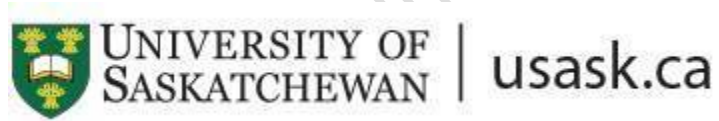


# Minutes

## USES F Council Meeting

March 17<sup>th</sup>, 2021



Approved by USES F

Final April 21, 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
  - Proposal 5.4
6. Old Business
7. Discussion
8. Adjournment

Approved by USESF Council on April 21, 2021

## 1. Call to Order

The Chair of the USESF Council Meeting calls the meeting to order at 7:05 pm.

## 2. Call for Quorum

Date: March 17, 2021

Position	Name	Present
SESS Executive Representative	Johnny Kwon	Yes
Design Team Leader (Quarter Scale)	Ashton Hinz	No
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

Discussion:

## 4. Approval of Previous Minutes

<i>Proposal 4.1</i>	
<b>Title:</b>	Approval of Previous Minutes
<b>Mover:</b>	Matthew Taylor
<b>Goal:</b>	To approve the Minutes from prior official USESF Council Meetings
<b>BIRT:</b>	The Minutes of March 10, 2021 be approved and made public.
<b>Result:</b>	Carried
<b>For:</b>	6
<b>Against:</b>	0
<b>Abstain:</b>	1

## 5. New Business

<i>Proposal 5.1</i>	
<b>Title:</b>	Application Review and Ranking
<b>Goal:</b>	To review Round 2 2020-21 USESF applications to determine eligibility and ranking as determined by the Guidelines and Procedures.

<i>Proposal 5.2</i>	
<b>Title:</b>	Funding Allocation Recommendation
<b>Mover:</b>	Matthew Taylor
<b>Secunder:</b>	Dayne Gawley
<b>Goal:</b>	To confirm the funding allocations ranking and recommend the list to the Dean.
<b>Whereas:</b>	
<b>BIRT:</b>	USESF Council recommends the Round 2 2020-21 comprehensive funding allocation list to the Dean.
<b>Result:</b>	Carried
<b>For:</b>	7
<b>Against:</b>	0
<b>Abstain:</b>	0

<i>Proposal 5.3</i>	
<b>Title:</b>	USESFCouncil Annual Report
<b>Goal:</b>	To determine next steps for preparing the USESF Council Annual Report, including timing and people responsible.
<b>Whereas:</b>	<p>“Approved applicants are responsible for providing a final report to the USESF Student Council by April 30th of the year the funding was awarded.” <i>From the Guidelines and Procedures</i></p> <p>“The USESF Council is responsible for preparing and publicizing an annual report. This report must include the budget, the funding allocation decisions, and the impact and outcome of each proposal funded.</p> <p>The annual report is submitted to and accepted by the Dean of Engineering and will also be made available to all Engineering undergraduate students.” <i>From the Guidelines and Procedures</i></p> <p>“The Council is expected to ensure accurate and current record of their business is made public on the SESS’s website. This includes an annual budget and an annual report outlining the funding allocation decisions, and the impact and outcome of each proposal funded.” <i>From the Terms of Reference</i></p>

Discussion: Council agreed to prepare a template document that the 2021-22 Council can use to prepare the annual report. Final reports from USESF recipients are currently being accepted.

## *6. Old Business*

## *7. Discussion*

## *8. Adjournment*

The Chair would like to entertain a motion to adjourn the USESF Council meeting at 8:36pm

Moved: Taylor Szuba

Secunder: Dayne Gawley

Carried.