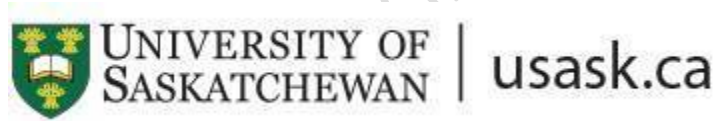


# Minutes

## USES F Council Meeting

September 21<sup>st</sup>, 2021



Approved by USESF Council on October 23, 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
  - Proposal 6.1
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 7:03 pm.

## 2. Call for Quorum

Date: September 21, 2021

| Position   | Name             | Present |
|--|------------------|---------|
| SESS Executive Representative                                      | Simon Mann       | Yes     |
| Design Team Leader (HFR)   | Annika Holmstrom | Yes     |
| Design Team Leader (USST)  | Dustin Preece    | No      |
| Discipline Society/<br>Professional Association<br>Leader (EnvESS) | Nick Guthro      | Yes     |
| Discipline Society/<br>Professional Association<br>Leader (MESA)   | TBD              | No      |
| Discipline Society/<br>Professional Association<br>Leader (ChESS)  | Paige Perras     | Yes     |
| Undergraduate Student  | TBD              |         |
| Undergraduate Student  | TBD              |         |

\* indicates proxy

## 3. Adoption of the Agenda

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

Discussion: Item skipped due to lack of quorum.

## 4. Approval of Previous Minutes

| <i>Proposal 4.1</i> |   |
|---------------------|---|
| <b>Title:</b>       | Approval of Previous Minutes  |
| <b>Mover:</b>       |   |
| <b>Goal:</b>        | To approve the Minutes from prior official USESF Council Meetings     |
| <b>BIRT:</b>        | <del>The Minutes of April 21, 2021 be approved and made public.</del> |
| <b>Result:</b>      |   |
| <b>For:</b>         |   |
| <b>Against:</b>     |   |
| <b>Abstain:</b>     |   |

Discussion: Item deferred to next meeting due to lack of quorum.

## 5. New Business

| <i>Proposal 5.1</i> |                             |
|---------------------|-----------------------------|
| <b>Title:</b>       | Introduction of new members |

| <i>Proposal 5.2</i> |  |
|---------------------|--|
| <b>Title:</b>       | Review USESF Council Terms of Reference and Guidelines and Procedures  |
| <b>Goal:</b>        | To familiarize USESF Council members with the Terms of Reference and the Guidelines and Procedures that will guide the USESF Council's actions for the year.   |
| <b>Whereas:</b>     | New this year: USESF Council will accept applications and make funding recommendations for the <a href="#">Stan Nakrayko Engineering Extracurricular Student Group Project Support Fund</a> and the <a href="#">Engineering Undergraduate Experiential Learning Fund</a> . |
| <b>Attachments:</b> | USESF Council Terms of Reference, September 2021 version<br>USESF Guidelines and Procedures, September 2021 version  |

| <i>Proposal 5.3</i> |   |
|---------------------|---|
| <b>Title:</b>       | 2021-22 Round 1 Applications  |
| <b>Goal:</b>        | To set the dates and funding amounts for the Round 1 call for applications and application deadline, and to determine if any changes are needed to the call for applications. |
| <b>Attachment:</b>  | 2020-21 Round 1 Call for Applications email   |

Discussion:

Council reviewed the available funding for the year. The call for applications will be sent to all students on September 28. Applications will be due two week after the call is sent out.

## 6. Old Business

| <i>Proposal 6.1</i> |  |
|---------------------|--|
| <b>Title:</b>       | USESFC Council Annual Report   |
| <b>Mover:</b>       |  |
| <b>Secunder:</b>    |  |
| <b>Goal:</b>        | To finalize the 2020-21 USESFC Council Annual Report with data from the final reports and submit the report to the Dean.   |
| <b>Whereas:</b>     | <p>“Approved applicants are responsible for providing a final report to the USESFC Student Council by April 30th of the year the funding was awarded.”<br/><i>From the Guidelines and Procedures</i></p> <p>“The USESFC 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.”<br/><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.”<br/><i>From the Terms of Reference</i></p> |
| <b>BIRT:</b>        | USESFC Council submits the 2020-21 USESFC Annual Report to the Dean.   |
| <b>Result:</b>      |  |
| <b>For:</b>         |  |
| <b>Against:</b>     |  |
| <b>Abstain:</b>     |  |

Discussion:

A meeting will be scheduled to completed and submit the annual report.

## 7. Discussion

## 8. Adjournment

The Chair would like to entertain a motion to adjourn the USESFC Council meeting at 8:03 pm