

Minutes

USES F Council Meeting

April 3rd, 2022



Approved by USESF

Approved April 29, 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
6. Old Business
7. Discussion
8. Adjournment

Approved by USESF Council on April 29, 2022

1. Call to Order

The Chair of the USESF Council Meeting calls the meeting to order at XXX pm.

2. Call for Quorum

Date: April 3, 2022

Position	Name	Present
SESS Executive Representative	Simon Mann	Yes
Design Team Leader (HFR)	Annika Holmstrom	Yes
Design Team Leader (USST)	Liam Paradis	
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:	Simon Mann
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:	5
Against:	0
Abstain:	0

4. Approval of Previous Minutes

<i>Proposal 4.1</i>	
Title:	Approval of Previous Minutes
Mover:	Kirsten Neville
Secunder:	Paige Perras
Goal:	To approve the Minutes from prior official USESF Council Meetings
BIRT:	The Minutes of March 10, 2022 be approved and made public.
Result:	Carried
For:	5
Against:	0
Abstain:	0

5. New Business

<i>Proposal 5.1</i>	
Title:	2021-22 Round 2 Debrief
Goal:	To reflect on the Round 2 application review process and to identify any changes that may be made for 2022-23, including changes to the Guidelines and Procedures or Terms of Reference.

Discussion:

Council draft changes to the Terms of Reference and the Guidelines & Procedures to address the following issues:

- Difficulties reaching quorum; increased volume of work due to the new awards assigned to Council this year.
 - Recommended change: Increase size of Council; add 1 additional design team leader and 1 additional discipline society member. Members increase by 2 but quorum only increases by 1 (50% + 1).
- Many design competitions are in May/June, past the April 30 reimbursement deadline. University financial policy prevents travel expenses from being reimbursed until after the travel has taken place.
 - Recommended change: Any approved applications for travel past April 30 may receive special permission to submit expenses past April 30.
- APEGS Engineering Student Experience Fund requires applicants to submit a final report within 2 months of the completion of the activity. This is out of sync with the USESF reporting requirements, which has a deadline of April 30 for all final reports.
 - Recommended change: Successful applicants for all types of funding awarded by Council must submit a final report within 2 months of the completion of the activity.

The new versions of the Terms of Reference and the Guidelines & Procedures will be submitted to the Dean for approval.

<i>Proposal 5.2</i>	
Title:	USESFCouncil Annual Report
Goal:	To determine next steps for preparing the USESFCouncil Annual Report, including timing and people responsible.
Whereas:	<p>“Approved applicants are responsible for providing a final report to the USESFCouncil Student Council by April 30th of the year the funding was awarded.” <i>From the Guidelines and Procedures</i></p> <p>“The USESFCouncil 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>(continued on next page)</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 completed a template for the 2021-22 Annual Report. Final reports are still being submitted by applicants. 2022-23 Council will add the final report data into the template and submit the Annual Report to the Dean.

<i>Proposal 5.3</i>	
Title:	2022-23 USESFCouncil Membership
Goal:	To confirm representatives for USESFCouncil in 2022-23
Whereas:	<i>From the USESFCouncil Terms of Reference:</i>

Design Team Leaders (or designates) must be in a leadership capacity associated with an undergraduate student design team that is ratified by the USSU. Collectively, the recognized design teams will appoint two members to serve on the USESF Council.

Discipline Society/Professional Association Leaders (or designates) must be in a leadership capacity associated with an undergraduate student discipline society or professional association that is recognized by the college. Collectively, the recognized discipline societies and professional associations will appoint three members to serve on the USESF Council.

SESS Executive Representative is defined in the SESS Constitution (Article 5, Section 4). The SESS Executive will appoint one member to serve on the USESF Council.

Undergraduate Student Representatives are undergraduate students representing the undergraduate student community at-large. They cannot serve in a leadership capacity on a design team or undergraduate student society/association during their term on the Council.

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.

Discussion:

Membership decisions are in progress.

Proposal 5.4

Title:	APEGS Engineering Student Experience Fund – Call for Applications
Goal:	To set the dates for APEGS Engineering Student Experience Fund, and to draft the email that will be sent to all students.
Whereas:	Council will be responsible for collecting applications and making funding recommendations to the decision committee.

Discussion:

Council set the dates and drafted the call for applications.

6. Old Business

7. Discussion

8. Adjournment

The Chair would like to entertain a motion to adjourn the USESF Council meeting at 1:35 pm

Moved: Nick Guthro

Secunder: Simon Mann

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