minutes to skule.ca**
6. Policies
 - a. Created a draft finance policy
 - b. Reviewed policy with the finance committee, previous VP-F, and the President
 - c. Next Steps:**
 - i. Add section on general appeal process**
 - ii. Incorporate other changes**
 - iii. Discuss policy at next officer meeting**



Officer Report – VP Communications

August 2013

Present Work:

1. **Handbook**
 - a. All mailed out, they are available any time you want one, just pop by the engsoc office
2. **Courses Website**
 - a. Beta site is up
 - b. Temporarily parked at skule.ca/courses
 - c. Let me know if you have suggestions!
 - d. Next Steps:
 - i. Work on graphic design
 - ii. Find any bugs
 - iii. Add any desired features
3. **The Cannon**
 - a. Layout has begun, should be done within the week
 - b. Looking for people to write on EngSoc related items. If you are interested let me know
 - c. Next Steps:
 - i. Determine changes to the website
 - ii. Begin advertising writing positions
4. **Toike Oike**
 - a. The Toike has found a suitable replacement for their advertising seeing as the previous one had gone bankrupt.
 - b. <http://www.cup.ca/> Canadian University Press is the new group we will be dealing with
 - c. There are many benefits over other companies as they offer many services the Toike will be able to use. For more questions, you can ask Evan Boyce as he was helping John Sweeney with this deal.
 - d. Next Steps:
 - i. Sign the agreement
 - ii. Determine advertising logistics in late August.
5. **Planner**
 - a. Mailed off to the printers
 - b. New design this year, looks very nice
6. **Skule Social Networking**



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- a. Emailed all the clubs and directors to get info on their social pages (twitter and facebook)
 - b. Increase in activity and reach has been seen
7. Digest Changes
- a. We are going to updating the digest to target individual disciplines so that clubs can post there announcements on it too.
 - b. No need to for multiple digests around skule this way, keeps readership up

Officer Report – VP Academic

August 2013

Project Updates:

1. Transition

Will meet with Shaishav and Matt before September to discuss the portfolio and the transition report.

2. Meeting with Teresa Nguyen

Discussed The Class Rep Handbook and will finalize as soon as possible.

3. Meeting with Lesley Mak

Discussed:

- a. A monthly alert on tutors.skule.ca requiring tutors to update their profile; removing inactive users.
- b. HSS electives for Engineering Business Minor and their relevance to Business.
- c. Idea of You're Next Career Fair sponsoring the Career Centre and improving the Career Centre.

Post Meeting:

- a. Set up a meeting with a Computer Science student to discuss the possibility of setting up the alert.
- b. In the process of researching HSS electives that are of more relevance to the Engineering Business Minor.

4. Meeting with Micah Stickel and Mauricio Curbelo

Discussed:

- a. Changes in the first year engineering curriculum.
- b. Student feedback about first year courses and our thoughts on the courses that need improvement (i.e. APS111, APS112, APS104 and Calculus courses)
- c. The possibility of having a more common first year curriculum between the different disciplines.

5. Meeting with Susan Mcahan

Discussed:

- a. New online course evaluation process and student feedback, with more relevant new questions.
- b. EngSoc will choose a list of relevant questions, from the new course evaluation questionnaire, that will be available for students to access.
- c. The priority that the engineers have on some ArtSci Courses in course selection, where engineers could enroll in certain ArtSci courses before ArtSci students. Therefore some research is required for the relevant ArtSci courses that engineers might find interesting, in order to try to make the same deal with the Arts and Science department on having the priority.



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Officer Report – VP Student Life

Project Updates:

1. Co-curricular Record (CCR) –
 - a. Doodle out for next meeting
 - b. Still reviewing applications
2. Orientation –
 - a. Kits are on sale online
 - b. Cash only at the office
3. Club Affiliation –
 - a. Still a few clubs to affiliate

Ongoing Projects:

1. Directors
 - a. Gradball – Budgeting issues
 - b. Cannonball – Fairmont Royal York – contract ready to sign
2. Clubs
 - a. Clubs Fair
 - i. Sign up form is online
 1. skule.ca/clubs/start
 - b. Clubs Training
 - i. Date not fixed yet but sometime in September
 - ii. Considering offering a crash course instead of a day session
 - iii. Will be meeting with Estelle sometime in the next few weeks to discuss involvement in Clubs Fair.
 - iv. Meeting with ILead to coordinate involvement with EngSoc
 - c. Looking into:
 - i. Display case for clubs.
 - ii. Projection/Banner System

List for Club Affiliation/Re-affiliation – August 20, 2013

New:

Society of Petroleum Engineers University of Toronto Student Chapter
Students Offering Support: University of Toronto Chapter
A Promise To Future Generations
University of Toronto Mining Games
Engineering Entrepreneurship
BioEngineering Student (BESt) Association

Re-Affiliate:

Korean Engineering Student's Association
Middle Eastern Students' Association
Nawranj Iranian Association
MIE Mentorship
National Society of Black Engineers
Mechatronics Design Association (UTMDA)
Human-Powered Vehicle Design Team
Rational Capital Investment Fund
The Brass Ring
Refresh Bolivia

AGREEMENT BETWEEN
THE UNIVERSITY OF TORONTO ENGINEERING SOCIETY
(the “Donor”)

and

THE GOVERNING COUNCIL OF THE UNIVERSITY OF TORONTO
(the “University”)

WHEREAS the University is desirous of building the Centre for Engineering Innovation and Entrepreneurship, a new facility to be built on St. George Street adjacent to Simcoe Hall that will strengthen the role of innovation and entrepreneurial activity in education and research;

AND WHEREAS the Centre for Engineering Innovation and Entrepreneurship (the “Centre”) will house engineering student club spaces, student study spaces, and teaching spaces;

AND WHEREAS the University is in the process of seeking funds for the Centre through additional support from the private sector;

AND WHEREAS the Donor is desirous of providing a gift towards the building of the Centre for the provision of student club space;

AND WHEREAS the parties recognize that the Centre requires formal approval by the University as well as third party approvals such as the City of Toronto;

AND WHEREAS the parties affirm their mutual commitment to the University’s Statement of Institutional Purpose which includes a commitment to foster an academic community in which the learning and scholarship of every member may flourish, with vigilant protection for the rights of freedom of speech, academic freedom and freedom of research as described in the University’s Statement on Freedom of Speech and in article 5 of the Memorandum of Agreement between the University of Toronto and the University of Toronto Faculty Association;

WITNESS that the parties agree as follows:

1. Through a generous pledge of \$1,000,000 (the “Gift”) to the University from the Donor, the Donor will support the construction of the Centre. The pledge will be fulfilled by April 15, 2014. The Faculty of Applied Science & Engineering will provide \$1,000,000 in matching funds for this purpose.
2. In recognition of the Gift and subject to approval by the Governing Council in accordance with the University Policy on Naming, the University would be pleased to offer the Donor the naming of the engineering student club space on the basement level within the Centre to be mutually determined at a later date.
3. The University is responsible for the management and investment of the Gift and the income and capital thereof shall be used for the sole purpose of planning and building of the Centre in accordance with the intent as set out in the above recitals.
4. The University will report to the Donor on the status of the Gift and any expenditures therefrom.
5. The approvals for and construction of the Centre will be conducted in accordance with the policies and procedures of the University.

Mauricio Curbelo
President, University of Toronto Engineering Society

DATE: _____, 2013

David Palmer
Vice-President, Advancement
University of Toronto

DATE: _____, 2013

Cristina Amon
Dean, Faculty of Applied Science and Engineering

DATE: _____, 2013