





UVic ESS Council Weekly Meeting  
May 8, 2023  
ESS Office and Discord

Council Members not in attendance:

- Saad N. - VP Student Life
- Jack G. - VP Events
- Mackay M. - VP Corporate

- <https://docs.google.com/spreadsheets/d/1gp3kdbHhGyQUBKdPkA9NzI3Wq4WRCz3qOiolgB51Wsw/edit#gid=0>
- Exec Training
  - Monday starting at PROBABLY 11 and ending PROBABLY at like 3?
  - Working with Equity Officer on getting EDI training
  - **On Saturday not Monday**
- Council Retreat
  - Will be immediately after Exec Training for outgoing and incoming council
  - Saturday the 13th ~4pm to ~8pm (required, after that you will (hopefully) be able to stay the night
  - **Discussing future of ESS including Makerspace Funding**

Next meeting:

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Discussion Points

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### Equity Officer

Previous meeting:

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Updates:

- Have contacted Engiqueers Canada as well as the previous EDI presenter to set up EDI training for the new council, hopefully on Exec training day
- UPDATE TO PREVIOUS: Reem Girgrah, the previous person who ran the training session, would be able to set one up but not on exec training day. Other days that work maybe?
- **Good idea but still should do something for saturday**
- Will be attending the EDI Advisory Committee meeting next Monday with Rishi Gupta to continue onboarding
- Took lots of notes at EM, and will be going through them and my onboarding notes to come up with a list of ideas, initiatives and action items to work through
- Action Item: Examine the TOR for the Student EDI Committee and Incident Response Committee to see if they might benefit from being merged, in order to give them a more consistent workload and bigger role.
- Action Item: Form the Student EDI Committee (to note: LTD and WECS are both inactive and potentially nonresponsive, so for this term at least we may need to fill spots from the student body)
- Action Item: Plan a tabling event as discussed with Samyukhta, in order to talk with students, hear concerns and suggestions, and get more people interested in the ESS as a whole.



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Next meeting:

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Discussion Points

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### VP Communication

Previous meeting:

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Updates

- Looking at VP comms becoming the main person to send emails out to the student body - sent out one for intramurals on friday and for the SGM on monday
  - If you want an email sent please let me know at least 24 hours before, I'm on co-op and can't write/send emails from my work laptop
- [Is this planning for all emails?](#)
  - [For all general emails, if something needs back and forth the proper person should send it](#)
- This week I will be drafting a communications schedule that will include emails, posters, and social media posts to ensure that we are more prepared
- I need to update some policy documents on the website, will do that ASAP. overall, want to look at updating website content for the summer semester over the weekend
- I will also tentatively be looking into yearbook stuff/working with the future director of publications on it because right now it's the president's job but it seems like it would fit better under VP comms
- [Yearbook purchases happening over the summer :\(](#)
- We are switching to discord this semester (i think?). I wasn't on the discord team last semester and I don't have admin privileges right now so gotta figure that out with viktor
- I still need to have my transition meeting with Viktor, will be doing that next week hopefully
- [Transition meeting before council retreat](#)

Next meeting:

- [Have more updates on what wants to happen with the website and discord.](#)

Discussion Points

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### VP Events

Previous meeting:

- 

Updates



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- Had transition meeting with Abdul
- Planned the dates for events in the summer term
- Finalized budget with VP finance
- Currently searching for an associate VP Events in Victoria for the summer term to handle items that can only be done in-person
- [Tavin is planned person](#)
- Action item: need to book venue for Clubs Day, working with VP student life to bring bbq to clubs day

Next meeting:

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Discussion Points

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### VP Internal

Previous meeting:

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Updates

- Getting started in the role, had transition meeting with Sarah
- Went to my first faculty meeting, not much relevant for the ESS. Mostly internal faculty union stuff.
- Contacted current discipline representatives, waiting to hear back
- [What are you planning to do with them?](#)
  - [Initial meeting to sort out expectations, can better utilize the team. Will answer more next meeting](#)
- Sarah: Who do I talk to to get the faculty stuff switched over to me?
  - Jennifer - Assistant to the dean
- Contacted the PASS people to see if we wanted to do a collaboration
- Action Item: Get Discipline Representatives set up and have an initial meeting with each delegate
- Action Item: Start planning on the Teaching Award Event w/ Sarah.
  - Yes :)

Next meeting:

- [Answer what are you planning on doing with discipline reps?](#)

Discussion Points

- Did we want to do tutoring this term, or did the budget end up too tight? I really believe it's a worthwhile service and should be included.
- [Yes budget for tutoring -Sam](#)



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- Last year lot's of students reached out for more academic support, and I think it is important - Sarah
- Yeah we can do it, money will need to be juggled a little bit, probably taken from first year welcome - Jullien
- There's always room in the budget - Jessica
- Can we go back to looking at doubling the sponsorship for UVEC from \$1000 to \$2000
- Need to talk to Mackay about it
- Step up our game on sponsorship

### VP External

Previous meeting:

- 

Updates

- EM happened!!!!
- Conference info:
  - AGMR 2023 is confirmed to be hosted by western - don't know for sure if flying to toronto or london (drastically changes budget... ill get info to you as soon as i'm told)
  - Talk about AGMR culture
    - Wristbands
    - Underage students
  - New initiative: pamphlet with important conference info - in swag bag
    - Culture (patch trading, mascot stealing...)
    - Many people don't know about all of the details of conferences as it will be the first one they have been to for most people.
    - General guidelines
    - IRC, contact info
    - Who to contact about what?
- GA stuff:
  - Finding hosts for wec has been a challenge for a long time!!
  - Extremely large conference to host for many school, WESST is looking into potential solutions and will present them at AGMR
  - One of them is to: to give an extra team to the Host School
  - Nothing has been changed yet in policy
    - Really really against extra team idea as it provides an unfair advantage that hurts smaller school who don't host because of lack of resources - Sam
    - Have to be careful about this while discussing because of our two team policy left over from 2 streams - Jessica



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- Talk about having a different role focused just on the competitions so they can focus on those challenges
- More talk will happen at monthly meetings
- Currently have no one for WEC 2024
  - Talk about a Yukon bid, where a separate group of students might run it
  - If there is no bid in June, July, August meeting it will be online, or we will try to get in Ontario Engineering competition
- We don't want to host because we hosted AGMR 2022 and we are hosting EM 2024
- UBCV observer status extended one year
  - They can send people but can't vote
  - Couldn't attend WEC 2023, and that is their main reason to join
  - They can't keep extending
- Other important:
  - Writing new strategic plan for WESST (old one expired in 2022)
    - Kasey is going to propose some new ideas at the next meeting
    - Ideas:
      - One thing we were thinking about is a small school fund: to allow smaller schools to better participate
      - Competition docs for all VPX
      - Increased communication with roles between schools
      - Rename EM and AGMR - lots of sponsors don't want to sponsor a meeting
      - Monthly member moment - increase engagement on WESST instagram by spotlighting a school and the cool stuff they are doing
      - 1 sponsorship
      - Thinking of making a new directorship role for the competition
      - Increases sponsorship by 15% 3 partnerships
- Action Item: More to come, post conference meeting will happen and a report will be made & distributed
  - Will talk to delegates and write up a report summarizing the learnings
  - Make nice conference packages so we can talk to the faculty and sponsor about the conferences

Next meeting:

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#### Discussion Points

- Another meeting about the strategic plan
  - Not voting right away- more discussion happening
  - Maybe a non-mandatory council meeting

#### VP Corporate

Previous meeting:

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Updates

Next meeting:

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Discussion Points

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#### VP Finance

Previous meeting:

- N/A

Updates

- Budget is "done": [Proposed ESS Budget - Summer 2023](#)
  - Read it, be aware of which parts affect you
    - Everyone read through it
    - CFES PM Student Contributions will only have \$100 not \$200
    - No surprises when we show it at SGM
- Cord is wrapping up spring budget
- Thank you Cord!
- We need to talk about going over-budget
  - TI;Dr: talk to me if you need to go over-budget, do not recklessly approve expenses
  - Everyone on council needs to be just as up-tight about spending as I am
  - Please Please don't make an expense that goes over budget without talking to Jullien
  - Generally overspending will not be refunded, to encourage not overspending
  - We need to work with VP Finance to make the budget work - Sam
  - Overbudget happens, but we need to talk about it before if we can - Jullien
- Expense form is open and operational - cheques will be issued as soon as signing authorities are transferred to
- Thinking about a week or so?



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- Yearbooks were budgeted at \$0.00, under the assumption that the ESS would be paying for them in the fall term (oopsy?)
- Can it be a fall expense?
  - Yearbooks have to ordered now, as they are already late
  - We want each budget in each term to be balanced, \$1000 surplus as a buffer
  - We should aim for net 0 as we are non -profit, and we would just waste \$1000
  - Point is to aim for surplus, so we get a net zero, so we avoid a deficit.
  - We will have to crunch the numbers after the meeting as we need to buy the yearbooks in the summer
- We need to change our mindset of spending money
- Finding peer tutoring money
- Yes see the above discussion
  - Most of the money will come out first year welcome
  - 3,000 for each term now will reduce further to allow money to be reallocated

Next meeting:

- CIBC meeting to transfer signing authorities
  - Start issuing cheques
- Can mail cheques to people out of town (Re: Saad)

Discussion Points

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## VP Student Life

Previous meeting:

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Updates

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Next meeting:

- 

Discussion Points

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## 5. New Business

WHEREAS Sam Morrow paid for a necessary piece of EM travel (a taxi to the airport) in good faith, BIRT the ESS council approve the expense on line #3, \$59.90 for WESST EM travel. Policy insists that any expense made that hasn't been approved by either the president or the VP finance must be approved by the ESS council if the council determines the purchase was made in good faith.

 Proposed ESS Budget - Summer 2023

Mover: Julien EDWARDSON

Seconder: Kelvin LEE

Result: [Passed](#)

[VPX should be able to approve expenses - Sam](#)

[We should narrow the people who can approve expenses so we have tighter control over expenses -Jullien](#)

## 6. Other Business

### Director of Merch position:

BIRT The policy manual is changed as follows:

#### [Sub-Section 4.2.1: Director of Services](#)

The Director of Services shall be responsible for:

- Managing and stocking the ESS Store,
- ~~Overseeing the design process for new ESS merchandise,~~
- Managing and stocking the ESS coffee and tea supply,
- Ensuring there are slushies in the ESS Lounge on Fridays during a term, and;
- Managing the ESS Locker System.

...

#### [Sub-Section 4.2.7: Director of Merchandise](#)

The Director of Merchandise shall be responsible for:

- Overseeing the design process for new ESS merchandise,
- Ordering ESS merchandise each term, and;
- Taking regular inventory of ESS merchandise.

Mover: Sam Morrow

Seconder:

Result:

- [This role will help VP student life with merch](#)



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### **Codify the head delegate report and that a voting rep is required at EM:**

BIRT the policy manual is changed as follows:

### **Section 12.3: Responsibilities of the VP External**

The VP External Shall:

- a) Pay a \$100 delegate contribution to the ESS if they are attending CSE or CDE, unless this causes the delegate any financial stress - in which case the ESS shall waive this fee,
- b) Ensure, to the best of their ability, that all delegates are fully participating in the conference or competition,
- c) Attend, and fully participate in the conference to the best of their ability,
- d) Responsibly represent the ESS at the conference,
- e) **Ensure that a report about the conference is written and presented to council,**
- f) Book flights with fares that allow for cancellations and/or changes at no additional fee, and;
- g) Ensure the transfer of information from delegates to the student body.

...

### **Section 12.5: Acknowledged Conferences**

The ESS shall attempt to send a delegation to the following conferences:

- a) WESST Executive's Meeting (**voting representative required**),
- b) CFES President's Meeting (voting representative required),
- c) WESST Annual General Meeting Retreat (voting representative required),
- d) CFES Conference on Diversity in Engineering,
- e) CFES Canadian Engineering Leadership Conference (voting representative required), and;
- f) CFES Conference on Sustainability in Engineering.

Mover: Sam Morrow

Seconder: Julien Edwardson

Result: **Passed**

- **There is a template in the drive for this, as well as good examples**
- **Competitions are listed in a different section**

### **Make the VP Corporate the EGBC rep instead of the VPX:**

BIRT the policy manual is changed as follows:



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#### Sub-Section 2.1.4: Vice President External

The Vice President External is responsible for:

- Serving as the Council's representative to the ~~Western Engineering Students' Society,~~ **Western Engineering Student Societies' Team** and the Canadian Federation of Engineering Students, ~~and Engineers Geoscientists BC,~~
- Communicating on behalf of the UVic student engineering body with other engineering schools and their societies,
- Overseeing advertisement of, and organizing delegations to, ESS recognized conferences,
- Assisting the Council in the policy writing process,
- Ensuring UVEC is organized within the standards of this policy manual,
- Ensuring competitions are designed and judged fairly and without bias,
- Fulfilling all responsibilities laid out in the Constitution and this Policy Manual, and;
- Ensuring compliance with all mandates that were passed through a quorate referendum.

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#### Sub-Section 2.1.8: Vice President Corporate Relations

Vice President Corporate Relations shall be responsible for:

- Acting as the main point of contact between the ESS and local industry,
- Serving as the Council's representative to Engineers and Geoscientists BC,**
- Working to secure sponsorship and industry attendees for relevant ESS events,
- Ensuring that the process for contacting industry members is professional and respectful, and;
- Ensuring compliance with all mandates that were passed through a quorate referendum.

Mover: Sam Morrow

Secunder: Julien EDWARDSON

Result: **Passed**



#### **Change Office hours so Secretary is responsible for holding office hour holders accountable**

##### Sub-Section 4.2.2: Secretary

The Secretary shall be responsible for:

- Taking meeting minutes at ESS Council meetings,
- ~~b) Collecting any mail for the ESS from the Engineering Undergraduate Office at least weekly,~~
- b) Ensuring mail is collected for the ESS from the Engineering Undergraduate Office at least weekly,**
- c) Coordinating and communicating with office hours volunteers to ensure that duties are clearly defined and delegated,**
- Ensuring that the ESS Lounge has a plant that is alive,



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e) Holding office hours volunteers accountable for their responsibilities and ensuring that they act as leaders in the room,

f) Working with the President to ensure governing documents are updated as required, and;

g) Ensuring that updated governing documents and Council meeting minutes are available to the regular membership in a timely manner.

#### Sub-Section 2.1.1: President

The President is responsible for:

a) Ensuring that all positions fulfill their responsibilities, and raising concerns to the Council as a whole when needed,

b) Maintaining all governing documents for the ESS,

c) Being the spokesperson for the ESS and the Council during any crisis, and;

d) Acting as Chair of the Council,

e) Ensuring that accurate meeting minutes are kept and published of Council meetings, and;

f) Managing the access to any space the Council is responsible for,

g) Ensuring that office hours responsibilities are being upheld,

g)h) Serving as the Council's representative to the Corporation of the Seven Wardens' Camp

23,

h)i) Actively reviewing the ESS' operations to maximize the benefit received by the regular

members,

i)j) Organizing and running the ESS General Meetings with the support of the Council,

j)k) Managing the on-boarding of all Council members,

k)l) Fulfilling all responsibilities laid out in the Constitution and this Policy Manual, and;

l)m) Ensuring compliance with all mandates that were passed through a quorate referendum.

●  
**Omnibus all above policy motions:**

Mover: [Sam Morrow](#)

Seconder: Julien Edwardson

Result: [Passed](#)

## 7. Adjournment



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With no further business, the meeting was adjourned at [8:22 pm](#).

### **Next Meeting**

The next ESS Council Meeting will take place on May 15, 2023.