May 2016 Board of Directors Meeting

Minuter's notes: This meeting was held in three parts in order to fulfil several timing requirements of the Engineering Society bylaws without waiting until the next month for certain decisions to take effect. It also allowed the Board of Director members in attendance to hold a false meeting for Speaker trials between part I and part II.

PART I

Meeting called to order at 1:12PM

1. Adoption of the Agenda

Raffi seconded.
Agenda approved.

2. Approval of the April Board of Directors Meeting Minutes (Appendix I-A)

Minutes approved.

3. Approval of the 2016 Joint Council Meeting Minutes (Appendix I-B)

Colin: Sorry, I didn't circulate this on time but it is available now. We may wish to delay this motion until people can read it.

MOTION by Aron Sankar to table this motion until the beginning of part II of this meeting.

Kevin seconded.
Motion tabled until part II.

4. OATH OF OFFICE of the 1T6-1T7 Class Representatives

Unfinished business. (Completed in part II)

5. MOTION by Ryan Gomes to ratify the results of the 2016 Summer Board of Directors By-Election
WHEREAS the Chief Returning Officer has submitted the results of the elections for the 2016-2017 Engineering Society Board of Directors Summer by-election, as presented in Appendix I-C.
BE IT RESOLVED THAT the results of the 2016 Engineering Society Board of Directors By-Elections are received and ratified.

Raffi seconds
Motion carried.

6. ADJOURNMENT

Aron seconded.
Meeting adjourned for Speaker trial debate.

PART II
Meeting called to order at 2:22PM

1. **Adoption of the Agenda**

Agenda approved.

2. **Approval of the 2016 Joint Council Meeting Minutes (Appendix I-B)**

Minutes approved.

3. **OATH OF OFFICE of the 1T6-1T7 Class Representatives**

Samantha administered the oath.

4. **OATH OF OFFICE of the by-elected Board members and UTSU representative**

Milan administered the oath. The Board members elected earlier in the year also took the oath.

5. **SPECIAL MOTION by Milan Maljkovic to request permission of the Board of Directors to carry out the election of the Speaker given the forthcoming set of circumstances**
   WHEREAS Bylaw 3, Section 0.0.3-0.0.4 specify that the Chief Returning Officer (CRO) must give one (1) week notice of the opening of any election period and Section 3.1.1 specifies an appropriate nomination period for the election of the Speaker of the Board of Directors;
   WHEREAS the nomination period was provided en mass to the membership on May 16th, two (2) weeks prior to the May BoD meeting as required, but the notice of the opening of the nomination period was not provided one (1) additional week ahead of the aforementioned date;
   WHEREAS it is prudent to proceed with the election of the Speaker of the Board of Directors as outlined in Bylaw 3 to prevent any further potential non-compliance;
   BE IT RESOLVED THAT the Board of Directors approves the nomination and election period of the Speaker as specified in Bylaw 3 despite the lack of notice provided
   BE IT FURTHER RESOLVED THAT the CRO and President are prepared to present that they have taken appropriate steps to mitigate such issues in the future.

Ryan seconded.
Milan: We noticed this issue approximately two weeks before this meeting and decided that there was no course of action which would be compliant with the bylaws. The Chief Returning Officer, outgoing Speaker, VP Communications, and I discussed this and concluded that sending the 2-week election notice without the 3-week notice and attempting to run the election would be the best option. We are requesting permission from the Board of Directors to carry on with what we think is the best course of action.

Milan: We also realize that this was a bad situation; the Chief Returning Officer and I have already scheduled each bylaw-mandated election deadline in a meeting together and will ensure that this doesn't happen again.

Twesh: Did anyone complain?
Milan: No.

Twesh: This is the second time this year there has been difficulty with notice.
Milan: Adding the Google Calendar dates and electing the Election Rules Committee should help streamline the election process.

Motion carried.

6. **ELECTION of the Speaker for 1T6-1T7 Skule Year**

Each candidate gave a 2 minute speech, followed by a question period. The candidates were asked to leave the room for discussion among voters. Details were not recorded in order to preserve the anonymity of votes and for brevity.

Eric Bryce was elected Speaker.

7. **OATH OF OFFICE of the 1T6-1T7 Speaker**

Milan administered the oath.

8. **MOTION by Billy Graydon to declare motions 3 through 9 of Part III to be Special Orders to be taken up at 2:30pm**

Jason seconds.

> **AMENDMENT by Billy Graydon change the time to 3:15PM and to recess until 3:15PM as soon as part III is called to order.**

Colin seconds.
Amendment carried.

Motion carried.

9. **ADJOURNMENT**

Twesh seconded.
Meeting adjourned.

<u>**PART III**</u>
Meeting Called to Order at 3:16PM

1. **Adoption of the Agenda**

Mark seconded.
Agenda adopted.

MOTION by Ryan Gomes to make old motion 17 be new motion 11.

Jim seconded.
Ryan: I would like to speak about this but will likely not be present for the whole meeting.
Motion carried.

Agenda adopted.

2. **ELECTION of External Relations Director for 1T6-1T7 Skule Year**

Each candidate gave a 2 minute speech, followed by a question period. The candidates were asked to leave the room for discussion among voters. Details were not recorded in order to preserve the anonymity of votes and for brevity.

Saarthak Saxena was elected External Relations Director.

3. **ELECTION of UTEK Director for 1T6-1T7 Skule Year**

Each candidate gave a 2 minute speech, followed by a question period. The candidates were asked to leave the room for discussion among voters. Details were not recorded in order to preserve the anonymity of votes and for brevity.

Alina Ma was elected UTEK Director.

4. **ELECTION of Ombudsman for 1T6-1T7 Skule Year**

Each candidate gave a 2 minute speech, followed by a question period. The candidates were asked to leave the room for discussion among voters. Details were not recorded in order to preserve the anonymity of votes and for brevity.

Maheyer J. Shroff was elected Ombudsman.

5. **ELECTION of Sponsorship Director for 1T6-1T7 Skule Year**

Each candidate gave a 2 minute speech, followed by a question period. The candidates were asked to leave the room for discussion among voters. Details were not recorded in order to preserve the anonymity of votes and for brevity.

Allan Cheung was elected Sponsorship Director.

6. **MOTION by Edwin Ng to Open An Additional Design Team Association Project Manager Role**
   WHEREAS an additional Design Team Association (DTA) Project Manager would allow for an additional two projects, and would provide extracurricular credit to design team members and organizing a shared UofT design team knowledge base; and
   WHEREAS it would be beneficial to have two separate managers, so one can focus on obtaining a vehicle for design teams to use and one on organizing space in the CEIE for design teams; and
   WHEREAS one DTA Project Manager can focus on external affairs (i.e. obtaining a vehicle for design teams and providing extracurricular credit to design teams) and the other DTA Project Manager can focus on internal affairs (i.e. organizing space in the CEIE for design teams and a shared UofT design team knowledge base); and
   WHEREAS in the situation that one DTA Project Manager leaves the position before the end of the year, the other DTA Project Manager would continue all projects and prevent interruption in the projects for the duration of time that is required to elect another DTA Project Manager to fill the empty spot; and
   WHEREAS in the above situation, the DTA Project Manager that stayed in the position can train the new DTA Project Manager to continue the quality of work in the projects
   BE IT RESOLVED THAT a second Design Team Association Manager position be created; and
   BE IT FURTHER RESOLVED THAT the DTA PM Elections scheduled for this meeting be converted into a two-seat election, to be run with the same applicant pool as scheduled.

Ryan W. seconded.
Ryan G.: The Chief Returning Officer must give notice of election. This would create a new position, and holding the election immediately would be in violation of the bylaws.
Eric: I agree; I will rule this motion out of order.

MOTION by Billy Graydon to challenge the chair's ruling.

Colin seconded.
Billy: This would not affect who ran for the position.
Ryan: The Chief Returning Officer wouldn't have given notice for the second position which is a different director position and therefore it would create a bylaw infraction.
Colin: Having a co-director significantly changes the nature of a project directorship and whether or not someone would want to run for the position. I would not have run for Stores Manager if it wasn't a co-director position.
Raffi: We could run the second election later – it is the only part of the motion that is bylaw-noncompliant.
Milan: I don't see necessity of the second position as a project director.
Raffi: Point of order: We need to stick to concern of whether or not this is a valid motion as it relates to election bylaws.
Billy: I think we should let the challenge to the chair succeed so that we can amend the motion to become bylaw compliant.

MOTION by Milan Maljkovic to call the question.

Billy seconded.
Motion carried.

Motion to challenge the chair failed. The original motion was ruled out of order.

7. ELECTION of Design Team Association Project Manager for 1T6-1T7 Skule Year

Each candidate gave a 2 minute speech, followed by a question period. The candidates were asked to leave the room for discussion among voters. Details were not recorded in order to preserve the anonymity of votes and for brevity.

Kevin was elected Design Team Association Project Manager.

Jason left the meeting.

8. ELECTION of Webmaster for 1T6-1T7 Skule Year

Harry gave a 2 minute speech via Skype, followed by a question period. The Skype session was closed so that discussion among voters could take place. Details were not recorded in order to preserve the anonymity of votes and for brevity.

Harry Jiang was elected Webmaster.

> **MOTION by Milan Maljkovic to administer the oath of office for project directors**

Ryan G. seconded.
Motion carried.

Milan administered the oath.

> **MOTION by Andrew Boetto to make old motions 10 and 11 be new motions 9 and 10**

Colin seconded.
Motion carried.

9. MOTION by Andrew Boetto 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 2016-2017 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 2016-2017 Operating Budget provided that the expenses are exigent.

Colin seconded.
Motion carried.

10. **MOTION by Andrew Boetto to strike the 2016-2017 Finance Committee**
    WHEREAS club funding, conference funding, special projects, and SEF 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;
    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, three (3) members at large and two (2) appointed Directors of the Board; and
    BE IT FURTHER RESOLVED THAT the Finance Committee shall have a term that begins immediately upon appointment and ends at the Joint Council Meeting 2017; and
    BE IT FURTHER RESOLVED THAT the Board of Directors direct the Speaker to conduct the nominations and election process for the two (2) Board of Directors members of the Finance Committee immediately.

Ryan G. seconded.
Motion carried.

Aron: If a Board member is also a Project Director who accepts funding from the Finance Committee, would that be a considerable conflict of interest when considering if they should be part of the Committee?
Milan: They should remove themselves from any decision-making process which determines the funding for their directorship, but otherwise it shouldn't be a problem.

Ryan W. left the meeting.

Each candidate gave a 2 minute speech, followed by a question period. The candidates were asked to leave the room for discussion among voters. Details were not recorded in order to preserve the anonymity of votes and for brevity.

Kevin and Twesh were elected to the Finance Committee.

11. **MOTION by Robert Goldberg to change the structure of recommendation reports**
    WHEREAS we currently recommend the amount of candidates for the position
    WHEREAS it would be beneficial to recommend whether or not each candidate is qualified, regardless of the number of seats available
    WHEREAS Policy 2002-08-02 on the Election of Internal Directors, section
    3.6.b currently reads:
    b. The report shall address the merits and shortcomings of all candidates.
    WHEREAS this implies that only the same number of candidates will receive a yes/no recommendation as there are positions
    WHEREAS there are often multiple qualified candidates for positions
    BE IT RESOLVED THAT Policy 2002-08-02 section 3.6.b now reads:
    b. The report shall address the merits and shortcomings of all candidates, as well as whether or not they would be qualified for the position.

BE IT FURTHER RESOLVED THAT candidates will now receive a recommendation of whether or not they are qualified for the position, regardless of the number of seats available

Mark seconded.

Ryan G.: Recommendation committees can do this right now. However, mandating this would give recommendation committees less power and they are the ones with more information. The members of Council at the Joint Council Meeting (JCM) can read the notes and recommendation before voting but weren't part of the candidate interview.

Kevin: Recommendation committees have to do a lot of thinking for complex situations like those that arise with director pairings in co-directorships, and you can't expect everyone to do that at the JCM.

Billy: It is important to distinguish between "qualified" and "recommended". Whether or not someone is qualified may not be as useful – many people could be.

Milan: The JCM is being used as a tool to rubberstamp recommendation committee decisions, and that is not good. It should be a collective decision of informed Council members. We could refer this discussion to the Policy and Structure Committee, which unfortunately has not been created for this year yet, but if we strike down this motion then we can't raise it again for a year.

Aron: If the report only states if a candidate is qualified, it puts more of the decision on their public speaking skills during the JCM which shouldn't be emphasized for many positions.

MOTION by Billy Graydon to externalize the discussion to the Election Rules Committee once the committee has been struck.

Milan seconded.
Motion carried.

Ryan G. left the meeting.

MOTION by Colin Parker to recess until 5:30PM

Aron seconded.
Motion carried.

Andrew left the meeting.

MOTION by Milan Maljkovic to complete other motions on the agenda before Officer Reports.
Aron seconds.
Motion failed.

12. **Officer Reports**

a. President – Milan Maljkovic (Appendix III-A)

Aron: Is it possible to get an idea of the budget allocation toward the Engineering Career Centre?
Milan: I'll look into it and try to make it available.

Billy: Have you been consulting clubs beyond the design teams for the Centre for Engineering Innovation and Entrepreneurship space allocation?

Raneem: Yes, we have been asking clubs during the affiliation process and I am creating a record of how clubs use their space to help determine who should be prioritized.

Billy: What is the square footage like; is this a replacement of the McCaul location?

Kevin: It's not 1:1. It adds 20% space to our total faculty area but it's not all for engineering. This is a stepping stone not a replacement.

Milan: Kevin, Colin, and I went to the Engineering 5 building in Waterloo which was used for design teams. It is quite well-equipped and it's a shame we couldn't consult more earlier with the University to provide similarly impressive facilities.

Aron: Has there been any thought toward the use that the Blue and Gold Committee has of the McCaul location and such? Will they be transitioned?

Milan: The faculty doesn't really see the Centre for Engineering Innovation and Entrepreneurship as a place to be used the same way we use the Pit. We expect the other locations to be home to most of these types of activities.

b. VP Finance – Andrew Boetto (Appendices III-B)

Andrew had left the meeting previously.

c. VP Communications – Colin Parker (Appendix III-C)

Twesh: The Handbook and the Planner both used All Solutions Printing. Why is that?

Colin: It was on the list of printers we have experience with and they provided the lowest quoted cost for each publication with no significant quality sacrifice, so we used it for both.

Twesh: Can we negotiate a bulk rate?

Colin: I'll investigate.

d. VP Academic – Samantha Stuart (Appendices III-D)

Billy: There have been a few complaints about tutors being unresponsive to people contacting them.

Sam: I'm working on investigating who on the tutors list actually wants to be there and keeping people accountable.

Billy: If an instructor chooses to not follow up on the feedback they receive in course feedback forms then there is no further effect. Is there any way to keep professors accountable for processing feedback properly?

Sam: It is kind of tough to manage it due to the number of courses and variety of feedback. I will try to get class representatives to pressure faculty about this.

Raffi: Since sometimes there are a lack of tutors in some courses, have you considered reaching out to external tutoring organizations?

Sam: I think that's a good point and I'll investigate.

Milan: We should also investigate some issues that have happened between tutoring organizations and the faculty, and be careful to avoid that.

Sneha: What's the process for reaching out to faculty about a course?

Sam: The class representatives are the first points of contact, but you can escalate to discipline's academic director or beyond. An undergraduate curriculum chair also exists for at least MSE.

e. VP Student Life – Raneem Shammas (Appendices III-E)

Saarthak: What will the mental health first aid training consist of?
Raneem: It will be on the topic of dealing with how to act toward people when they approach the Mental Wellness Director with pressing mental health issues. It isn't meant as a therapy training – just giving them the ability to act appropriately under pressure with a potentially vulnerable situation.

Saarthak: Will there be any continuation of Safe Talk training for EngSoc members?
Raneem: I'll look into that with the Mental Wellness Director.

Billy: Is there any opportunity for the Ombudsman to take the first aid training as well?
Raneem: Possibly; I'll look into this.

13. **MOTION by Colin Parker to strike the Policy and Structures Committee as a Standing Committee of the Board of Directors responsible for investigating the bylaws and policies regarding issues of consistency, coherency, spelling and grammar, and compliance with external requirements**
    WHEREAS the Policy and Structures Committee is a Standing Committee of the Board as defined in Bylaw 1, Chapter 4.13.1c; and
    WHEREAS the Policy and Structures Committee should be struck as early as possible because there is a need to organize, revise and update our bylaws and policies;
    BE IT RESOLVED THAT a Policy and Structures Committee be struck with the VP Communications as Temporary Chair; and
    BE IT FURTHER RESOLVED THAT the Policy and Structures Committee consist of VP Communications, the Speaker, Two (2) members of the Board of Directors, and Two (2) members of the Engineering Society; and
    BE IT FURTHER RESOLVED THAT once the Policy and Structure Committee is formed, the Committee will determine its own Chair as per Bylaw 1, Chapter 4.13.4a; and
    BE IT FURTHER RESOLVED THAT the Board direct the Speaker to conduct the nominations and elections process for the two (2) Board of Directors immediately.

Aron seconded.
Motion carried.

> **MOTION by Milan Maljkovic to limit speaking time to 1 minute for the Policy and Structures Committee Board member elections to follow.**

Raffi seconds.
Motion carried.

Each candidate gave a 1 minute speech, followed by a question period. The candidates were asked to leave the room for discussion among voters. Election of the second member elected of this committee was complicated by a tie which the single transferable voting method could not resolve. Raffi raised the following motion (seconded by Colin) and it was carried, which resulted in the second member being elected.

> **MOTION by Raffi Dergalstanian to use the Borda elimination variant of the Single Transferable Vote system to elect the second elected member of the Policy and Structures Committee.**

Further details were not recorded in order to preserve the anonymity of votes and for brevity.

Billy and Twesh were elected to the Policy and Structures Committee.

MOTION by Billy Graydon to adjourn the meeting after motion 14

Motion carried.

14. **Motion by Samantha Stuart to strike the Academic Advocacy Committee as a Standing Committee of the Board of Directors**
    WHEREAS the Faculty Council and Faculty Council Standing Committees will be preparing for a variety of academic initiatives this year; and
    WHEREAS the Representatives of the Engineering Society, as the unified voice of the student body, require guidance and direction from a committee of interested students in their representation to Faculty Council and its Standing Committees; and
    WHEREAS initiatives such as an Engineering Society anti-calendar and continuous curriculum improvements require student input;
    BE IT RESOLVED THAT the Academic Advocacy Committee be struck under the guidance of the VP Academic Portfolio; and
    BE IT FURTHER RESOLVED THAT the Academic Advocacy Committee be composed of the VP Academic, Three (3) members of the Board of Directors, one appointed representative from each discipline, and the undergraduate Faculty Council Standing Committee reps; and
    BE IT FURTHER RESOLVED THAT the Board of Directors direct the Speaker to conduct the nominations and election process for the three (3) Board of Directors members of the Academic Advocacy Committee immediately.

Colin seconded.
Motion carried.

Apurv nominated himself for the position.

MOTION by Billy Graydon to appoint Apurv Bharadwaj to the Academic Advocacy Committee by unanimous consent.

Colin seconded.
Motion carried.

Apurv was appointed to the Academic Advocacy Committee.

15. **MOTION by Raneem Shammas to strike the 2016-2017 Club Affiliations Committee**
    WHEREAS the club affiliations committee would allow the approval of the club affiliations; and
    WHEREAS the VP Student Life is in need of a network of individuals to help her in determining affiliations and courses of action throughout the year; and
    BE IT RESOLVED THAT the Club Affiliations Committee, a Standing Committee of the Board, be created; and

BE IT FURTHER RESOLVED THAT the Club Affiliations Committee be composed of the VP Student Life, two (2) members at large and two (2) appointed Directors of the Board; and
BE IT FURTHER RESOLVED THAT the Finance Committee shall have a term that begins immediately upon appointment and ends at the Joint Council Meeting 2017; and
BE IT FURTHER RESOLVED THAT the Board of Directors direct the Speaker to conduct the nominations and election process for the two (2) Board of Directors members of the Club Affiliations Committee immediately

Colin seconded.

AMENDMENT by Raneem to change "Finance Committee" to Club Affiliations Committee

Milan seconded.
Amendment carried.

Motion carried.

Sneha nominated herself for the position.

MOTION by Billy Graydon to appoint Sneha Adhikari to the Club Affiliations Committee by unanimous consent.

Colin seconded.
Motion carried.

Sneha was appointed to the Club Affiliations Committee.

MOTION by Billy Graydon to adjourn part III of the meeting.

Colin seconded.
Meeting adjourned.

Old motions 15 and 16 by Aron Sankar to be discussed as unfinished business in the next Board of Directors meeting.

Meeting adjourned at 7:25PM

Attendance

Officers		
President	Milan Maljkovic	
VP Finance	Andrew Boetto	
VP Communication	Colin Parker	
VP Academic	Samantha Stuart	
VP Student Life	Raneem Shammas	
Directors of the Board		
At-Large	Ryan Williams	
At-Large	Oghosa Igbinakenzua	P to Aron
At-Large	Kevin Rupasinghe	
At-Large	Twesh Upadhyaya	
Chemical Representative	Jason Tang	
Civil Representative	Sneha Adhikari	
Computer Representative	Billy Graydon	
Electrical Representative	*Vacant*	
Engineering Science Representative	Apurv Bharadwaj	
Industrial Representative	Aron Sankar	
Materials Science Representative	Mahta Massoud	AwR
Mechanical Representative	Mark Chaboryk	
Mineral Representative	Olivia Mogielnicki	
First Year	*Vacant*	
First Year	*Vacant*	
First Year	*Vacant*	
Speaker (non-voting)		
Non-Voting Members		
Chief Returning Officer	Ryan Gomes	
Candidate for Speaker	Raffi Dergalstanian	
Candidate for Speaker	Eric Bryce	
Candidate for Speaker	Jim Cui	
Candidate for External Relations Director	Nirali Patel	
Candidate for External Relations Director and Ombudsman	Saarthak Saxena	
Candidate for UTEK Director	Arnav Goel	
Candidate for Ombudsman	Maheyer J. Shroff	
Candidate for Sponsorship Director	Allan Cheung	
Candidate for Design Team Association Project Director	Kevin Rupasinghe	

| Candidate for Design Team Association Project Director | Edwin Ng | |

A – Absent   AwR – Absent with Regrets   P – Proxy