



Agenda

S.E.S.S. Annual General Meeting

November 2nd, 2016

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1. Call to Order

The chair calls the meeting to order at: 6:09 PM

Student groups present: USIET, Aero, USST, Huskie,

Discipline societies present: IEEE, ChESS, EnvESS, MESA, PSS, CSCE

Members: 41

i. Welcome to Council

Acting Chair, Acting Secretary

2. Nomination of General Meetings Officials

For Chair: Mitch Cassidy

Motioned by Sean, Seconded by Stefan

For 37

Against 1
Abstain 3

For Secretary:
Motioned by, Seconded by
For 41
Against 0
Abstain 2

3. Adoption of the Agenda

Proposal 01	
Title:	Agenda
Mover:	
Goal:	To establish the order of proceedings for the Council Meeting.
BIRT:	The Agenda be adopted as displayed on screen.
Result:	Passed
For:	43
Against:	0
Abstain:	0

4. Approval of Minutes [Last Council Meeting Minutes]

Proposal 02	
Title:	Previous Minutes
Mover:	
Goal:	To officially approve minutes from the previous AGM meeting.
BIRT:	The members acknowledge that the minutes are correct as circulated through email and can be officially adopted.
Result:	Passed
For:	43
Against:	0
Abstain:	0

5. Updates

President

- Plan to improve SESS: Monday Morning Coffee (good turn out, working well), Volunteer commissioner filled by Aldo (more to give back to volunteers—volunteer list approaching 20 people, volunteer appreciation party end of term), Year/Discipline Reps, Sustainable path forward (opt out membership, long term planning, changes to operations)
- Association of Constituency Presidents (representative of all colleges): how to incorporate MSCs in society operations (no current policy for MSCs to provide updates at council), tuition increases
- Student survey will be sent to members of college re: opinions of SESS
- Liz Kuley on behalf of Aaron Phoenix told us to remove traditions manual from website (due to arm bars)

Student Affairs

- Tutorials have been going well, discipline societies must fill online application 14 days prior to planned tutorial, discipline societies get \$100 per tutorial plus tutors are paid \$80
- What is Engineering and Open House earlier this year
- Hallway must be booked with FMD if selling food in front of lounge
- Recruitment Commissioner: planning recruitment sessions in second semester, will be looking for volunteers
- Tutorial Commissioner: second round of tutorials for Math 123 and 223
- First Year Priorities: First Year Bowling was a success

Finances

- Student Activities Fund: SESS helps administer to student groups, recommendations approved will be sent to college, month ahead of schedule
- Store Commissioners: getting some new items and patches to store, and price changes

Logistics

- Curling League: fell through because it cannot compete with Campus Rec
- New Tank because old tank is broken, \$500, van, will be painting it soon
- Event to destroy old tank (Tank the Tank)
- Rec Board: thinking about intramural teams (due first week January), take pictures at team #getRECOgnized (could win iPad), Learn to-s are happening
- Sports E Applications in office
- Morale: working on one more prank this month and one before Christmas break, built a giant E filled with glitter in Agro lounge

Admin

- New printer (old one jammed)- the new one is much better
- New microwave and covers (one cover is missing)
- Yearbooks in the Office, also Handbooks
- Website Commissioner: New advertisements on website, reorganizing
- Lounge Commissioner: Sean: keep it clean
- Still looking for Yearbook Commissioner

Corporate Relations

- Have 6 sponsors: K+S, SaskTel, McElhanney, Vendasta, SES, APEGS
- Winter Formal: Nov 26 tickets \$35 for members, \$40 for non members sold until Nov. 18
- Industry Mixer: reps from all sponsors except SaskTel, happened last night
- Career Expo: 2100 students attended, finishing report
- Charity: Movember website set up, cool tshirts being sold for \$15 at E-Store

External

- CDE: delegates going Nov 18-20
- Student Development Committee for APEGS funding: feedback will be given to student groups who applied
- Applications open for CFES Congress (Jan 2-8 in London, ON) will be sending 5 delegates, focused on professional development for student leaders and potential student leaders
- SEC: went pretty well, similar turnout to previous year, smaller budget so lunch (made our own, cost a quarter of last year) and prizes were different (3 times more)
- Q: Application deadline CFES? A: Nov. 14th
- Q: Canada Wide Science Fair in Regina, do we want a booth there? A: Will forward to Noah (vp.external@sess.usask.ca) and Layla (recruitment@sess.usask.ca)

Events

- Events have been going pretty well
- Hell Dance on Nov 18th, tickets on sale for \$5
- Blades College Night on Jan 14th, \$15 a ticket, will be competition between colleges on ice for one person
- Applications open for Sno Golf Commissioner
- Volunteer: ~20 volunteers, will be trying to streamline communication between SESS and volunteers
- Photo: they've been at every event taking pictures
- Q: Can someone help organize event without being commissioner? A: Send email to Noah (vp.events@sess.usask.ca) with specifics
- Q: Lounge pub? A: Not this term, maybe next term

- Q: What is Hell Dance? A: Our version of Ag Bag Drag, trying to get it going again, happy hour pricing from 7:00-9:30, two stepping will happens

6. Old Business

- None

7. New Business

Mitch stepped down as Acting Chair

Election for Acting Chair

Jamie 12

Josh 3

Aldo 13

Abstain 5

Proposal 03 – VP Logistics Name Change	
Title:	VP Logistics Name Change (VP Communications)
Mover:	SESS Executive
Goal:	To update the name of Vice-President Logistics to better reflect the responsibilities of the position.
Whereas:	The Vice-President Logistics is the SESS’s main liaison for communication to other groups within the College, for Morale-based communication to the ASA, for communication to the public via social media, and this year to students through SESS Year Reps. The title ‘Vice-President Communications’ much better represents the role of the position than the title ‘Vice-President Logistics’.
BIRT:	All mentions of “Vice-President Logistics” in the SESS Constitution and Policy Manual be replaced with “Vice-President Communications”.
Result:	Passed
For:	33
Against:	0
Abstain:	2

Discussion: Position does not do any logistics, but communicates with student groups and is in charge of social media and relays information from meetings to executive

Proposal 04 – All Communications, All the Time	
Title:	All Communications, All The Time
Mover:	SESS Executive
Goal:	To move the responsibility of preparing and distributing the Eng Info from the Vice-President Corporate Relations to a more appropriate Executive Member.
Whereas:	The Vice-President Communications is better suited to promoting the events and announcements of college groups, given their other work with student groups, social media, and class announcements.
Also Whereas:	The publication of the Eng Info is not meaningfully tied to the other work of the Vice-President Corporate Relations. Relieving this weekly workload from the position

	<p>would free up time to coordinate more industry-related opportunities for students, a need which was underlined in the SESS Services Report.</p>
<p>BIRT:</p>	<p>The highlighted sections of the SESS Policy Manual be amended as follows:</p> <p>Article IV, Section 5: Vice-President Corporate Relations</p> <p>5.1 The role of the Vice-President Corporate Relations is to build relations with industry and represent the values of the SESS to the public.</p> <p>5.2 Duties and responsibilities of the Vice-President Corporate Relations shall include the following:</p> <ul style="list-style-type: none"> (a) foster professional relationships with industry, government, professional societies, and all other external relations of the SESS outside of the University of Saskatchewan; (b) maintain communication with the Association of Professional Engineers and Geoscientists of Saskatchewan in conjunction with Vice-President External Affairs; (c) compile and distribute a sponsorship package to industry to increase interest in becoming sponsors of the SESS; (d) edit, print, and distribute the weekly SESS newsletter, the Eng-Info; (e) be responsible for any solicitations relating to SESS social and academic events and the Eng-Info; (f) oversee the Career Development Commissioner, and Charity Commissioner. <p>Article IV, Section 7: Vice-President Logistics</p> <p>7.1 The role of the Vice-President Logistics is to act as the official liaison to all the Student Discipline Societies and Affiliated Groups.</p> <p>7.2 Duties and responsibilities of the Vice-President Logistics shall include the following:</p> <ul style="list-style-type: none"> (a) to find out and advertise events being organized by all the Student Discipline Societies and Affiliated Groups; (b) edit, print, and distribute the weekly SESS newsletter, the Eng-Info; (c) to make sure the program and student group description are up to date in the annual engineering handbook; (d) be responsible, in conjunction with the Morale Commissioner and Tank Commissioner, for the spirit building and morale boosting for the Council; (e) oversee the Hockey League Commissioner, Morale Commissioner, Tank Commissioner, and the Information Technology Commissioner. <p>Article XIX, Section 2: Eng Info</p> <p>2.1 The Eng Info is to be published within the first three (3) days of each week. If the Vice-President Corporate Relations Communications is unable to publish themselves within this time, they must appoint an Active Member to do so.</p> <p>2.2 The Eng Info is to accept content submitted by any Commissioner, Executive,</p>

	<p>Director, or Affiliated Group that complies with policy.</p> <p>2.3 Policy on the acceptance/rejection of content for the Eng Info is as follows; (a) Content depicting or describing images that may be considered disturbing or dangerous are to be rejected; (b) Content depicting or describing images that may be considered offensive within reason are to be rejected. It is the duty of the Vice-President Administration Communications to use their best discretion in this regard; (c) Submission guidelines regarding file format and deadlines must be posted in the Eng Info before being considered grounds for rejection; (d) Rejection for content for the Eng Info must be done by emailing the person(s) who submitted the content in question.</p> <p>2.4 It is the duty of the Vice-President Corporate Relations Communications or publisher of the Eng Info by proxy to reject any content submitted to the Eng Info that does not comply with policy.</p>
Result:	Passed
For:	30
Against:	1
Abstain:	4

Discussion: how do we give updates to sponsors currently? Haven't been asked to so no information has been provided

- What will Corporate Relations do during the year? Will provide more professional development opportunities to students
- Will Corporate Relations duties be updated to include professional development? Will follow up next council

Proposal 05 – Show me the Money!	
Title:	Show Me the Money!
Mover:	SESS Executive
Goal:	To set a deadline for turning in receipts to the SESS for reimbursement.
Whereas:	Reimbursing for expenses which were incurred long ago makes it difficult to be certain of the current state of the SESS's annual operating budget. Setting a deadline would reduce this uncertainty.
BIRT:	<p>The highlighted section be added to Section 3 the SESS Policy Manual:</p> <p>Section 3 Reimbursement Procedure</p> <p>3.1 Where practical, the SESS shall reimburse individuals who make expenditures on behalf of the SESS. As a corollary to the above, no person shall be entitled any reimbursement from the SESS for an expense unless the Board has approved the expenditure being made.</p>

	<p>3.2 Individuals seeking reimbursement for expenses shall:</p> <p>(1) Fill out a Reimbursement Requisition Form (see Appendix E), available from the SESS Office, indicating the types and amounts of expenses, the reason for the expense and the pertinent financial category. The applicant shall also provide information on means of contact;</p> <p>a. A ten (10) percent gratuity for food orders shall be added to Reimbursement Requisition Form.</p> <p>(2) Attach original receipts to the requisition form;</p> <p>(3) Deposit the requisition form in the Vice-President Finance mailbox</p> <p>3.3 An individual shall not be reimbursed if a Reimbursement Requisition Form is not submitted to the Vice-President Finance within one month from the date of purchase for the expense. An exemption to this rule may only be granted if approved by both the SESS Executive and Board of Directors.</p>
Result:	Passed
For:	34
Against:	0
Abstain:	2

Discussion: Can approval be made after one month? Is there a time frame for approval from Board/Executive? Should be after the one month, cannot guarantee it will be passed by board Date of purchase and date of invoice are different on receipt so should not be issue with people saying they did not get the invoice when they have

Proposal 06 – Discipline Society Tutorial Incentive	
Title:	Discipline Society Tutorial Incentive
Mover:	SESS Executive
Goal:	To create an official policy on the monetary incentive granted to discipline societies for facilitating tutorials for their students.
Whereas:	The SESS has for several years had an unofficial written policy on incentivizing the creation of these tutorials, since they are a valuable service to our students. This standard should be brought officially into the SESS Policy Manual.
BIRT:	<p>The following be added to the SESS Policy Manual:</p> <p>Article XXV, Section 4: Tutorial Incentive System</p> <p>4.1 Any Discipline Society which prepares tutorials that fulfill the standards of the SESS, shall be eligible to receive a one hundred (100) dollar incentive fee per tutorial, up to a maximum of three hundred (300) dollars per semester. The SESS will also pay the eighty (80) dollar tutorial instructor fee per tutorial. If insufficient funds are allocated for incentives in the annual budget, these amounts will be given to the first Discipline Societies which apply, until no funds remain.</p> <p>4.2 A Discipline Society wishing to hold a tutorial shall complete the Tutorial Request Form available on the SESS Website within a reasonable time frame of the request tutorial. Requests received fewer than fourteen (14) days prior to the planned tutorial</p>

	<p>are not guaranteed to be processed.</p> <p>4.3 The Discipline Society shall be responsible for finding capable tutorial instructors, and choosing the date and time of the tutorial. The SESS will facilitate the room booking for the tutorial.</p> <p>4.4 The tutorial instructors are obligated to fulfill all expectations in Article XXV of the Policy Manual. In the event that the tutorial instructors receives an average mark below 60% on all attendee-completed feedback forms, the SESS will not pay either the tutorial instructor fee or the incentive fee.</p>
Result:	Passed
For:	35
Against:	1
Abstain:	0

Discussion:

8. Discussion

- MSC Update (Exec)
 - Mark Molesky was elected last week, have not been able to attend any meetings yet
 - will there be a by-election for another MSC? Not sure.
 - What do you do? Go to USSU meetings and voice concerns
 - would be open to giving updates at council
- ISC Representative Update (Exec)
 - Chennoa Tracey voted in recently
 - currently just a support group for indigenous students, problems including classes, administrative issues
 - want to expand role to be on council and attend meetings
 - have had rep in the past but Chennoa wants to communicate more with SESS and college and indigenous students in college
 - how many self declared students in engineering are there? Approximately 70 (~1300 students in college)
- USSU Tuition Response (Exec)
 - How do students feel about tuition increase and how USSU should respond?
 - USSU should pressure faculty to be transparent about what is being increased, why, and by how much
 - increase may have more to do with provincial government, so it should be brought up there
 - ask about a town hall being held, so that more information can be found by students (Liz is currently planning one with moderator outside of faculty and college will form official response to bring to next town hall, planned in next month)
- Inclusivity in College (Voted onto agenda 43, 0, 0)
 - Some traditions SESS might want to distance themselves from

- In meeting with Liz, found U of S college of engineering has lowest female enrollment in Canada (by a margin of 14 percent points, 20% compared to 34%), how can we improve this? SESS less of a cult (ex. Godiva's hymn), does not create inclusive environment
- Defaced poster of indigenous student, no email sent to students
- GE101 include diversity training or sexual harassment training as in workplaces?
- Several traditions of SESS get carried over from year to year, which may not reflect current trends or environment
- Motion to remove Godiva's hymn (handbook, policy, council) and arm bars
- 40 Beers promotes unsafe drinking, and presents bad image of college
- regarding cultiness: can be exciting once you're already in the college, depends on how it is presented before coming into college (want culture, but need to consider what kind of culture it should be)
- Could traditions be adapted to be more inclusive?
- Sexual assault/harassment policy to potentially be written with SESS, college is seen to have minimal interest in pursuing this issue by people outside of the college
- want to not treat minorities different, want to include them
- consider reaching out to alumni about what kind of culture they want the college to keep or to change
- USSU has included sexual harassment policy
- some traditions of SESS are not approved by majority of students, which makes the society more insular, want to represent student body better
- college of engineering has significantly more problems relating to diversity than other colleges in the university
- SESS could be doing more to accommodate students with disabilities/health challenges
- email president@sess.usask.ca about any concerns, questions to ask student body, or motions to be included in council (will be sending out survey Friday after break)

9. Adjournment

At this time, the chair will entertain a motion to adjourn the Council Meeting.

Motioned by Stefan

Seconded by Sean

Meeting Adjourned at 7:44 PM