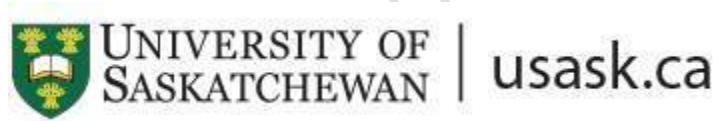


# Minutes

## USES F Council Meeting

November 25nd, 2020



Approved by USESF

Approved January 22, 2021

## *Agenda*

### Agenda

1. Call to Order
2. Call for Quorum
3. Adoption of the Agenda
  - Proposal 3.1
4. Approval of Previous Minutes
  - Proposal 4.1
5. New Business
  - Proposal 5.1
  - Proposal 5.2
  - Proposal 5.3
6. Old Business
7. Discussion
8. Adjournment

Approved by USESF Council on January 22, 2021

## 1. Call to Order

The Chair of the USESF Council Meeting calls the meeting to order at 9:14 am.

## 2. Call for Quorum

Date: November 25nd, 2020

Position	Name	Present
SESS Executive Representative	Johnny Kwon	No
Design Team Leader (Quarter Scale)	Ashton Hinz	Yes
Design Team Leader (Aero Design)	Kaitlin McNabb	Yes
Discipline Society/ Professional Association Leader (EnvESS)	Taylor Szuba	Yes
Discipline Society/ Professional Association Leader (ChESS)	Lee Miller	Yes
Discipline Society/ Professional Association Leader (IEEE)	Dayne Gawley	Yes
Undergraduate Student	Paige Perras	Yes
Undergraduate Student	Matthew Taylor	Yes

\* indicates proxy

## 3. Adoption of the Agenda

<i>Proposal 3.1</i>	
<b>Title:</b>	Adoption of the Agenda
<b>Mover:</b>	Matthew Taylor
<b>Goal:</b>	To establish the order of proceedings for the USESF Council Meeting.
<b>BIRT:</b>	The Agenda be adopted as circulated.
<b>Result:</b>	Carried
<b>For:</b>	7
<b>Against:</b>	0
<b>Abstain:</b>	0

## 4. Approval of Previous Minutes

<i>Proposal 4.1</i>	
<b>Title:</b>	Approval of Previous Minutes
<b>Mover:</b>	Lee Miller
<b>Goal:</b>	To approve the Minutes from prior official USESF Council Meetings
<b>BIRT:</b>	The Minutes of November 13, 2020 be approved and made public.
<b>Result:</b>	Carried
<b>For:</b>	7
<b>Against:</b>	0
<b>Abstain:</b>	0

## 5. New Business

<i>Proposal 5.1</i>	
<b>Title:</b>	USESF Guidelines and Procedures amendments
<b>Mover:</b>	Matthew Taylor
<b>Second:</b>	Dayne Gawley
<b>Goal:</b>	To amend the USESF Guidelines and Procedures to clarify issues identified by Council during the 2020-21 round 1 funding allocations.
<b>Whereas:</b>	Items such as Capstone funding, ratification requirements, and student involvement may require clarification
<b>BIRT:</b>	USESF Council recommends the amended USESF Guidelines and Procedures to the Dean.
<b>Result:</b>	Tabled
<b>BIRT:</b>	Proposal 5.1 is tabled.
	<b>Mover:</b> Dayne Gawley
	<b>Second:</b> Paige Perras
	<b>Result:</b> Carried
	<b>For:</b> 7
	<b>Against:</b> 0
	<b>Abstain:</b> 0

### Discussion:

Council discussed amendments to the Guidelines and Procedures to provide clarity about eligibility, evaluation categories, and funding allocations. A final version will be drafted and shared with Council for approval.

<i>Proposal 5.2</i>	
<b>Title:</b>	Reporting Format for Approved Applicants
<b>Goal:</b>	To determine a format for the final reports, and to prepare reporting instructions for approved applicants.

Discussion:

Council drafted questions to be included in the final report that successful applicants will be complete. This information will be used to inform Council's annual report.

<i>Proposal 5.3</i>	
<b>Title:</b>	Application Feedback for Applicants
<b>Mover:</b>	Matthew Paige
<b>Secunder:</b>	Paige Perras
<b>Goal:</b>	To approve the drafted feedback to be shared with applicants when they are informed of their application results.
<b>BIRT:</b>	USESFCouncil approves the feedback to be shared with Round 1 applicants for 2020-21.
<b>Result:</b>	Carried
<b>For:</b>	7
<b>Against:</b>	0
<b>Abstain:</b>	0

## *6. Old Business*

None.

## *7. Discussion*

Council will meet again in January.

## *8. Adjournment*

The Chair would like to entertain a motion to adjourn the USESF Council meeting at 10:35am

Moved: Lee Miller

Secunder: Dayne Gawley