

Accountability General Meeting 2014

November 12, 2014 - Minutes

Meeting called to order at 1918

Quorum for General Meeting of 50 present members was not met (approximately 24 members present). All motions tabled indefinitely.

Presentation by the Officers

- a. Teresa Nguyen – President

Presentation attached in Annex A.

Questions from attending Members:

Can you elaborate on the expected transition from the Temporary Levy Fund (TLF) to the Skule Endowment Fund (SEF)?

The TLF is for capital projects to enhance hands-on aspects of the curriculum. The SEF was set up to replace the need for the TLF. However, due to the \$1M donation from the SEF to the Centre for Engineering Innovation and Entrepreneurship (CEIE), the replacement of the TLF using interest from the SEF has been delayed. More will be elaborated by the VP Finance.

What is our situation with the Canadian Federation of Engineering Students (CFES)?

Previously, it was decided that fees would not be paid to CFES as they do not provide much benefit for the cost. Fees have now been paid to CFES in order to have our students allowed to compete in the Canadian Engineering Competition (CEC). In the short term, paying these fees in order to compete in CEC is fine but is not a long term solution. Federal and Provincial engineering student groups are now discussing how to move forward.

What is our situation with the University of Toronto Student Union (UTSU/SAC)?

The Provost has released a report that discusses the Student Summit. The situation is now in the hands of the administration so it is a time issue as well as a continued advocacy issue.

- b. Mehran Hydari – Vice President, Finance

Presentation attached in Annex B.

Questions from attending Members:

Can you elaborate on student food deals?

The Engineering Society has secured discounted rates for students at several vendors (ie. Pizza Nova, sushi place across from Wallberg, etc) and these deals are open to all students and student groups within Engineering Society.

During presentation, you discussed budget surplus. Can you elaborate on that?

In the previous year, club funding was allocated early in the year but by the end of the year, for whatever reason, clubs no longer needed the money they requested. As a result, the money was leftover. I am currently looking for ways reallocate these funds to other club applications if this occurs again.

If we have a surplus, could we not lower membership fees?

The president and I will be discussing this option this month.

Last year, it seemed that many students saw the SEF refunds as “free money” and were not aware of where this money was really going. Do you have a plan regarding that for this year?

We intend to create a webpage showing what the SEF will be used for. Furthermore, currently, projects that are funded by the SEF require that departments display a plaque indicating that students paid for the project. We will be stricter on this requirement for departments.

Can you elaborate further on the President’s comments regarding the SEF replacing the TLF?

Currently the TLF accounts for \$600k for capital projects towards student curriculum. However, the SEF only accrues about \$40k in interest a year and this will be further reduced due to the principal capital being drawn in order to contribute to the donation for the CEIC. It will take time for the principal to grow enough for the interest payments to replace the TLF.

c. Ryan Gomes – Vice President, Academic

Presentation attached in Annex C.

Questions from attending Members:

Can you elaborate on some of your election platform points regarding improved teaching and addressing the academic appeals process?

For improved teaching, we are currently working with the Teaching Methods and Resources Committee (TMRC). For improving the appeals process, I have talked to the faculty about that and this is a long term process to improve it so it will span several VP Academic terms. I have got the process started.

I have concerns over the various meetings you have missed.

I have been busy with my own academics but have had representatives at all the missed meetings. I will be working to better manage my time.

Of all the Canadian Engineering Accreditation Board (CEAB)’s areas of focus for our education, which area do you think we should be emphasizing in our curriculum?

Professionalism, this is what will carry us through our careers.

d. Karan Shukla – Vice President, Communications

Presentation attached in Annex D.

Questions from attending Members:

What was your lowest mark in school?

50% for midterm, 3/20 on a quiz.

There have been issues with the website and the webmaster. Can you elaborate on that?

He has been doing the minimum required of him by the bylaws and not communicating with me about his work. There will be a motion at the November Board of Directors meeting to remove him.

I have noticed a step back in the presence of the Cannon (newspaper). Can you elaborate?

The directorship has had issues with key members resigning during the summer. I will be working with the editor to make a stronger marketing approach for the rest of the year.

What will your action items be for the rest of the year in managing your directors as it seems to be an issue?

I will be having more frequent meetings and try to increase communications with my project directors.

- e. Cory Sulpizi – Vice President, Student Life

Presentation attached in Annex E.

Questions from attending Members:

Can you elaborate in this International Committee you are working on?

We are working with the Center for International Experience (CIE) as they do not have access to the engineering community to help exchange/international students to connect to our strong community. We will help them integrate with the Skule community at large.

What do you think your biggest failure this year has been?

I could have better supervised the organization of Orientation (F!rosh Week). I would suggest for future VP Student Life to have monthly meetings during the summer and to follow up on deadlines with the Orientation Chair. Just overall, better personal time management.

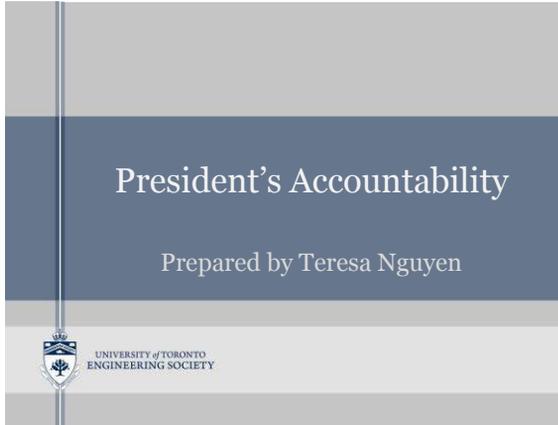
Closed Member Discussion

All officers left the room for the discussion and feedback session. The feedback was recorded by the Chief Returning Officer and his report is attached in Annex F.

Motions 4-8 are tabled indefinitely due to the meeting not achieving the quorum requirements for a General Meeting.

Meeting adjourned at 2038.

Annex A



Overview

- Context
 - Core issues
 - EngSoc's Position
- Role of the President so far
 - What's been accomplished
- What's next?



Core Issues

- Balance between long-term and short-term, initiatives, projects and goals
- Closing the gap between EngSoc and Discipline Clubs
- Need for change in leadership/representational style to the Faculty
- Deter increasing mediocrity in Society's transition documents (because Engineers go for excellence)
- Breaking down barriers for other student leaders



EngSoc's Position

- 2011, Academic Plan released by the Faculty
- 2011, we left the "Provincial EngSoc" – Engineering Student Societies' Council of Ontario (ESSCO)
- 2012, Canadian Engineering Accreditation Board review
- 2013, Fee Diversion Referenda from SAC
- 2013, reduction of Temporary Levy Fund \$150 to \$125
- 2013-2014, \$1 million to Centre of Engineering Innovation and Entrepreneurship
- 2013, Frosh Week 1T3 was targeted due to the media across Canada



President as a Representative

Campus Student Groups

- *St. George Round Table of Student Presidents*
- *Varsity News*

Professional Engineering Organizations

- *Engineering Alumni Association*
- *Engineering Student Societies' Council of Ontario*
- *Canadian Federation of Engineering Students*
- *Professional Engineers of Ontario*
- *Other EngSocs in Ontario*

• Recent Events:

- *Governing Council*
- *Alumni Donors Reception*
- *Remembrance Day*



President as a Representative

- *Dean's Office*
- *Vice-Dean, Undergraduate (Susan McCahan)*
- *Registrar (Tom Nault)*
- *Alumni Office and Advancement Office*
- *SF/GB Property Manager (Nadeem Ahmed)*
- *Campus Police*
- *Office of the Provost (Cheryl Regher)*
- *Office of the Vice-Provost, Students (Jill Matus)*
- *Office of Student Life (David Newman)*

Annex A



President as a Representative

- *To our own members*
- *Showing relevance of EngSoc governance to engineering activities*
- *Work hard play hard*



President as an Enabler

- *Tightening communications with Discipline Club Chairs*
- *World Pride interschool social June 2014*
- *Homecoming 2014*
- *Finding involvement opportunities in my ideas for deliverables:*
 - *Adhoc Committee to produce Matriculation video*
 - *Alumni Outreach to strengthen communication of opportunities*
 - *Engineering to Policy to produce archivables (inspired by original EngSoc transactions publication)*
 - *Field trip to Tom Fischer Library, requesting ideas of Archivist*
 - *Providing ideas to Cannon Publications*
 - *Skule Documentary (?)*



President as Quality Control

- Relations with other student organizations on this Campus for:
 - Best practices of academic advocacy
 - Holding SAC accountable
- Liaising with Faculty, providing documentation for public concerns regarding Orientation
- Final read through of major societal transition documents (F!rosh Handbook, Class Rep Handbook, Clubs Handbook, Temporary Levy Fund Proposal Package)
- Discipline Club Constitutions



President as “a Chess Player”

- *Ie., Strategist*
- *Encouragement of strong branding*
- *Timing of elections**
- *Suggestions between Officer portfolios to coordinate budget, to marketing messages, to the social opportunity, to sharing best practices and collecting feedback on how academics go.*
- *Academic Advocacy Review Report***



What’s next?

- Academic Advocacy Review Report**
- Awards Criteria, EngSoc Reception for Council and Alumni
- Quality control over elections and transition documents templating
- Defining Alumni Outreach for our Constitution
- Review of Business Manager for equitable compensation
- **Skule Documentary (?)
- Multidisciplinary Capstone Advocacy
- **working with VP Finance on major TLF proposals and SEF committee structure



Constitutional Role

- As stated in the Bylaws:
 - 1.0.1. The President is responsible for:
 - a. Giving **direction** to the Society;
 - b. **Correspondence** on behalf of the Society;
 - c. **Transition** of the Engineering Society;
 - d. **Liaising with the Faculty and University** in any matter not concerning academics; and
 - e. **Liaising with campus organizations** of which the Society is a member or with whom it has interactions.
 - 1.0.2. The President shall wear the White Fireman’s Hardhat at all Meetings.
 - 1.0.3. The President shall have the authority to execute any action or act on the Society’s behalf in any matter authorized by the Constitution, Bylaws, or General Resolution of the Board unless it has been specifically assigned to another person.

(from Bylaw 4 – Officers)

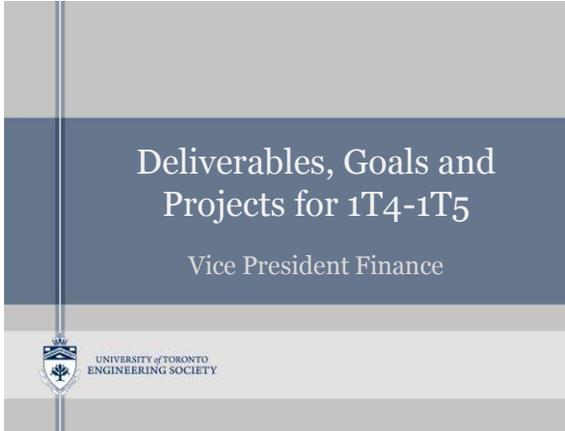


Experience and what I offer

- *Hi-Skule Director 1T3-1T4*
- *Vice Chair Civ Club 1T2-1T3*
- *At Large Board Rep, 1T1-1T2, 1T2-1T3*
- *TrackOne 1T4 Class Rep*

- *Orientation Head Leedur 1T2, 1T3*
- *Writer for the Cannon Publications*
- *Server/Manager for Suds*
- *Concrete Canoe/Skule Orchestra*

Annex B



Deliverables

- Oversee Engineering Society Budget
 - Process over 70 club funding applications (to date, one more round is pending)
 - Review (and help facilitate) budgets
 - Discipline Clubs
 - Project Director Budgets
 - Completed audit for the 1T3-1T4 fiscal year



Deliverables

- Oversee Engineering Society Budget
 - Reviewing special projects and conference funding applications on an ongoing basis
 - Helped Orientation facilitate their budget
 - Clubs Orientation for the fall and winter semesters (winter session is WIP)



Deliverables

- Oversee commercial operations and sponsorship
 - Obtained licensing permit for café
 - Clothing deal for clubs and directorships
 - Zipcar membership available for commercial operations, project directors and clubs
 - Food deals renewed with Subway and Pizza Nova (new deal with Top Sushi)
 - Sponsorship for all publications
 - Sponsorship from National Bank



Goals

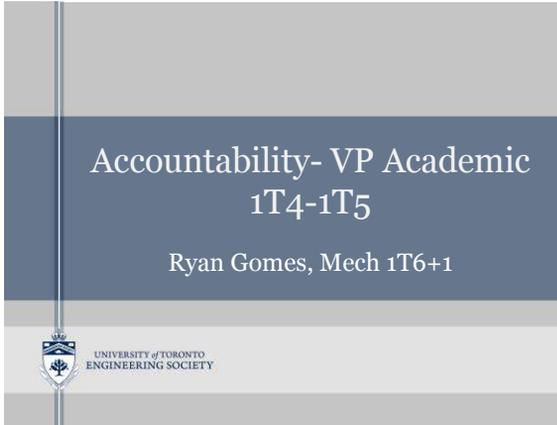
1. Increase quality and approval rate of Temporary Levy Fund Applications
2. Promote a culture of community and transparency for the Engineering Society
3. Optimize budget allocations towards club funding, special projects funding and conference funding
4. Provide an exceptional transition for Finances for next year (Orientation, Clubs, Directors, VP Finance)



Projects

1. Lead implementation of centralized club funding
2. Modify procedure for Skule Endowment Fund Refunds to streamline process for efficiency
3. Increase financial transparency for Commercial Operations
4. Simplify tax and sponsorship for clubs and directorships
5. Referendum for Skule Endowment Fund and Temporary Levy Fund

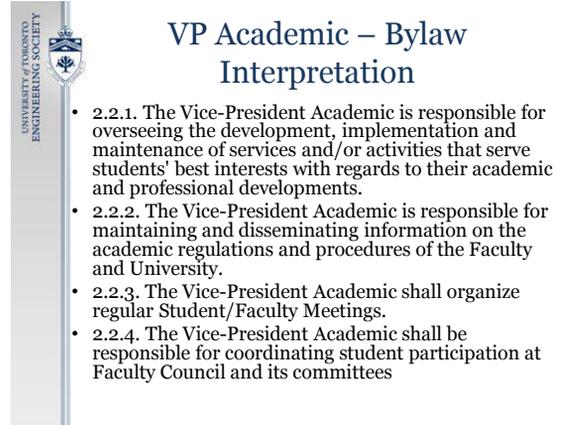
Annex C



Accountability- VP Academic
1T4-1T5

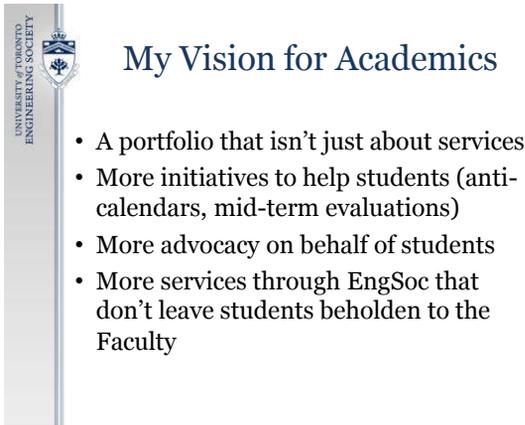
Ryan Gomes, Mech 1T6+1

UNIVERSITY OF TORONTO
ENGINEERING SOCIETY



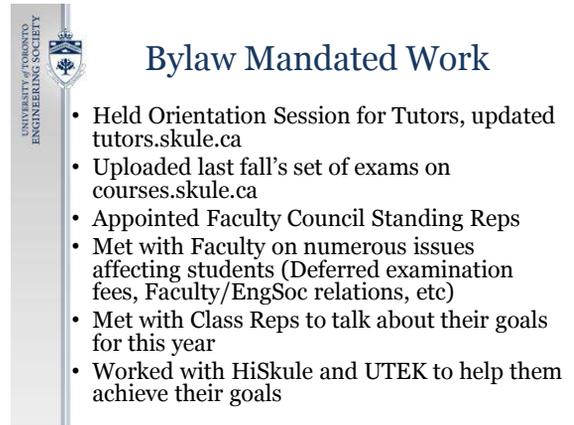
VP Academic – Bylaw Interpretation

- 2.2.1. The Vice-President Academic is responsible for overseeing the development, implementation and maintenance of services and/or activities that serve students' best interests with regards to their academic and professional developments.
- 2.2.2. The Vice-President Academic is responsible for maintaining and disseminating information on the academic regulations and procedures of the Faculty and University.
- 2.2.3. The Vice-President Academic shall organize regular Student/Faculty Meetings.
- 2.2.4. The Vice-President Academic shall be responsible for coordinating student participation at Faculty Council and its committees



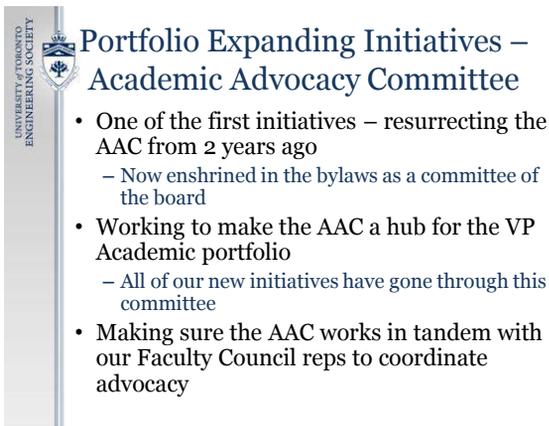
My Vision for Academics

- A portfolio that isn't just about services
- More initiatives to help students (anti-calendars, mid-term evaluations)
- More advocacy on behalf of students
- More services through EngSoc that don't leave students beholden to the Faculty



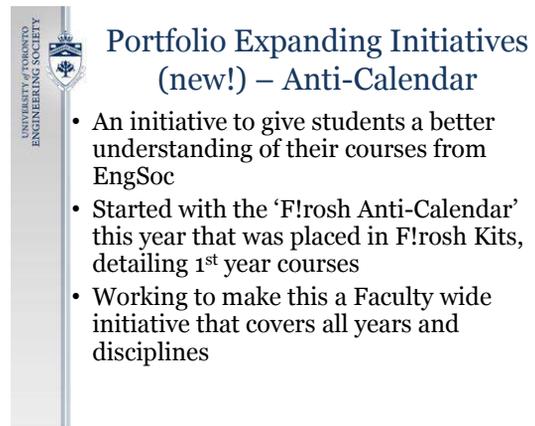
Bylaw Mandated Work

- Held Orientation Session for Tutors, updated tutors.skule.ca
- Uploaded last fall's set of exams on courses.skule.ca
- Appointed Faculty Council Standing Reps
- Met with Faculty on numerous issues affecting students (Deferred examination fees, Faculty/EngSoc relations, etc)
- Met with Class Reps to talk about their goals for this year
- Worked with HiSkule and UTEK to help them achieve their goals



Portfolio Expanding Initiatives – Academic Advocacy Committee

- One of the first initiatives – resurrecting the AAC from 2 years ago
 - Now enshrined in the bylaws as a committee of the board
- Working to make the AAC a hub for the VP Academic portfolio
 - All of our new initiatives have gone through this committee
- Making sure the AAC works in tandem with our Faculty Council reps to coordinate advocacy



Portfolio Expanding Initiatives (new!) – Anti-Calendar

- An initiative to give students a better understanding of their courses from EngSoc
- Started with the 'F!rosh Anti-Calendar' this year that was placed in F!rosh Kits, detailing 1st year courses
- Working to make this a Faculty wide initiative that covers all years and disciplines

Annex C



Portfolio Expanding Initiatives (new!) – Mid-term Evaluations

- A way to both maintain the anti calendar initiative as well as strengthen our feedback to the Faculty
- EngSoc's 1st ever mid-term evaluations were piloted on first year courses this term
 - Collected quantitative and qualitative data
- The results will be disseminated by the AAC to class reps and (by extension) profs



Where Could I Have Done Better?

- The Frosh anti-calendar was a little rushed, so discipline club consultation, Frosh Handbook consultation and wider feedback fell through the cracks
 - I've already worked on doing better consultation for these initiatives, such as mid term consultation
 - Will continue to work on improving communication with stakeholders, such as discipline clubs and Handbook
- I have had to miss some Faculty Meetings due to Skule etc.
 - I take full responsibility for my absence. Skule comes first but need to do better on this item



Summary

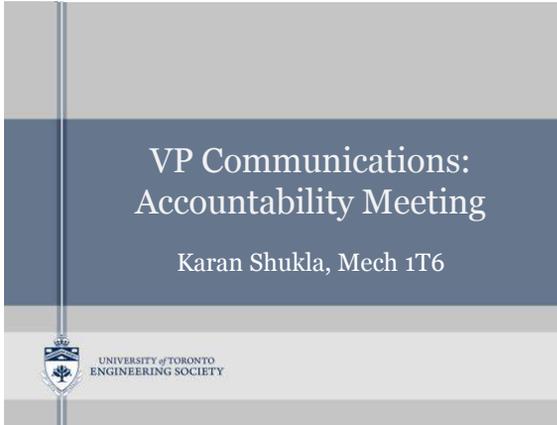
- I have performed all of the duties detailed in the bylaws
- I have worked to expand my portfolio with service based initiatives to help students
- I am continuing to improve the way I do my job
- I have had a great time working with everyone in EngSoc and hope to continue doing so

Academics + Advocacy = 😊

Questions?



Annex D



VP Comm – My Interpretations

- Secretary work
- Social Media & Marketing
- Liason between students and EngSoc
- Management of Project Directors (Cannon, Skulebook, Toike)

What I've achieved up until now

- Made Skule.ca faster and more responsive for everyone
- Cleaned up multiple pages in Skule.ca
- Created new EngSoc T-Shirts (people seem to like them)
- Consolidated the Big Pit Projector for Frosh Week

Secretary Work

- Changed the minutes style
- Continually improving my minutes
- More transparent minutes
- Quicker turnaround for the minutes after approval
- Continually updating the website with newer versions of bylaws (in coop with Pres, Speaker and CRO)

Social Media & Marketing

- Updating the website to be clearer
- Engaging the twitter community more with Hootsuite
- Increasing awareness of the plasma, digest & poster policy
- Increased engagement of students within the facebook groups with transparency
- More concise, easy to read mass mails

Liaising with the student community

- Quicker replies to questions (less forwarding to others)
- Directing more people to the website to increase its presence
- Getting more involved with Skule to show spirit
- Ensure students better understand campus politics' effects on their schooling

Annex D

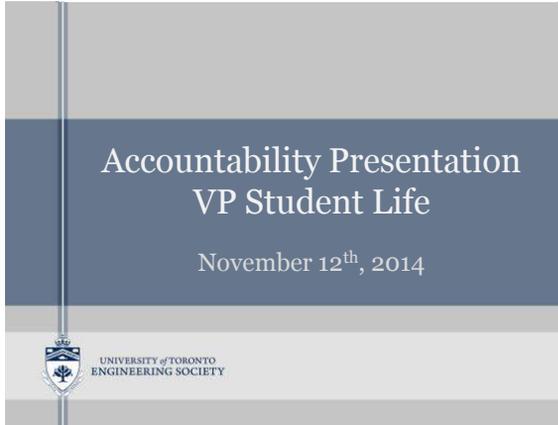


Management of Directors

- Less authoritative approach
- Still making sure things on track (or trying to)
- Getting more involved (contributing to Toike/Cannon etc...)
- Learning as I go along



Annex E



Agenda

- Items to Date
- Issues to Date
- Upcoming Projects, Goals



Items to Date

- **Lockers**
 - Installed a set of lockers for clubs + directorships to use
- **Skule.ca/clubs**
 - Improved the process for getting our clubs listed on our website
 - Some issues to date; will discuss
- **Zipcar**
 - For Suds, and various activities around Skule



Items to Date

- **NewTP**
 - Space was allocated clubs to try to ensure fairness to all clubs. As you could imagine, there were a number of complications, most of which have been resolved. I'm hoping to have another "Town Hall" meeting to discuss issues in preparation for next semester.
- **Club Funding**
 - Working with Mehran, Departments, Office of the Dean, and Alumni Office to create a central club funding process



Items to Date

- **Club Affiliation**
 - On-going, some changes to be made. Will discuss
- **Orientation**
 - Went well overall, many changes are / were discussed, and will have an action plan and a few recommendations for the next OC
- **Homecoming**
 - Assisted with the planning of this new initiative, hopefully will see growth in future years if we can keep running it year after year



Items to Date

- **Cannonball**
 - Contract signed, planning on-going
- **Gradball**
 - Contract signed, planning on-going
- **SCORE**
 - Events on-going
- **Skule Kup**
 - Events on-going

Annex E



Issues to Date

- Skule.ca/clubs
 - Not updated regularly, requires a fair amount of menial work to update
- NewTP
 - Possible conflict between Skule Music clubs and Design Clubs in the future; so far no complaints



Issues to Date

- Orientation
 - Concerns over lack of communication and liaising between EngSoc execs and Orientation
 - Various others; discussed in Orientation report
- Cannonball
 - Drink prices were not written in contract; we'll be stuck with higher drink prices than anticipated
- Gradball
 - Contract took a long time to be signed; consider putting a firmer deadline for next year



Upcoming Projects, Goals

- Transition the above, and additional, notes
 - The “Issues to Date” should be carried on to next year and should be rectified
- Better transitioning for all EngSoc directorships
 - For similar reasons as above, we should ensure that items are carried forward through transition
 - This includes standardizing director reports and having a drive for directorships that officers can access, so that officers are also able to know what has gone wrong in the past



Upcoming Projects, Goals

- Clubs Handbook
 - Similar to a transition report, this should act as a “transition document” for clubs with new leaders
 - Basically a field guide to how to navigate EngSoc as a club leader
 - Has previously been attempted to be finished but never done. Hopefully a completed report can be modified year to year



Upcoming Projects, Goals

- International Students Committee
 - Plan some events or initiatives to better allow international students to integrate themselves into life at Skule
- (Possible) Get an ACE AV Account
 - Have already tried, ACE rejected it
 - Hopefully will follow up with the faculty to discuss how to obtain an account



Upcoming Projects, Goals

- Changing affiliation process for next year to ensure clubs get affiliated in time
 - Do it in “rounds”
 - Should prevent issues like not having our clubs on the website before frosh week, clubs not being able to go to Clubs fair
 - Should make it easier to manage for VPSL, so they can focus on projects
- Revisiting Affiliation requirements
 - Discuss with the board who should be affiliated and what should be expected of affiliated clubs

Annex E



Upcoming Projects, Goals

- Clubs Orientation in January
 - Alumni presentation, transition presentation by the Faculty, presenting Combined Club Funding
- Revamp directors.skule.ca (skule.ca/committees)
 - Similar to clubs.skule.ca, improve the outreach of our directorships here at Skule

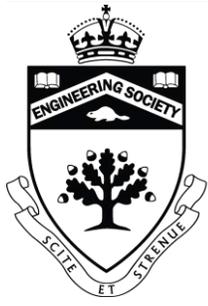


Upcoming Projects, Goals

- Continuing to update clubs.skule.ca
- Continued improvements to 256 McCaul
 - Town hall meetings to discuss current issues
 - Improvements to the space and scheduling of the space to ensure every club is well equipped and to minimize conflicts in the space
- Further Projects as time goes on
 - As more issues and opportunities for improvement present themselves
 - More consultation with clubs, directors and community leaders as time goes on



Questions?
Comments?
Ideas?



Chief Returning Officer

University of Toronto Engineering Society
B740 Sandford Fleming Building
10 King's College Road
Toronto, Ontario, Canada M5S 3G
cro@skule.ca
elections.skule.ca

Report regarding Accountability General Meeting held November 12, 2014.

The following is a summative report of the information gathered during the closed member discussion on the performance of the Society Officers for the 2014-2015 academic year. All the information provided below is a collection of the statements given by Members present at the meeting and while representative of concerns from the Members, is in no way proportionally representative of the views of all Society Members.

This report has been reviewed by the Chief Returning Officer and has been summarily presented to the Officers as anonymous feedback. No records of specific individuals giving comments were maintained. The views in this report are in no way representative of the views of the Chief Returning Officer.

Executive Summary

Overall, all the Officers have performed their duties well. They have represented the views of the Engineering Society well and have pursued initiatives to benefit the Society Members. However, a significant number of individuals and groups have noticed a lack of team dynamics and have, at times, affected the efficiency and public view of the team.

Positional Review

President – Teresa Nguyen

The President has done a good job so far during her term. She has pushed to open the Society leadership to be more open and inclusive to all Members. She is commended for her outreach efforts, especially towards First Year students. She is very energetic in her position and has presented many good ideas and initiatives. However, she is viewed to be stubborn and closed-minded in some situations. While her ideas are welcomed, she is encouraged to be more receptive towards inputs from other Members, especially when she feels very strongly about an initiative. As the perceived leader of the Executive Committee, she needs to work to resolve any differences and tensions that may exist within the Officer team. Beyond the team dynamic issues within the Executive Committee, the President has done well in her role and encouraged to continue her strong motivation for her position.

Vice President, Finance (VPF) – Mehran Hydary

The VPF has performed well in his role. He has been very responsible of the Finance portfolio and is observed by the membership to be very calm and focused on the maintenance of the Society's finances. He is very knowledgeable of all financial matters of the Society. From this, there are mixed opinions of his performance in comparison to previous VPF. While the work the VPF has done is very clear and methodical, Members would have liked for him to self-identify areas in which he has struggled and can improve in. Overall, the VPF has done well in keeping the Society financially on track during his term.

Vice President, Academic (VPA) – Ryan Gomes

The VPA has done well with his position. He has many good ideas, products, and initiatives in progress and the Members are eager to see the outcomes of those projects. While the VPA has started many interesting projects, Members have noted an issue with his personal time management. He was criticized for his absence in critical meetings of his portfolio but he did indicate he had representatives present in his stead. The VPA is encouraged to reevaluate all the initiatives he has progressing and identify the ones that are crucial in terms of their widespread effect on Society Members and to pursue those that have a wider reach. It was also suggested that he consult more

senior students, both within and outside the Society, to identify best practices to implement his goals. Overall, the VPA has made a good start in his term but he needs to address his possible over-ambition moving forward with the year.

Vice President, Communications (VPComm) – Karan Shukla

The VPComm has performed his primary duties well but needs major improvements in his supervisory and leadership role. Members identified a lack of keeping the Society thoroughly informed of events. The VPComm identified the issue of mass mailing as a nuisance to Members. However, Members present indicated that this was not the case and preferred being informed in a timely fashion over the nuisance of mass mails. Overall, the VPComm is recommended to take a much more proactive approach to the overview of his directorships. Numerous issues were noted ranging from the poor maintenance of the Skule website by the Webmaster to issues with meeting deadlines by publication Directors. The VPComm needs to provide a greater level of support to his directors and not merely staying informed of their progress through meetings. It was highly suggested that the VPComm reevaluate his leadership approach in this regard.

Vice President, Student Life (VPSL) – Cory Sulpizi

The VPSL has performed his duties well. He has been very helpful and approachable to Members who are new to the Society or to its operations. He has shown an excellent level of enthusiasm and has planned and developed good initiatives. He was commended by Members for working to keep Members informed of Society events. His areas of improvement were all self-identified, including remediating actions. He is encouraged to continue his good work and to address the areas he had identified for improvement.

Conclusion

The Officers of the Society have worked very hard to be transparent in their work and have done a good job with their respective portfolios. With the issues and suggestions from the Members, each Officer is encouraged to evaluate their current methods and adapt them accordingly to address the key areas identified above. As a team, the Officers need to address any issues or tensions that exist within the Executive Committee in order to present a strong, united public stance to benefit the Society. All the officers are encouraged to keep up their strong efforts for the remainder of the year.

Following the verbal review of this document with the Officers during the Accountability General Meeting, this report is authorized to be released in print to all Society Members as of the undersigned date.

// Original Signed // , **November 17, 2014**

Matthew J Lee
Chief Returning Officer
Engineering Society | University of Toronto