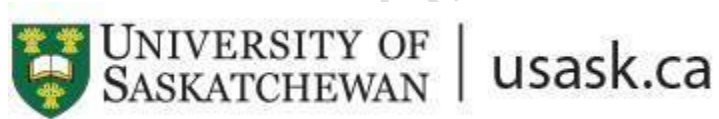


Minutes

USESFC Council Meeting

April 21st, 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 October 23, 2021

1. Call to Order

The Chair of the USESF Council Meeting calls the meeting to order at 3:35 pm.

2. Call for Quorum

Date: April 21, 2021

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	No
Undergraduate Student	Paige Perras	No
Undergraduate Student	Matthew Taylor	Yes

* indicates proxy

Also present: Annika Holmstrom, design team rep for 2021-22

3. Adoption of the Agenda

<i>Proposal 3.1</i>	
Title:	Adoption of the Agenda
Mover:	Lee Miller Taylor Szuba
Goal:	To establish the order of proceedings for the USESF Council Meeting.
BIRT:	The Agenda be adopted as circulated.
Result:	Carried
For:	5
Against:	0
Abstain:	0

4. Approval of Previous Minutes

<i>Proposal 4.1</i>	
Title:	Approval of Previous Minutes
Mover:	Kaitlin Matthew
Goal:	To approve the Minutes from prior official USESF Council Meetings
BIRT:	The Minutes of March 17, 2021 be approved and made public.
Result:	Carried
For:	5
Against:	0
Abstain:	0

5. New Business

<i>Proposal 5.1</i>	
Title:	USESF Guidelines and Procedures amendments
Mover:	Taylor Szuba
Second:	Lee Miller
Goal:	To amend the USESF Guidelines and Procedures to clarify issues identified by Council during the 2020-21 round 2 funding allocations.
Whereas:	Expense eligibility for gift cards, tuition payments, and for-profit projects require clarification; student groups may require specification about which members may submit applications.
BIRT:	USESF Council recommends the amended USESF Guidelines and Procedures to the Dean.
Result:	Carried
For:	5
Against:	0
Abstain:	0

<i>Proposal 5.2</i>	
Title:	USESF Council Terms of Reference amendments
Mover:	Lee Miller
Seconded:	Taylor Szuba
Goal:	To amend the USESF Council Terms of Reference to allow USESF Council to manage the application process and provide recommendations for other Engineering funds that are of a similar nature to USESF.
Whereas:	The Dean's Office has requested USESF Council's insight on the Stan Nakrayko Engineering Extracurricular Student Group Project Support Fund and the Engineering Undergraduate Experiential Learning Fund .
BIRT:	USESF Council recommends the amended USESF Terms of Reference to the Dean.
Result:	Carried
For:	5
Against:	0
Abstain:	0

<i>Proposal 5.3</i>	
Title:	USESF Council Annual Report
Goal:	To prepare a template for the USESF Council Annual Report.
Whereas:	<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 prepared the draft of the annual report; 2021-22 Council will complete the report once all final report information is received from award recipients.

6. Old Business

7. Discussion

2021-22 members are being appointed. Current Council will meet with the new Council to assist with the transition.

8. Adjournment

The Chair would like to entertain a motion to adjourn the USESF Council meeting at 4:45 pm

Moved: Lee Miller

Secunder: Taylor Szuba

Approved by USESF Council on October 23, 2021