



## Agenda – May Board Meeting

1. **Adoption of the Agenda**
2. **Approval of Minutes**
  - a. April Board Meeting (pre-JCM)
  - b. April Board Meeting (post-JCM)
  - c. Council Meeting (JCM)
  - d. Officer Meeting – 2 May 2013
3. **Officer Reports**
  - a. President – Mauricio Curbelo
  - b. VP Finance – Gordon Tattle
  - c. VP Communications – Thomas Santerre
  - d. VP Academic – Shaishav Shah
  - e. VP Student Life – Gabriel Stavros
4. **Election of Project Directors: Hard Hat Café Manager, UTEK Director, External Relations Director**
5. **Election of 1T3-1T4 Speaker**
6. **Motion by Mauricio Curbelo to remove the position of External Relations Director**

**WHEREAS** the Society has not seen a tangible benefit from participation in inter-school conferences in recent years; and

**WHEREAS** the improvement of the Society's services, operations, and events does not require an individual dedicated to determining other schools' best practices;

**BE IT RESOLVED** that Bylaw 2, Section 1.20, be eliminated, and all other sections renumbered accordingly.

7. **Motion by Pierre Harfouche to direct the Vice-President Finance to renew the Hard Hat Café contract**

**WHEREAS** the Hard Hat Cafe project was initiated 5 years ago with the intention of opening a student run cafeteria in the SF Atrium; and

**WHEREAS** the Hard Hat Cafe has, for the time being, demonstrated that it is a sustainable operation within the Engineering Society both financially and logistically; and

**WHEREAS** the original contract with Food & Beverages Services has expired and a new contract must be signed to open the Hard Hat Café in 2013; and

**WHEREAS** the new agreement will last 5 years but allows the Engineering Society to terminate the agreement at any point with appropriate notice;



**BE IT RESOLVED** that the Board instructs the Vice-President Finance to sign the Food Service Provider Agreement in Appendix A.

**8. Presentation and discussion: Site 10 Donor Agreement**

**9. Motion by Gordon Tattle to authorize summer Orientation spending**

**WHEREAS** the Orientation Committee must pay for F!rosh Kit items, F!rosh Nite deposit and other items immediately; and

**WHEREAS** the 2013-2014 Operating Budget will not be completed until after these expenditures must take place; and

**WHEREAS** the Orientation Committee cannot finalize their complete budget immediately;

**BE IT RESOLVED THAT** the Board authorize the signing officers of the Society to disburse, upon the authorization of the Vice-President, Finance, up to \$30,000 against the Orientation account of the 2013-2014 Operating Budget, provided that the expenses are exigent.

**10. Motion by Gordon Tattle to strike the 2013-2014 Finance Committee**

**WHEREAS** club funding and conference funding allocations benefit from the presence of the Finance Committee; and

**WHEREAS** the VP Finance is in need of a network of individuals to help him in determining allocations and courses of action throughout the year; and

**WHEREAS** a finance committee is a good practice according to the Policy on Finances; and

**BE IT RESOLVED** that the Finance Committee, a standing committee of the Board, be created; and

**BE IT FURTHER RESOLVED** that the Finance Committee be composed of the VP Finance, the VP Student Life, 3 members at large and two appointed Directors of the Board.

**BE IT FURTHER RESOLVED** that the Finance Committee shall have a term that begins immediately upon appointment and ends at the Joint Council Meeting 2014

**11. Election of Board representatives for 2013-2014 Finance Committee**

**12. Adjournment**



## Agenda – April Board Meeting (pre-JCM)

### 1. Adoption of the Agenda Start 10:28

Moved by Pierre

Seconded by Stephanie Fata

### 2. Approval of Minutes

- a. March Special Meeting (in-camera)

Moved by Pierre

Seconded by Kimberly

### 3. Motion by Rishi Maharaj to approve an agreement for insurance services

**BE IT RESOLVED** that the Board authorizes the Officers to execute the attached agreement for insurance brokerage services with StudentCare.

Moved by Praneet

Seconded by Pierre

Rishi: As our recent vote on diverting fees has been passed, we need to start prepping for the year to come. We are getting coverage equal to what the UTSU already has and the representative is here today. They are a company that has worked with many other student unions, the summary of the plan can be found in the email that went out to the board.

Pierre: just as a comment, this is to replace all the current care being provided by the UTSU if it wasn't.

**Motion Carried**

### 4. Motion by Mauricio Curbelo to provide direction to the CRO regarding commercial operations manager elections

**WHEREAS** at the March Board of Directors meeting, the Board decided to eliminate Finance and Operations distinctions from commercial operations manager roles; and

**WHEREAS** the Board did not specify how the CRO should accept previously-submitted nominations for Finance/Operations positions which no longer exist; and

**WHEREAS** it was made clear to candidates that the positions were to be merged;

**BE IT RESOLVED** that the Board directs the CRO to accept commercial operations Finance and Operations Manager nominations as nominations for the newly-created "Manager" role for the same commercial operation;

**BE IT FURTHER RESOVLED** that the elimination of current Finance and Operations Manager roles be effective at the conclusion of the JCM, Part 1.

**Moved by Matthew  
Seconded by Pierre**

*\*No discussion\**

**Motion Carried**

**5. Adjournment 10:37**



## Agenda – April Board of Directors Meeting (post-JCM)

### 1. Adoption of the Agenda: 3:30 pm

Moved by Pierre  
Seconded by Thomas

### 2. Approval of Minutes

- a. March Board of Directors Meeting

Moved by Gordon  
Seconded by Shaishav

Motion carried

### 3. Officer Reports

- a. President – Mauricio Curbelo
- b. VP Finance – Gordon Tattle
- c. VP Communications - Thomas Santerre
- d. VP Academic – Shaishav Shah
- e. VP Student Life – Gabriel Stavros

### 4. Motion by Mauricio Curbelo to ratify 2013 Board of Directors elections results

**WHEREAS** the Chief Returning Officer has submitted the results of the elections for 2013-2014 Engineering Society Board of Directors;

**BE IT RESOLVED** that the results as submitted by the CRO, as attached, are accepted and ratified.

Moved by Thomas  
Seconded by Bo

**Pierre:** I'd like to motion to amend the WHEREAS clause to include the referendum results.  
Motion to amend by Pierre Harfouche

**Amend**

**WHEREAS** the Chief Returning Officer has submitted the results of the elections for 2013-2014 Engineering Society Board of Directors;

*To:*

**WHEREAS** the Chief Returning Officer has submitted the results of the elections for 2013-2014 Engineering Society Board of Directors and the results of the March 28 – April 3 Referenda;

Seconded by Mauricio Curbelo

**Pierre:** Just clarifying some language here to make sure we include the referendum results

**Amendment carried**

**Motion carried as amended**

**5. Motion by Mauricio Curbelo to allocate \$3000 towards replacing EngSoc office computers**

**WHEREAS** the computers in the Engineering Society office are nearing the end of their useful life;

**BE IT RESOLVED** that the Board allocates \$3000 from the 2012-2013 operating surplus for the purpose of replacing 5 computers in the EngSoc office.

**Moved by Shaishav**

**Seconded by Thomas Santerre**

Pierre: While I don't usually agree with office improvements, I'm behind the idea of improving one thing a year. In our year we did carpet replacement and I refused to approve anything more than that. So yes, I am in support of fixing computers, but I just want to tell the Board to be wary to vote on anything more than these new computers. The worst thing we can do is continue passing motions that take away from our surplus – because it won't always exist.

Hollis: I agree that this is completely necessary

Bo: What will happen to the existing computers?

Pierre: They will go to stores to replace the broken down system they have, and the others will be distributed to clubs that find it necessary.

Vivek: If people have laptops, why do we need this?

Pierre: Because we have had a lack of good computers officers, we've been bringing in our laptops. But to be honest, they are a huge pain, and it is easier to keep all data and engsoc related matters on the same computers.

**Motion carried**

**6. Adjournment 3:37pm**



## Agenda – Joint Council Meeting

### Part 1

#### 1. Adoption of the Agenda 10:40

Moved by Pierre  
Seconded by Praneeet

Agenda Approved

#### 2. Officer Reports

- a. President – Rishi Maharaj

Rishi: In the last month we have received a letter from the University detailing that there should not be any reason not to pass the referendum. Ishan and I have been working with them also to move some money from the endowment fund to the Site 10 Building. There is opportunity for us to secure student space. For securing space, engsoc and the university would liaise with an employee.

Ian: Will students have a say in the space and the equipment they will need?

Rishi: Most of what students wanted was things that aren't in access outside design room hours, they want working space, sturdy tables to help for small projects, not large projects like the solar car etc... In the long run this isn't a solution to the lack of design space. As some offices will be moved to the new building, trying to get their old offices will be a key goal over the next bit of time.

- b. VP Finance – Pierre Harfouche
- c. VP Communications – Yerusha Nuh

Yerusha: Skulebook is done.

- d. VP Academic – Matthew Lattavo

Matt: Thank you to all the class reps that came out today, I'd like to thank all my directors this year as well, I have enjoyed working with you all, and I am looking forward to what

- e. VP External – Anton Klunko
- f. VP Student Life – Ishan Gupta

#### 3. Election of 1T3-1T4 Project Directors

#### 4. Incoming President's oath of office

## **Part 2**

- 1. Incoming Officers' oath of office**
- 2. Incoming Project Directors' Oath of Office**
- 3. Adjournment 3:28**





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## Officer Meeting Minutes

### 1. Updates

*Grad Photos will be done here in addition at their studio if students cannot make the set date. This year, any person who buys a year book will credit 10 dollars back to engsoc. Also we will contact them for grad ball, most likely will go with our own photographers.*

*We should also add in an academic rep for each discipline club. Class reps have been seen as unreliable for this sort of information*

### 2. Liability of tools for B&G

*There is something around, we do need to have something official though, safety equipment insurance, inspecting the equipment, some sort of training for the chairs.*

### 3. Budget for Orientation

*This is a work in progress, Orientation team is still working the details out but we do have basic figures.*

### 4. FCSC

*UCC and TMRC are meeting unofficially, FCSC won't be meeting till September. Applications will open in July, later in August Shaishav will do interviews if necessary. Shaishav will talk to Caroline to push back applications by a week or two to the end of September.*

### 5. Courses

*Revamp of the website is in the works, to be completed by the end of the summer, currently compiling desired features.*

### 6. Also downloading all course material

*Get all the things downloaded, put out syllabus online publicly etc...*



**7. Reaffiliation**

*Gabe will be talking to all clubs about reaffiliation with engsoc for the upcoming academic year.*

**8. CCR**

*University has to decide the role is legitimate for the merit, students will apply with referees to confirm these. They are being cautious at the start, only execs for most clubs. Need vp student life, grad student, mccann, and two other students on the committee. We want to have people to understand big roles. Process is going to start at the end of May.*

**9. Update contacts for pizza Nova, but also find a sponsorship director**

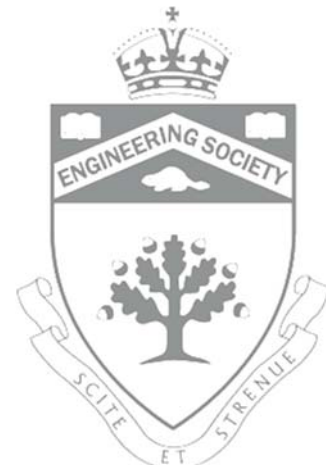
**10. Need to order hardhats mid-may**

*Supplier needs numbers soon, for frosh week, logo has been given to Orientation committee*

**11. BOD Meeting prep**

*We need to bring hardhats, bring in calculations for board to vote on a proposed number of donation to site 10. We want a consultation about this with the U of T governance, many other factors.*

*We need to bring: range of numbers to go over with the board and to give to celeste, at a later board meeting we can decide. Pierre and Gordon will present this to the Board, we need to tell if the money is securing us the space or if the space is already secured and we are donating to get more offices, and other space etc...*





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### **Officer Report – President (Mauricio Curbelo)**

Since the start of my term on April 13<sup>th</sup>, I have attended twenty-one meetings, most of them related to the topics below. This written update will be rather brief since the last two weeks were spent mostly in meetings (while the next two will be spent carrying out the multitude of action items that resulted from those discussions).

#### **Site 10 Donor Agreement**

As you may be aware, there are plans to construct a new engineering building on the site of the parking lot north of the Galbraith building. Architects have now been selected. The Engineering Society is in the process of finalizing a gift agreement to the Faculty, providing a \$1-2 million contribution to the building's construction. There has been extensive discussion among Board members on this topic already, so I will not rehash those conclusions here. At this Board meeting, Gordon and Pierre will be discussing payment feasibility and options, and Gabe and I will explain the current state of the planning process and the kinds of student space that will be available in the building.

#### **UTSU**

The results of March's referendum on fee diversion were clear – a decisive win for the “yes” side. I will be providing more detail on our progress with this issue at the meeting. Currently, we are seeking to have the results of the referendum implemented as a fee change at the University, and are working through the University's procedures to achieve this. There is a University Affairs Board meeting scheduled for May 28<sup>th</sup>, where we hope this topic will be addressed by the University.

#### **Academic Advocacy**

I met with Vice-Dean McCahan on May 6<sup>th</sup> (these are monthly meetings), and then with Prof. Stickel (First Year Chair). Topics addressed included the Quality of Student Experience Award, academic advocacy at the Departmental level, the new online course evaluation system (especially as it relates to TA evaluations), the posting of exam solutions on [courses.skule.ca](http://courses.skule.ca), and the proposal to create a 50-student TrackOne class at UTM. More information can be found in Shaishav's update, and I will provide more detail at the Board meeting (if I wrote it all here, this update would be 3 pages long).



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## Officer Report – VP Finance

### Project Updates:

#### 1. Financial Operations

- a. Met with managers of all three final operations to ask about concerns and discuss action items
- b. Stores:
  - i. Transition is almost complete
  - ii. Matko will help with audit
  - iii. Working on applications for employees
- c. Cafe:
  - i. Not yet transitioned; going to be transitioned after other manager is picked
  - ii. Matthew will help with audit
- d. Suds:
  - i. Transition is complete
  - ii. Working on plans for a new mobile bar
- e. **Next Steps:**
  - i. **Chill**

#### 2. Sponsorship

- a. Met with Kien from National bank; waiting on him to send a contract for revision
- b. Meeting with C U about renewing advertising contract of Wednesday May 8, 2013
- c. **Next Steps:**
  - i. **Revise contracts once they are received**
  - ii. **Pursue Prep 101 to receive payment for first semester agreement**
  - iii. **Help transition Director once elected**

#### 3. Orientation

- a. Preliminary budget submitted
- b. Met with sponsorship directors
- c. **Next Steps:**
  - i. **Provide feedback on sponsorship brochure**
  - ii. **Provided feedback on budget; waiting for Bo to incorporate updates**
  - iii. **Organize second budget meeting**

#### 4. Finance committee

- a. Started interviews for secretary, director of clubs funding, and director of student levies
- b. **Next Steps:**
  - i. **Organize first meeting**
  - ii. **Select two members of the Board of Directors to sit on the committee**



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5. Policy updates

a. Updated Suds policy; waiting on feedback from new and ex-managers

**b. Next Steps:**

*i. Incorporate any suggestions into Suds policy*

*ii. Update finance policy*

*iii. Write new policy on Blue and Gold tool lending*

Future Projects:

1. Budget

**a. Next Steps:**

*i. Get Thomas to send out call for project director budgets*



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## Officer Report – VP of Communications

### Project Updates:

1. Transition
2. Start of Handbook development  
*Rejuana, the editor, has already assembled a solid team, picked a theme in addition to having a meeting with the current volunteers last weekend*
3. Revamp of Websites
  - a. [Courses.skule.ca](http://Courses.skule.ca)
  - b. Stores
4. New/Old Engsoc Computer status
5. Updating Skule Documents

### Future Projects:

1. Directors
  - a. Toike – Year Planning Meeting
  - b. Sys Admin – Training
  - c. Webmaster – Additional website revamps including mobile apps
  - d. Cannon – Yearly Planning Meeting, web support
  - e. SkuleBook – Year Planning Meeting



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**Officer Report – VP Academic**

**May 2013**

**Project Updates:**

**1. Transition**

- a. Almost complete; some details to be finalized with Matt, regarding Transition Report.
- b. Due to my absence in Toronto during the summer, Matt has kindly agreed to help out with interviews and committee selections, if required.

**2. Hi-Skule Committee**

- a. Teresa has appointed Cory Sulpizi as her Co-Chair of the Hi-Skule Committee.
- b. Transition between Kenny, and Teresa and Cory has been completed.
- c. Post-Offer
  - i. Details regarding activities and events to be finalized.
  - ii. Post-Offer planning to include GLEE (Girls Leadership in Engineering Experience)
  - iii. Call-out for volunteers to be sent out soon.
- d. *Next Steps:*
  - i. *Volunteer Training to be held for Post-Offer.*
  - ii. *Hi-Skule Executive Committee to be selected after Post-Offer, during the summer.*

**3. UTEK Director Re-election**

- a. Interviews conducted on Wednesday (May 8, 2013) and Thursday (May 9, 2013) by Thomas Santerre, Matthew Lattavo and Shaishav Shah.
- b. Recommendations submitted to the Board for consideration.
- c. *Next Steps:*
  - i. *UTEK Executive Committee to be selected.*
  - ii. *Organization of UTEK to be planned out.*
  - iii. *Faculty, Departmental and Industry sponsorships to be figured out.*

**4. Revamping Courses Website**

- a. Thomas is handling the overall revamping of Skule.ca, especially Courses.skule.ca currently.
- b. Yannick (previous Sys Admin), Mark Ye (Current Webmaster) and Billy Graydon (Current Sys Admin) are part of the project to transfer away Courses from its current serve.
- c. *Next Steps:*
  - i. *Buy server node for Courses.skule.ca, and set it up.*
  - ii. *Backup current Courses, and revamp new website by end of summer.*
  - iii. *Mark is planning on creating a Mobile App.*

**5. Faculty Council**

- a. April 2013 FC
  - i. Attended by Shaishav Shah and Matthew Lattavo, representing EngSoc.
  - ii. Regarding the Accreditation by CEAB, there are some concerns regarding the number of Professors with P.Eng Certification. Final submission to CEAB is in May, and the committee will be meeting in June.



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- iii. New Course Evaluations were discussed and adopted, and Question 16 from the previous version of Course Evaluations was allowed to remain, despite not being validated. Another concern raised is the elimination of Evaluations of Teaching Assistants.
- b. September 2013 FC
  - i. E-mailed Caroline Ziegler regarding pushing the meeting back to the end of September, to allow for newly-elected First and Second Year Class Reps to be in attendance; received a positive response.
- c. Standing Committee (FCSC) summer meetings
  - i. Received confirmation that Teaching Methods and Resources Committee (TMRC) to meet unofficially over the summer.
  - ii. Scholarships Committee, Admissions Committee and Examinations Committee to meet during the summer, officially, as usual.
- 6. UTM Engineering - Meeting with Mauricio Curbelo and Micah Stickel (May 6, 2013)**
  - a. Discussed the Faculty's plan to introduce Engineering at UTM in a 2 + 3 model, wherein a student takes first year engineering courses, alongwith UTM electives, during 2 years at UTM, and then enters 2<sup>nd</sup> year Engineering at the St. George Campus.
  - b. Mauricio put forward concerns regarding the project, which starts in September 2015, and we discussed the different possibilities for the student.
- 7. Library Renovation – Meeting with Michelle Spence, Gordon Tattle and Pierre Harfouche (May 2, 2013)**
  - a. The proposal to increase Study Space was approved under the Levy Fund 2012-13.
  - b. Discussed the library's space plan and proposal, and the transfer of funds for the project.
- 8. Engineering Positive Space (May 2, 2013)**
  - a. Discussed EPS resource materials, such as patches, badges and stickers, in order to promote Positive Space on and off campus.
  - b. Discussed pride participation, and invitation to Faculty members and allies.
  - c. Lesley Mak presented the paper that the Faculty plans to deliver at the Canadian Engineering Education Association Conference in June, and sought feedback.

**Future Projects:**

- 1. FCSC Reps Selection**  
FCSC Reps to be selected during July and August for the five different committees.
- 2. Policy Updates**  
Policy regarding Class Representatives needs to be updated, in consultation with Mauricio Curbelo and discipline clubs.
- 3. Academic Reps for Discipline Clubs**  
Need to explore the possibility of adding an Academic Rep to each discipline club, with their consultation, keeping in mind the changing structure of the Faculty Council from 2014





## Officer Report – VP Student Life

### Project Updates:

1. Transition
2. Co-curricular Record (CCR) – Meeting with Lesley Mak & Mauricio Curbelo
  - a. The Office of Student Life has finalized their vendor for the Co-curricular Record (CCR) computer system and as a result, we will be able to start local work on the CCR soon.
  - b. A Local Evaluation Committee (LEC) has been formed for the year and has been tasked with reviewing all of the applications and making decisions.
  - c. I have been asked to identify and recruit two undergraduate students to join the committee.
  - d. Looking for students who have enough experience with a (legitimate) club to be able to accurately assess how much time something takes, but also has enough experience outside that club to understand *different* organizations and how they work. We are also seeking student who are able to speak up and say, 'no, that club/activity does not sound legit'.
  - e. **Next Steps:**
    - i. ***Reached out to a few students. Awaiting replies.***
3. Orientation –
  - a. Mauricio and I approved the list of HLs and SCCs
  - b. HL Pairing happening this weekend
  - c. Preliminary budget has been submitted
  - d. Hardhats should soon be ordered
  - e. **Next Steps:**
    - i. ***Meet orientation team, get up to speed and voice concerns.***
4. UTP –
  - a. Fire Inspection. No major complaints (minor issues brought forward by Fire Prevention team:
    - i. Bedding items i.e.: sleeping bag, and pillow by the area where they are building a vehicle. (Solved)
    - ii. Red gas container. (Solved)
  - b. AeroVelo will be working full time at UTPrint over the summer with a team of 12 people. The area will remain usable for everyone else and they will not be unilaterally taking over the common area.



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- i. Todd has reached out and is seeking input from every club who will be using the space. Todd has mentioned that: "UTP will be even more functional for everyone than it has been in the past"
        - ii. They are committed to creating a clean and useful space for any other team that is coming in part time over the summer. Including:
          1. Internet access
          2. Proper ventilation for the paint room
          3. Proper garbage/recycling
      - c. Design space allocated to Destination Imagination and Spark
        - i. I will also be in contact with regards to getting them keys for that space and securing it.
      - d. **Next Steps:**
        - i. **Need to find an alternative location which can be used for garbage disposal.**
          1. **Potential Ideas:**
            - a. **Dumpster at the back**
            - b. **Weekly collection**
          - ii. **Find usable space for Orientation re: Dye Station**
5. Engineering Positive Space –
  - a. Was not able to attend due to PEY commitments.
6. Site 10 –
  - a. U of T Engineering has selected the Architects for new Centre for Engineering Innovation & Entrepreneurship.
  - b. Meeting with w/ Steve, Celeste & Mauricio
7. In talks with Kristina Minnella - Leadership Education Specialist, LoT
8. Club Affiliation –
  - a. Club affiliation form and process for 2013 – 2014 finalized.
  - b. Deadline for submission June 21<sup>st</sup>
  - c. Revised affiliation expiry date to May 31<sup>st</sup> from July 31<sup>st</sup>.
  - d. **Next Steps:**
    - i. **Review applications with President June 21st-24th.**
    - ii. **Email clubs a package with all necessary next steps (funding, clubs fair, training workshops) as well as all resources and services EngSoc can provide.**
    - iii. **Update clubs@skule.ca.**
    - iv. **Get finalized event dates to be added in the Skule Planner.**



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Future Projects:

1. Directors

- a. Gradball – Update and Budget.
- b. Cannonball – Update and Budget.
- c. Blue and Gold Committee
  - i. Pride Parade?
- d. Skule Kup – Update
- e. Community Outreach – Update
  - i. Charity Buskerfest

2. Clubs

- a. Update contact information for Subway, Pizza Nova, etc... (Sponsorship Director)
- b. Revamp to Skule.ca (Webmaster)
  - i. Start club option in menu bar.
- c. Clubs Fair
- d. Clubs Training
- e. Looking into:
  - i. Display case for UTRA.
  - ii. Office space for You're Next.



April 5, 2013

Hard Hat Café  
Attn:  
University of Toronto Engineering Society  
10 Kings' College Road  
Toronto, ON M5S 3G4

Dear Rishi and Pierre,

**Re: Extension of contract for Hard Hat Café, Sandford Fleming building**

I am writing to confirm our agreement to extend the term of your contract with the University for the above noted food service outlet for an additional five (5) year term, as per clause #3 of your contract. The date of expiry of the agreement is therefore amended to August 31, 2018.

The monthly license fee for the extension period shall be \$1,500 per month, plus applicable taxes, for the months in which you opt to provide food services in the outlet.

All other terms and conditions of your contract with the University remain in effect.

Thank you for the work that you have done to improve the management and operation of this food outlet, and for the service that you provide to students, faculty and staff. Please indicate your agreement with the above by signing a copy of this letter and returning it to my office at your earliest convenience.

Yours Truly,

Anne Macdonald  
Director

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Signature for Engineering Society

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Date

# The Finance Committee

## A Quick Introduction

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### Introduction

Founded in 2008, following a call for increased accountability and help with a high volume of funding applications and allocations, the University of Toronto Engineering Society Finance Committee is a standing committee of the EngSoc Board of Directors. As a standing committee whose term lasts 1 year, members of the FC reserve no particular authority but are tasked with helping shape the Society's financial future. Basically, they exist to provide the Board with funding recommendations and assist clubs who seek financial help or guidance.

This year it will be comprised of 2 Officers (Student Life and Finance), 3 members at large and 2 members of the Board of Directors. The following document provides a short introduction to the EngSoc Finance Committee for those unfamiliar with their work.

### Composition

This year, the Finance Committee is made up of 7 members.

1. VP Finance

The VP Finance chairs the Finance Committee acting as the ultimate link between the Society's Finances and the committee. In the past, the role of the VP Finance has been to guide the finance committee by giving them the tools and resources they need to make informed decisions. Typically, the VP Finance has been assisted by a chair of the Finance Committee but this position has been struck as of April 14<sup>th</sup> 2012.

2. Secretary

The secretary of the finance committee is a member at large appointed by the VP Finance. The secretary serves primarily as a link to clubs and upholds the minutes and documentation of the Finance Committee. The secretary also assists in club interviews and funding allocation decisions, as do all the members of the committee.

3. Director of Club Funding

The director of club funding is mainly in charge of the club funding process. He works with the Finance committee to establish and execute an easy and effective way for clubs to apply for funding. His role becomes key when it becomes time to communicate with various clubs to explain them the entire funding process. While he primarily focuses on club funding, this Director is also a general member of the committee and voices his opinion on all FC related matters.

Written June 7<sup>th</sup> 2012 by Pierre Harfouche  
Updated May 6<sup>th</sup>, 2013 by Gordon Tattle

#### 4. Director of Student Levies

The director of student levies focuses his attention on levies collected for various projects at student's request. Typically this person has helped run the Temporary Special Levy, a \$125 academic levy set in place since 1982. This person liaises a lot with Discipline Clubs to ensure our \$1M dollars in levies are well spent. As everyone else, he also serves as a general member helping with any allocations that come by.

#### 5. VP Student Life

Being an executive of the Society, while also liaising with all of the clubs who apply for EngSoc funding, the VP Student life is an integral part of the Finance Committee. He offers a non financial point of view which ensures the finance committee is doing its best to support clubs while also balancing the Society's Budget. The VP Student life also helps connect clubs who can mutually benefit from each other.

#### 6. 2 Board of Directors Members.

As the newest members of the Finance committee, these two board members will primarily help fill the gap which exists between our Board and the Finance committee. Typically, numerous questions are asked during board meetings about budgets and club funding, thereby stretching out meetings. These questions are usually already raised at Finance Committee meetings and having more board members on board will ensure recommendations are clearly communicated and explained to the board.

## What do we do?

The finance committee typically deals with 4 major allocations

#### 1. Operating Budget – Director Budgets

The Engineering Society operating budget governs the majority of the Society's spending for the year. It controls everything from our Office Expenses to our Director budgets which range in turn from Skule Kup to Orientation. The finance committee meets with directors and ensures the budgets are well balanced and well spent. We typically ensure our Directors budgets ensure our money is spent on activities whose purpose and benefit is clearly defined. The operating budget should be completed by June-July this year.

#### 2. Club Funding

The finance committee is also in charge of allocating the approx \$35 000 allocated to our affiliated clubs. They ensure the money is well spent and that the clubs funded actively represent the values of the Engineering Society and of our members through their funded activities. This initiative helps create numerous opportunities for students to get involved in small or large, educational or recreational clubs and student associations.

Written June 7<sup>th</sup> 2012 by Pierre Harfouche  
Updated May 6<sup>th</sup>, 2013 by Gordon Tattle

### 3. Levy Funds

The finance committee typically does not make any decisions on funding allocations for the levy fund. Instead this is left to the Discipline clubs. We work towards creating better policies and helping discipline clubs understand the value and scope of the Temporary Special Levy Fund.

### 4. Special Projects

Special projects (\$15 000/yr) are capital expenditures for the Engineering Society or for affiliated clubs. Any group seeking a capital expenditure can apply for this fund. The finance committee helps ensure the quality of applications is up to standard and then forwards them to the Board for further discussions. It essentially aims towards reducing the amount of time wasted at Board Meetings requesting more and more information by having this process done at an earlier stage. This will ensure the board gets top quality applications for consideration.

## **Conclusion**

Ultimately, the Finance committee is a group which makes funding recommendations to the Board. It helps simplify the more than \$400 000 in allocations into simple to read meeting minutes and spreadsheets for the board to rapidly assimilate, and approve upon recommendation. It is important to note that the committee has an open doors policy for any students interested in attending meetings at any point in the year.

## **Contact**

For any additional information, please do not hesitate to contact the 2013 – 2014 VP Finance Gordon Tattle at [vpfinance@skule.ca](mailto:vpfinance@skule.ca)