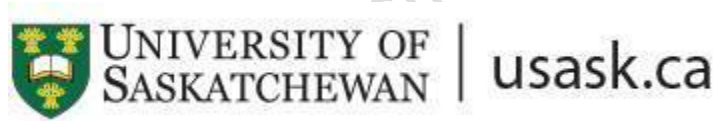


Minutes

USESFC Council Meeting

October 21st, 2023



Approved by USESFC Council on February 25, 2024

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
 - Proposal 6.1
 - Proposal 6.2
7. Discussion
8. Adjournment

Approved by USESF Council on February 25, 2024

1. Call to Order

The Chair of the USESF Council Meeting calls the meeting to order at 1:07 pm.

2. Call for Quorum

Date: October 21, 2023

Quorum: 6

Position	Name	Present
SESS Executive Representative	Ethan Selinger	Y
Design Team Leader (QST)	Max Kazuska	Y
Design Team Leader (USST)	Arliss Sidloski	Y
Design Team Leader (HFR)	Natasha Hebert	Y
Discipline Society/ Professional Association Leader (EnvESS)	Kolby Eberle	Y
Discipline Society/ Professional Association Leader (MESA)	Harry Zheng	Y
Discipline Society/ Professional Association Leader (CSCE)	Ryan Newton	Y
Discipline Society/ Professional Association Leader (ChESS)	Amelia Fauth	Y
Undergraduate Student	Kenneth Rohatensky	Y
Undergraduate Student		

* indicates proxy

3. Adoption of the Agenda

<i>Proposal 3.1</i>	
Title:	Adoption of the Agenda
Mover:	Arliss Sidloski
Second:	Ken Rohatensky
Goal:	To establish the order of proceedings for the USESF Council Meeting.
BIRT:	The Agenda be adopted as circulated.
Result:	CARRIED
For:	9
Against:	0
Abstain:	0

Discussion:

4. Approval of Previous Minutes

<i>Proposal 4.1</i>	
Title:	Approval of Previous Minutes
Mover:	Ryan Newton
Secunder:	Ethan Selinger
Goal:	To approve the Minutes from prior official USESF Council Meetings
BIRT:	The Minutes of February 26, 2023 be approved and made public.
Result:	CARRIED
For:	8
Against:	0
Abstain:	0

Discussion:

5. New Business

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

Discussion: None.

<i>Proposal 5.2</i>	
Title:	Review USESF Council Terms of Reference and guidelines for funding
Goal:	To familiarize USESF Council members with the Terms of Reference and the guidelines that will guide the USESF Council's actions for the year.
Whereas:	<p>USESFCouncil is responsible for 5 activity funds:</p> <ul style="list-style-type: none"> • USESF • APEGS Student Experience Fund • Stan Nakrayko Engineering Extracurricular Student Group Project Support Fund • Engineering Undergraduate Experiential Learning Fund
Attachments:	<p>USESFCouncil Terms of Reference, April 2022 version USESF Guidelines and Procedures, April 2022 version APEGS Student Funding Procedures</p>

Discussion: None.

<i>Proposal 5.3</i>	
Title:	Application Review and Ranking
Goal:	To confirm the funding allocations ranking and recommend the list to the Dean.
Whereas:	<p>A call for applications was sent to Engineering students on September 23, 2022. Council received the following applications:</p> <ul style="list-style-type: none"> • 34 USESF applications <ul style="list-style-type: none"> ○ Total funding requested: \$88,694.10 ○ Total funding available: \$32,000 • 10 APEGS Student Experience Fund applications <ul style="list-style-type: none"> ○ Total funding requested: \$22,442.98 ○ Total funding available: \$33,000 • 1 Engineering Undergraduate Experiential Learning Fund applications <ul style="list-style-type: none"> ○ Total funding requested: \$11,200 ○ Total funding available: \$5,000 • 4 Stan Nakrayko Engineering Extracurricular Student Group Project Support <ul style="list-style-type: none"> ○ Total funding requested: \$470 ○ Total funding available: \$2,000 • 1 Don Seaman Award for Engineering Team Projects <ul style="list-style-type: none"> ○ Total funding requested: \$24,200 ○ Total funding available: \$2,000

Discussion: A second call for APEGS Student Experience Fund applications will be sent to students to use the remaining funding for 2023.

<i>Proposal 5.4</i>	
Title:	Funding Allocation Recommendation
Mover:	Ken Rohatensky
Secunder:	Arliss Sidloski
Goal:	To confirm the funding allocations ranking and recommend the list to the Dean.
BIRT:	USESF Council recommends the Round 1 2023-24 comprehensive funding allocation list to the Dean.
Result:	CARRIED
For:	9
Against:	0
Abstain:	0

Discussion: None.

6. Old Business

<i>Proposal 6.1</i>	
Title:	USESF Council Annual Report
Mover:	
Secunder:	
Goal:	To prepare the 2022-23 USESF Council Annual Report with data from the final reports and submit the report to the Dean.
Whereas:	<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.”</p> <p><i>From the Terms of Reference</i></p>
BIRT:	USESF Council submits the 2022-23 USESF Annual Report to the Dean.
Result:	
For:	
Against:	
Abstain:	

Discussion: Tabled to next meeting.

<i>Proposal 6.2</i>	
Title:	USESF Council Membership
Goal:	To confirm representatives for USESF Council in 2023-24
Whereas:	<p><i>From the USESF Council Terms of Reference:</i></p> <p>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.</p> <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.</p>

Discussion: Tabled to next meeting.

7. Discussion

8. Adjournment

The Chair would like to entertain a motion to adjourn the USESF Council meeting at 4:58 pm

Approved by USESF Council on February 25, 2024