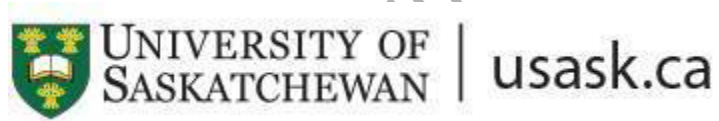


Minutes

USES F Council Meeting

March 10th, 2022



Approved by USESF

Final April 3, 2022

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
 - Proposal 5.5
6. Old Business
7. Discussion
8. Adjournment

Approved by USESF Council on April 3, 2022

1. Call to Order

The Chair of the USESF Council Meeting calls the meeting to order at 5:33 pm.

2. Call for Quorum

Date: March 10, 2022

Position	Name	Present
SESS Executive Representative	Simon Mann	Yes
Design Team Leader (HFR)	Annika Holmstrom	Yes
Design Team Leader (USST)	Liam Paradis	Yes
Discipline Society/ Professional Association Leader (EnvESS)	Nick Guthro	Yes
Discipline Society/ Professional Association Leader (MESA)	Kirsten Neville	Yes
Discipline Society/ Professional Association Leader (ChESS)	Paige Perras	Yes
Undergraduate Student	Shoaib Khan	No
Undergraduate Student	Priyansh Patel	No

* indicates proxy

3. Adoption of the Agenda

<i>Proposal 3.1</i>	
Title:	Adoption of the Agenda
Mover:	Liam Paradis
Seconded:	Nick Guthro
Goal:	To establish the order of proceedings for the USESF Council Meeting.
BIRT:	The Agenda be adopted as circulated.
Result:	Carried
For:	6
Against:	0
Abstain:	0

4. Approval of Previous Minutes

<i>Proposal 4.1</i>	
Title:	Approval of Previous Minutes
Mover:	Simon Mann
Secunder:	Kirsten Neville
Goal:	To approve the Minutes from prior official USESF Council Meetings
BIRT:	The Minutes of January 13, 2022 be approved and made public.
Result:	Carried
For:	6
Against:	0
Abstain:	0

5. New Business

<i>Proposal 5.1</i>	
Title:	Application Review and Ranking
Goal:	To review Round 2 2021-22 USESF applications to determine eligibility and ranking as determined by the Guidelines and Procedures.

Discussion:

Council reviewed applications according to the Guidelines and Procedures.

Council noted areas for potential changes to USESF processes, including a new category in the Guidelines and Procedures for room renovations, presentations from applicants, and an information session on writing a successful application.

The reimbursement policy is being reviewed for applications involving travel past April 30.

<i>Proposal 5.2</i>	
Title:	Funding Allocation Recommendation
Mover:	Nick Guthro
Secunder:	Paige Perras
Goal:	To confirm the funding allocations ranking and recommend the list to the Dean.
Whereas:	
BIRT:	USESF Council recommends the Round 2 2021-22 comprehensive funding allocation list to the Dean.
Result:	Carried
For:	5
Against:	0
Abstain:	0

Proposal 5.3

Title:	APEGS Student Funding Procedures
Goal:	To review the new APEGS Student Funding Procedures and consider any changes needed to the application form (USESf form for reference), the survey (USESf survey for reference), and the USESF Council terms of reference.
Whereas:	Council will be responsible for collecting applications and making funding recommendations to the decision committee. Council can start accepting applications once the college is notified of the confirmed funding amount.

Discussion:

Council may consider changes to their terms of reference to increase membership or change quorum.

Proposal 5.4

Title:	Undergraduate student representatives for 2022-23
Goal:	To begin the process to appoint undergraduate student representatives for USESF Council in 2023-23.
Whereas:	<p>“Undergraduate student representatives from the population at-large will be nominated by their peers, requiring at least 10 signatures from fellow engineering undergraduate students. Nominations need to be submitted to the SESS President no later than March 1 of each year. The SESS office will then hold an election. The occupants of these two seats will be determined by a simple majority vote. In the event there is a membership vacancy, a call for nominations will be administered by the SESS Office and distributed to the relevant student body or the collective undergraduate student community.”</p> <p style="text-align: center;"><i>From the Term of Reference</i></p>

Discussion:

In progress.

Proposal 5.5

Title:	USESf Council Annual Report
Goal:	To determine next steps for preparing the USESF Council Annual Report, including timing and people responsible.
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.”</p> <p style="text-align: center;"><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>

The annual report is submitted to and accepted by the Dean of Engineering and will also be made available to all Engineering undergraduate students.”

From the Guidelines and Procedures

(continued on next page)

“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.”

From the Terms of Reference

Discussion:

This will be addressed at a future meeting.

6. Old Business

7. Discussion

8. Adjournment

The Chair would like to entertain a motion to adjourn the USESF Council meeting at 7:13pm

Moved: Paige Perras

Seconder: Simon Mann

Approved by USESF Council on April 3, 2024