
**Tuesday, November 27, 2018
6:00PM
Council Chambers, University Hall**

We would like to respectfully acknowledge that our University and our Students' Union are located on Treaty 6 Territory. We are grateful to be on Cree, Dene, Saulteaux, Métis, Blackfoot, and Nakota Sioux territory; specifically the ancestral space of the Papaschase Cree. These Nations are our family, friends, faculty, staff, students, and peers. As members of the University of Alberta Students' Union we honour the nation-to-nation treaty relationship. We aspire for our learning, research, teaching, and governance to acknowledge and work towards the decolonization of Indigenous knowledges and traditions.

LATE ADDITIONS (SC-2018-14)

2018-14/0 **SMUDGING CEREMONY**

2018-14/1 **SPEAKERS BUSINESS**

2018-14/2 **PRESENTATIONS**

2018-14/2a ***Presentation Title:*** "ESS FAMF Presentation"

BHATNAGAR MOVES to allow the "ESS FAMF Presentation".

See SC-2018-14.02.

2018-14/2b ***Presentation Title:*** "Exclusivity of Students' Council: Talking Circle and Brainstorming"

Presenters:

- Cheryl Makokis
- Katherine Belcourt

Abstract:

The Presentation will be a Talking Circle facilitated by Cheryl Makokis. The purpose of the talking circle will be to have an open discussion about how exclusive Council can be to Cultural/Ethnic/Sexual/Religious/Linguistic minorities, people with barriers to engagement, new Councillor's, and people that are not as well versed in Governance structures such as Council. Also; to brainstorm specific aspects of the current Students' Council structure that are in need of change, and ways that these changes can be implemented. Information on Talking Circles:

https://www.learnalberta.ca/content/aswt/talkingtogether/facilitated_talking_circle_fact_sheet.html

BELCOURT MOVES to allow the “Exclusivity of Students' Council: Talking Circle and Brainstorming” presentation.

2018-14/3 **EXECUTIVE COMMITTEE REPORT**

2018-14/4 **BOARD AND COMMITTEE REPORT**

2018-14/4a **KIM MOVES** to approve the First Alberta Campus Radio Association plebiscite question, on the recommendation of Bylaw Committee, as listed below.

"Do you support allocating \$1.25 per term of your Students' Union fees as the total annual S.U. financial grant to CJSR-FM88?"

See SC-2018-14.03.

2018-14/4b **KIM MOVES** to approve the Student Legal Services of Edmonton Fund plebiscite question, on the recommendation of Bylaw Committee, as listed below.

"Would you be willing to contribute \$0.75 per term to student Legal Services (a free legal clinic operated by law students) so that they can continue to provide free legal assistance and public legal education to the students at the University of Alberta and the community at large."

2018-b1/5 **OPEN FORUM**

2018-14/6 **QUESTION PERIOD**

2018-14/7 **BOARD AND COMMITTEE BUSINESS**

2018-14/8 **GENERAL ORDERS**

2018-14/9 **INFORMATION ITEMS**

2018-14/9a Vice-President, Student-Life - Report.

See SC-2018-14.01.

2018-14/9b ESS FAMF Presentation

See SC-2018-14.02.

2018-14/9c FACRA Plebiscite Question, 2018

See SC-2018-14.03.

2018-14/9d Engineering Students' Society Faculty Association Membership Fee Proposal, 2018-2019

See SC-2018-14.04.

Date: 23/11/2018

To: Students' Union Council

Re: Report to Students' Council

Hey Council!

Welcome to my report. Things have been going really swell on my end the last

1. Free Feminine Hygiene Products

I reached out to set up a meeting with Operations and Maintenance to discuss how something like this will look moving forward. Will report back once I have more details.

2. Gender Based Violence Week

In February, 2019, the Students' Union will be hosting a week of programming to spread awareness about Gender Based Violence, Sexual Health, Healthy Relationships, and more. I've been working with several student groups to bring their knowledge to students. If you or someone you know are interested in getting involved, please don't hesitate to reach out!

3. Residence

East Campus Students Association continues their rebuild year. We expect a full group of executives for the new year. Newton Place Residents are currently being asked to complete a survey to determine the most appropriate direction for the NPRA moving forward.

4. Campus Cup

Thanks to UASUevents for throwing an amazing Campus Cup! It was so great to see so many friendly faces and throw some dodgeballs around this weekend. Can't wait for next year.

5. InfoLink at CSJ

We will be meeting with Campus Saint Jean administration to determine the viability of bringing InfoLink services to CSJ students. Super excited to see where this goes. Hopefully something will be worked out for the new year!

6. City of Edmonton // Smart Fare // U-Pass

The City of Edmonton has been ensuring they will provide updates regarding the status of the Smart Fare transit program. This program is expected to go live for a pilot

sometime in the next year or two. Unfortunately, the City of Edmonton has been unable to provide any update for over 6 months. This is extremely frustrating for the Students' Union and UAlberta administration. We need to know the details about the new transit plan to make sure we can seamlessly and smoothly integrate a new system into our operations.

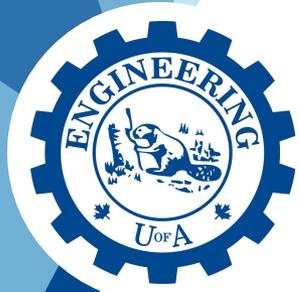
7. Closing

Thanks for reading my report! I wish you all the best in the last weeks of class.

All the best,



Andre Bourgeois
VP Student Life



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Faculty Association Membership Fee

(FAMF)

Background

- FAMF is paid by every on campus engineering undergraduate student
 - Currently paying \$7 / semester
- FAMF is an opt-out fee
- FAMF funds go to support a number of student services including ESS events, department clubs, and helps pay for different conferences and competitions
- A FAMF campaign was launched last year at \$20/semester and failed



Context

- Almost all faculties at the UofA have a version of FAMF
 - Supporting clubs and providing services
- Keeps the UofA competitive when it comes to student services
- The UofA faculty of engineering currently has the lowest FAMF fees in the country
 - Hurts our ability to provide services, fund events, and support student initiatives.



Benefits of Increasing FAMF

- Help to make the university experience better overall for all engineering students
- Fund more student events making them bigger and better
- Supports initiatives for the benefit of students.
- Support more students in going out to promote the UofA faculty of Engineering brand



Benefits of Increasing FAMF

Faculty Association Membership Fees (2017/2018)

Additional fees may be collected on behalf of student Faculty Associations. These Faculty Association Membership Fees are currently assessed for students in a number of faculties.

Faculty	Fall/Winter Fee Per Term (Full Time Students)	Fall/Winter Fee Per Term (Part Time Students)	Spring/Summer Fee Per Term (All Students)
Arts	\$2.50	\$2.50	N/A
Augustana	\$65.00*	\$65.00*	N/A
Business	\$10.00*	\$10.00*	N/A
Education	\$8.00**	\$8.00**	N/A
Engineering	\$7.00	\$7.00	N/A
Nursing	\$12.50**	\$8.50	N/A
Science	\$5.00	\$5.00	N/A
Law	\$50.00**	N/A	N/A

* Indicates that this fee is not assessed for Off-Campus students.

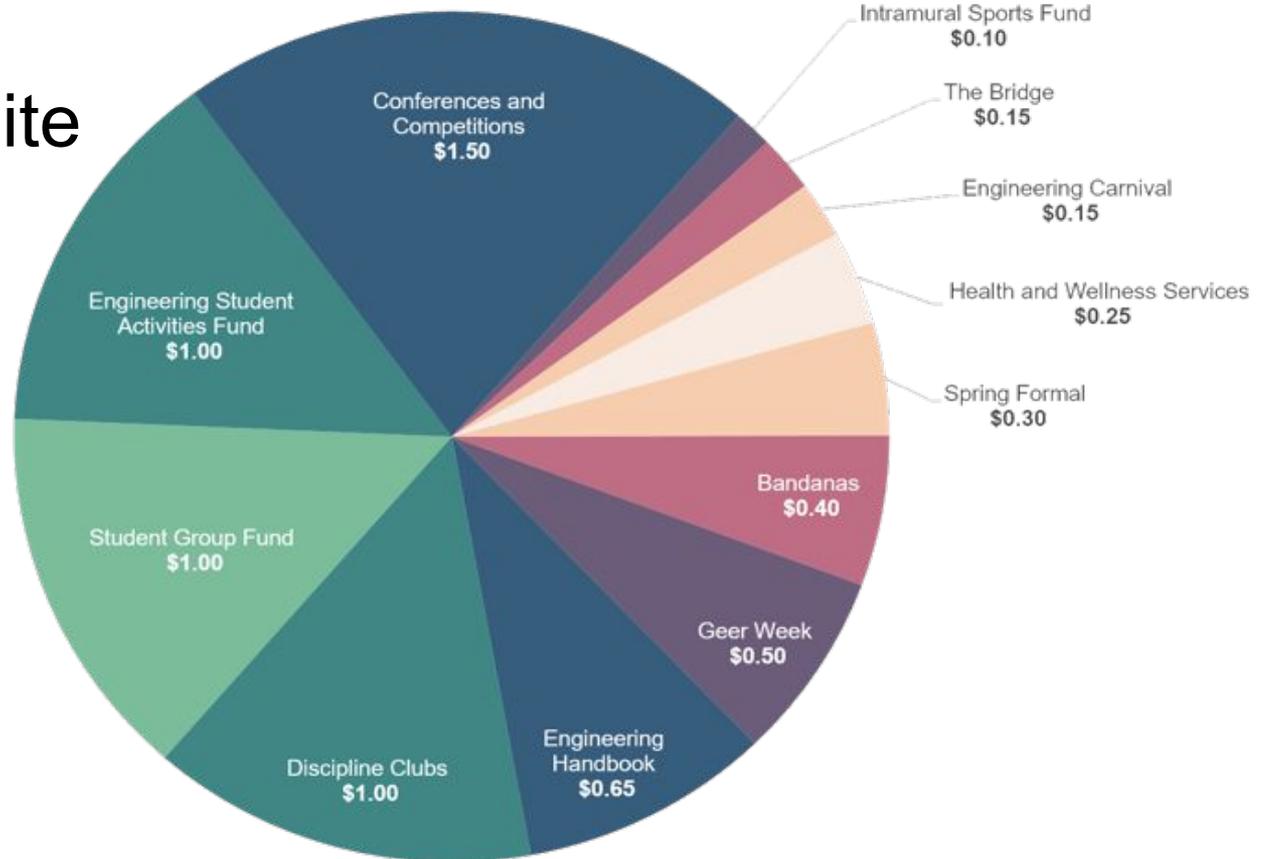
** Indicates that this fee is not assessed in the Winter Term.

<https://www.su.ualberta.ca/about/budgetsfees/fees/>



Current Model – \$7 / semester

- Can be found on ESS website

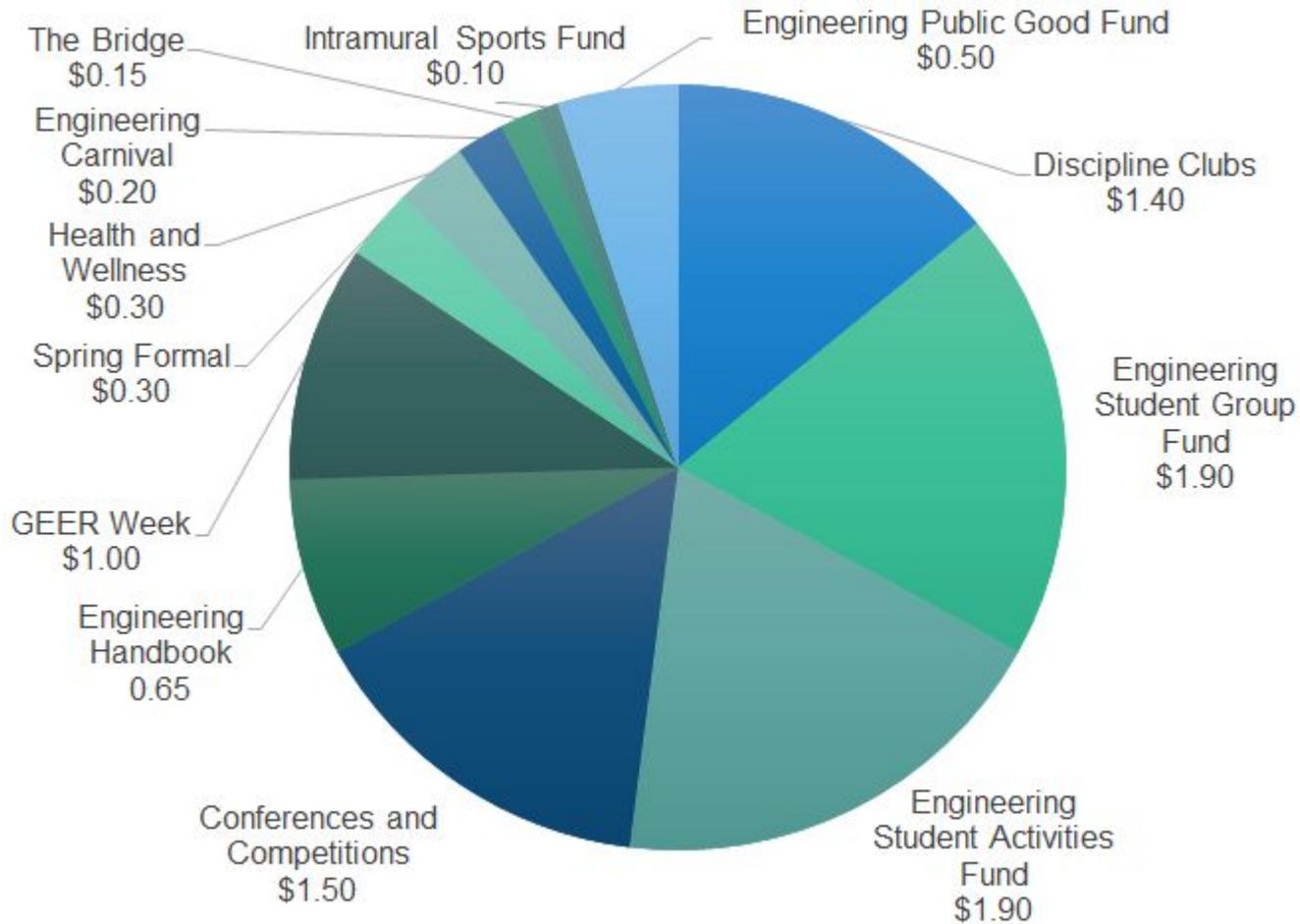


Scope

- Previous FAMF
 - 3 years (2016-2017, 2017-2018, 2018-2019)
 - \$7 per undergraduate engineering student
- Previous Proposal
 - 2 Year
 - \$20 per undergraduate engineering student
- Current Proposal:
 - 2 year FAMF (2019-2020, 2020-2021)
 - \$10 per undergraduate engineering student
 - Balance of room to grow and enough to support our current initiatives



Proposed Model - \$10 / semester



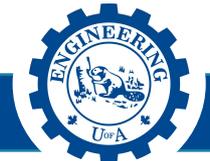
Engineering Public Good Fund

- New fund introduced for supporting student initiatives
- Any student can submit a proposal for purchases, initiatives or events
- Gives students the ability to make positive changes to their undergrad experience
- Allocated through ESS Board of Directors Funding Committee (tentative)



How we calculated our values

- Calculations assume a student population of 4,537 (This year's enrolment)
- Funds for the first year club will be split – ~30% of FAMF money per semester will be given to the club for normal operations & the remainder will be given to the first year retreat
- Funds from the independent students will be given to the ESS



Break Down: Changes

	Current Model	Proposed Model	Difference
Discipline Clubs	1.00	\$1.40	\$0.40
Engineering Student Group Fund	1.00	\$1.90	\$0.90
Engineering Student Activities Fund	1.00	\$1.90	\$0.90
Conference and Competitions	1.50	\$1.50	\$0.00
Engineering Handbook	0.65	\$0.75	\$0.10
Geer Week	0.50	\$1.00	\$0.50
Merch (Bandanas and Merch)	0.40	\$0.00	-\$0.40
Spring Formal	0.30	\$0.30	\$0.00
Health and Wellness Services	0.25	\$0.30	\$0.05
Engineering Carnival	0.15	\$0.20	\$0.05
The Bridge	0.15	\$0.15	\$0.00
Intramural Sports Fund	0.10	\$0.10	\$0.10
Engineering Public Good Fund	0	\$0.50	\$0.50



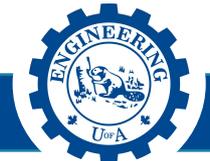
Break Down: Current

	Current Model	Per semester	Per Year
Discipline Clubs	1.00	\$ 4,537.00	\$ 9,074.00
Engineering Student Group Fund	1.00	\$ 4,537.00	\$ 9,074.00
Engineering Student Activities Fund	1.00	\$ 4,537.00	\$ 9,074.00
Conference and Competitions	1.50	\$ 6,805.50	\$ 13,611.00
Engineering Handbook	0.65	\$ 2,949.05	\$ 5,898.10
Geer Week	0.50	\$ 2,268.50	\$ 4,537.00
Merch (Bandanas and Merch)	0.40	\$ 1,814.80	\$ 3,629.60
Spring Formal	0.30	\$ 1,361.10	\$ 2,722.20
Health and Wellness Services	0.25	\$ 1,134.25	\$ 2,268.50
Engineering Carnival	0.15	\$ 680.55	\$ 1,361.10
The Bridge	0.15	\$ 680.55	\$ 1,361.10
Intramural Sports Fund	0.10	\$ 453.70	\$ 907.40
Engineering Public Good Fund			
Total:		\$ 31,759.00	\$ 63,518.00



Break Down: Proposed

	Proposed Model	Per semester	Per Year
Discipline Clubs	\$1.40	\$ 6,351.80	\$ 12,703.60
Engineering Student Group Fund	\$1.90	\$ 8,620.30	\$ 17,240.60
Engineering Student Activities Fund	\$1.90	\$ 8,620.30	\$ 17,240.60
Conference and Competitions	\$1.50	\$ 6,805.50	\$ 13,611.00
Engineering Handbook	\$0.75	\$ 3,402.75	\$ 6,805.50
Geer Week	\$1.00	\$ 4,537.00	\$ 9,074.00
Merch (Bandanas and Merch)	\$0.00	\$ -	\$ -
Spring Formal	\$0.30	\$ 1,361.10	\$ 2,722.20
Health and Wellness Services	\$0.30	\$ 1,361.10	\$ 2,722.20
Engineering Carnival	\$0.20	\$ 907.40	\$ 1,814.80
The Bridge	\$0.15	\$ 680.55	\$ 1,361.10
Intramural Sports Fund	\$0.10	\$ 453.70	\$ 907.40
Engineering Public Good Fund	\$0.50	\$ 2,268.50	\$ 4,537.00
Total:		\$45,370.00	\$ 90,740.00



Break Down: Difference

	Current Model	Proposed Model	Difference Per semester	Difference Per Year
Discipline Clubs	1.00	\$1.40	\$ 1,814.80	\$ 3,629.60
Engineering Student Group Fund	1.00	\$1.90	\$ 4,083.30	\$ 8,166.60
Engineering Student Activities Fund	1.00	\$1.90	\$ 4,083.30	\$ 8,166.60
Conference and Competitions	1.50	\$1.50	\$ -	\$ -
Engineering Handbook	0.65	\$0.75	\$ 453.70	\$ 907.40
Geer Week	0.50	\$1.00	\$ 2,268.50	\$ 4,537.00
Merch (Bandanas and Merch)	0.40	\$0.00	-\$ 1,814.80	-\$ 3,629.60
Spring Formal	0.30	\$0.30	\$ -	\$ -
Health and Wellness Services	0.25	\$0.30	\$ 226.85	\$ 453.70
Engineering Carnival	0.15	\$0.20	\$ 226.85	\$ 453.70
The Bridge	0.15	\$0.15	\$ -	\$ -
Intramural Sports Fund	0.10	\$0.10	\$ -	\$ -
Engineering Public Good Fund		\$0.50	\$ 2,268.50	\$ 4,537.00
Total:			\$ 13,611.00	\$ 27,222.00



Discipline Clubs: Proposed

	Number of students	Per Semester	Per Year	Funds Shared
Chemical	436	\$ 610.40	\$ 1,220.80	10%
Civil and Environmental	663	\$ 928.20	\$ 1,856.40	15%
Computer	298	\$ 417.20	\$ 834.40	7%
Electrical	500	\$ 700.00	\$ 1,400.00	11%
Engineering Physics	94	\$ 131.60	\$ 263.20	2%
First Year	1195	\$ 1,673.00	\$ 3,346.00	26%
Materials	110	\$ 154.00	\$ 308.00	2%
Mechanical	996	\$ 1,394.40	\$ 2,788.80	22%
Mining	111	\$ 155.40	\$ 310.80	2%
Petroleum	122	\$ 170.80	\$ 341.60	3%
Special	12	\$ 16.80	\$ 33.60	0%



Timeline

- AGM – September 12th
- FAMF Survey Sent Out – October 21th
- FAMF Town Hall – Late October, Early November
- Final Proposal Drafted – November 4th
- Request for Faculty Letter of Support – November 5th
- Present to SU Council – November 27st
 - Model can not change after this date
- SU Council Votes – December 11th
- Referendum – March (Along with ESS elections)
 - Only happens if SU votes in favour of our model
 - Majority approval (>50%), Minimum voter turnout of 15%



Current Support

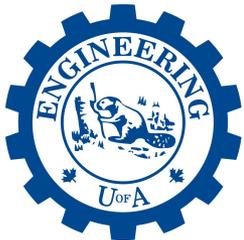
- Letters of support signed by:
 - Faculty of Engineering
 - ESS Executive Team
 - Board of Directors (Discipline Clubs)
- Going forward campaigns will be held in order to educate undergraduates on the benefits of the increased FAMF model



Questions

- Any questions or concerns or suggestions you may have please feel free to contact us at any time
 - Dayton Chen
 - ❖ ess.president@ualberta.ca
 - Aline Ljubichich
 - ❖ ess.finance@ualberta.ca





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Thank you!



T: 780-492-6334 • W: ess.ualberta.ca • [@ualbertaESS](https://www.instagram.com/ualbertaESS)



First Alberta Campus Radio Association

CJSR Radio • 88.5 FM • p: 780-492-2577, ext 4 • e: admin@cjsr.com • www.cjsr.com

14 November 2018

Students' Council
Bylaw Committee

C/O Manpreet Grewal, Council Administrative Assistant
SUB 6-24, U of A
8900 114 Street NW
T6G 2J7

Sent via Email: council.submissions@su.ualberta.ca

Dear Manpreet,

As required by Bylaw 6100 S3.2, please consider the attached plebiscite question as the official submission from DFU First Alberta Campus Radio Association (CJSR-FM) to be reviewed as prescribed by Bylaw 6100 S3.4 by Bylaw Committee for their approval and subsequent review by Students' Council.

Any questions or requests for additional information can be made to Station Manager / Executive Director, Melanie Zaitsoff at admin@cjsr.com or 780-964-7636.

Sincerely,

A handwritten signature in black ink, appearing to read 'Adam Cembrowski'.

Adam Cembrowski
President, First Alberta Campus Radio Association

C.C: Emma Ripka, VP Operations and Finance
Rebecca Taylor, Manager of Discover Governance
Levi Flaman, FACRA Director (SU)
Nathan Sunday, FACRA Director (SU)
Michelle Jodoin-Chouinard, FACRA Director, Community Relations Committee Chair
Melanie Zaitsoff, Station Manager / Executive Director FACRA

Attachment: Plebiscite Question Submitted – CJSR-FM

Submitted 2019 Plebiscite Question for CJSR-FM Fund

The mandate of CJSR 88.5 FM is to operate a radio station that includes a campus focus. CJSR enriches the lives of students by providing opportunities to learn radio broadcasting, as well as producing high quality and diverse programming that constantly challenges the status quo. It offers facilities and training for campus and local-centric music and news programming, in addition to documentary and podcast production. CJSR is open to all undergraduate students, graduate students, staff, alumni, and community members.

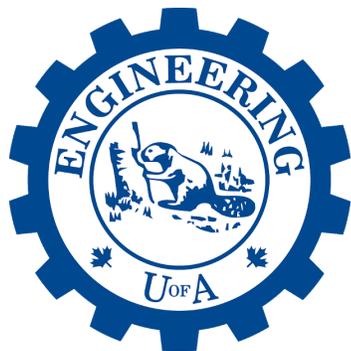
Funding areas:

- Equipment repairs, maintenance and acquisition
- Operating costs
- Programming, outreach and awareness
- Fundraising events and projects
- Volunteer program, including training

The conditions of the fund shall include:

- The Dedicated Fee will be assessed from full-time (\$2.18) and part-time (\$0.78) students in only the Fall and Winter semesters, with no opt-out option
- Augustana students are not subject to the fee
- Off-campus students, as defined by the University Calendar, are included
- The fee will be disbursed to the First Alberta Campus Radio Association, CJSR's governing body and non-profit organization that holds the station's FM license
- The Board consists of up to 12 elected and appointed members, including the requisite 2 SU and 1 GSA representatives

Do you support the continuation of a Dedicated Fee for the CJSR-FM Fund?



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**Engineering Students' Society
Faculty Association Membership Fee Proposal
2018-2019**

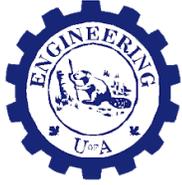


ENGINEERING STUDENTS' SOCIETY

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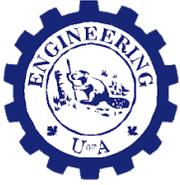
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Background

Purpose

As the Engineering Students' Society, and the Faculty Association for engineering, our mission is to *promote professional awareness among engineering students by encouraging a sense of unity and integrity through the combined efforts of all engineers working together in both social and technical activities.* The Faculty Association Membership Fee (FAMF) allows the Engineering Students' Society (ESS) to offer a wide range of events and services that aim to fulfil this mission.

Amount

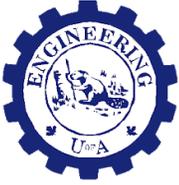
Each full-time and on-campus student in the Faculty of Engineering shall be required to pay \$10.00 per term as a FAMF. Part-time students and off-campus students pay \$0.00 per term. Visiting and Special students as defined by the University of Alberta are exempt from payment under the Bylaws.

Scope

The scope of this proposal is to renew the engineering FAMF. The FAMF was originally created and implemented for the 2002-2003 year with a four year term. It was then recreated for the 2006-2007 year with an expiry in August 2010. It was once again recreated in the 2010-2011 year for another four year term expiring August 31, 2015. FAMF was not collected in 2014-2015 year and was renewed in Winter of 2015 at \$7.00 per student for a three year term ending August 31, 2019. A campaign for a \$20.00 per student FAMF was proposed last year, and failed to pass a referendum of engineering students. The intent is to replace the current FAMF with a new FAMF model for a two year period beginning Fall 2019.

Fee Lifetime

The Engineering FAMF will be collected starting Fall Term 2019 and will be collected until Winter Term 2021, inclusive. The expiry will occur on August 31, 2021. The two year term was decided upon based on the ever-changing needs of the engineering students, and the clubs for which many are a part of.



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Opt-Out Mechanism

The ESS will be responsible for administering the opt-out mechanism for the FAMF. Engineering students must provide written notification of their intent to opt-out of the FAMF during the term that they have paid. The ESS shall release reimbursements within one month of receiving the funds from the Registrar's Office (via the Students' Union). See Appendix III for the full Reimbursement Form.

Allocation

The proposed allocation of the Engineering Students' Society FAMF was calculated assuming 4500 students are enrolled.

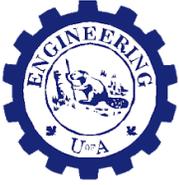


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Table 1: Proposed FAMF Allocations

Allocation	Description	Amount (per term)	Amount (per year)
Discipline Clubs	To be allocated on a per capita basis	\$1.40	\$12,600.00
Engineering Student Group Fund (ESGF)	To be allocated to Engineering Student Groups through the ESGF committee	\$1.90	\$17,100.00
Engineering Student Activities Fund (ESAF)	To be allocated to engineering students through the ESAF committee	\$1.90	\$17,100.00
Conferences and Competitions	To the ESS to cover the costs of sending students to engineering conferences and competitions	\$1.50	\$13,500.00
GEER Week	To the ESS to cover the costs of running GEER Week	\$1.00	\$9,000.00
Engineering Handbook	To the ESS to cover the costs of printing of the engineering handbooks for all students	\$0.75	\$6,750.00
Engineering Public Good Fund (EPGF)	To be allocated towards engineering proposals through the EPGF committee	\$0.50	\$4,500.00
Spring Formal	To the ESS to cover the costs of Spring Formal	\$0.30	\$2,700.00
Health and Wellness	To the ESS to cover the costs of the health and wellness services provided	\$0.30	\$2,700.00
Engineering Carnival	To the ESS to cover the costs of the Engineering Carnival	\$0.20	\$1,800.00
The Bridge	To the ESS to cover the printing and distribution of the Bridge publication	\$0.15	\$1,350.00
Intramural Sports Fund	To the ESS to distribute to engineering students for participation in intramural sports	\$0.10	\$900.00
Total Amount Collected		\$10.00	\$90,000.00



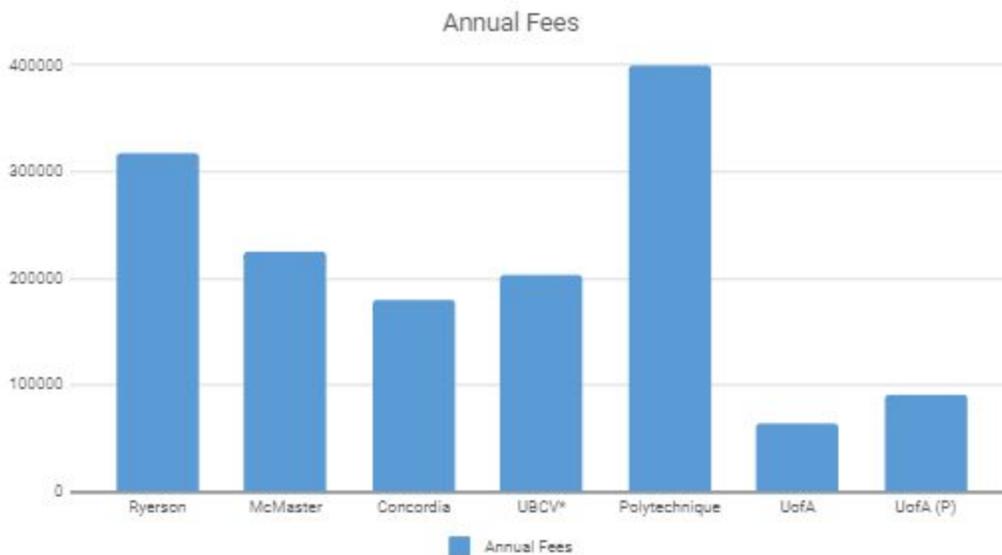
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Financial Oversight

The ESS will require proposals from the recipients of the FAMF monies who are not the ESS. These proposals will outline the anticipated expenditures to be made with the allocated funds, further requirements for the proposals are dictated by the ESS Policy Manual. These proposals will be evaluated and approved by the Society, the Engineering Student Groups Fund Committee, or the Engineering Student Activities Fund Committee as per the ESS Policy Manual sections B.2.4, C.2.5, C.2.4, and C.2.2 respectively. (Relevant sections of the Policy Manual are located in Appendix IV) The ESS will also require annual reports indicating how funds received have been spent from each of the recipients (excluding the ESS). The Board of Directors of the ESS is delegated the authority to require each of the recipients to provide the Board a satisfactory accounting of their spending of the fee money and may withhold allocated funds if no such accounting is provided. The ESS will be accountable to the Students' Council with respect to financial oversight as required by Students' Union Bylaw 8200.

Figure 1: Annual Canadian Engineering Student Membership Fee

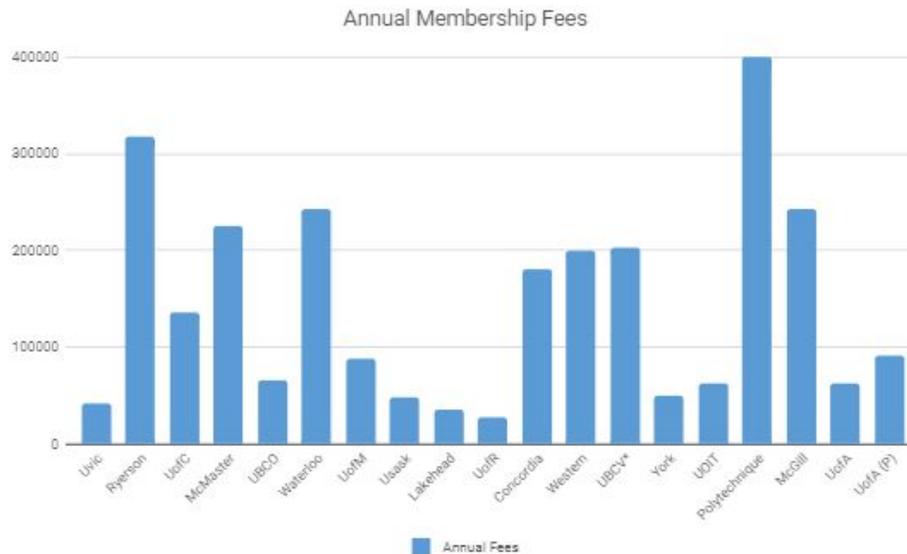




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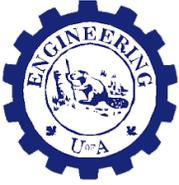
Figure 2: Canadian Engineering Societies Annual Membership Fee Comparison



Consultation

Student Consultations were held throughout the Fall 2018 term, as well as copies of the presentations made available to all students.

ESS AGM	September 12th, 2018
ESS Board of Directors Meeting - October	October 6th, 2018
FAMF Survey sent out	October 21st, 2018
Townhall #1	October 24th, 2018
Townhall #2	October 26th, 2018
Townhall #3	October 31st, 2018
ESS Board of Directors Meeting - November	November 6th, 2018
Townhall #4	November 21st, 2018



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Appendix I



ENGINEERING STUDENTS' SOCIETY UNIVERSITY OF ALBERTA

Students' Council
University of Alberta Students' Union
2-900 SUB, 8900 114 Street
Edmonton, Alberta T6G 2J7

RE: Engineering Students' Society Faculty Association Membership Fee

November 05, 2018

To the members of Students' Council:

We, the Faculty of Engineering of the University of Alberta, endorse the enclosed Faculty Association Membership Fee proposal at \$10 per student per semester. We can see the direct impact that this fee has on students through the Engineering Students' Society initiatives, and we believe it is important to ensure that these services are available. We thank you for your consideration of this proposal.

Sincerely,

Fraser Forbes, Dean
Faculty of Engineering

Raymond Matthias, Strategic Advisor to Associate Dean of Outreach
Faculty of Engineering



ENGINEERING STUDENTS' SOCIETY

of the University of Alberta

Appendix II



ENGINEERING STUDENTS' SOCIETY
UNIVERSITY OF ALBERTA

Page 1 of 2

Engineering Students' Society Board of Directors
University of Alberta
E2-040H ETLC, University of Alberta
Edmonton, Alberta T6G 2V4

Students' Council
University of Alberta Students' Union
2-900 SUB, 8900 114th Street
Edmonton, Alberta T6G 2J7

RE: Engineering Students' Society Faculty Association Membership Fee

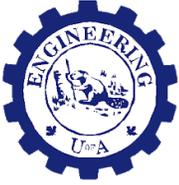
November 6th, 2018

To the members of Students' Council:

We, the Engineering Students' Society (ESS) of the University of Alberta Board of Directors, endorse the enclosed Faculty Association Membership Fee proposal. We thank you for your consideration of this proposal and urge you to contact us with any questions or comments.

Sincerely,

Engineering Students' Society of the University of Alberta
Board of Directors 2018-2019
bod@ess.ualberta.ca



ENGINEERING STUDENTS' SOCIETY

of the University of Alberta



ENGINEERING STUDENTS' SOCIETY UNIVERSITY OF ALBERTA

Page 2 of 2

Dayton Chen	ESS President
Tyler Veldhuis	ESS Operations and Finance
Aline Ljubichich	ESS Operations and Finance
Ira Roever	ESS VP External Relations
Reuben Vander Meulen	ESS VP External Relations
Mandy Lim	ESS VP Internal Affairs
Joanna Bibangco	ESS VP Communications
Willow Dew	ESS VP Services
Andrea Schmitz	ESS VP Services

[Handwritten signatures for Dayton Chen, Tyler Veldhuis, Aline Ljubichich, Ira Roever, Reuben Vander Meulen, Mandy Lim, Joanna Bibangco, Willow Dew, and Andrea Schmitz.]

Nina Cen	ESS VP Student Life
Ella Wang	ESS VP Student Life
Ethan Yerichuk	Civil and Environment Engineering Students' Society
Lauren MacPherson	Chemical Engineering Students' Society
Shally Banh	Computer Engineering Club
Logan Snider	Electrical Engineering Club
Ian Prescott	Electrical Engineering Club
Anton Sura	Engineering Physics Club
Juyoung Kim	First Year Engineering Club
Amanda Zimmerling	Materials Engineering Club
Alysen Townsley	Materials Engineering Club
Eric Hamel <small>JAMES DOWELL</small>	Mechanical Engineering Club
Josh Magtoto	Mining Engineering Club
Shaye Smith	Petroleum Engineering Club

[Handwritten signatures for Nina Cen, Ella Wang, Ethan Yerichuk, Lauren MacPherson, Shally Banh, Logan Snider, Ian Prescott, Anton Sura, Juyoung Kim, Amanda Zimmerling, Alysen Townsley, Eric Hamel, Josh Magtoto, and Shaye Smith.]

MAILING: E6-050 ETLC • UNIVERSITY OF ALBERTA • EDMONTON, AB • T6G 2V4
WWW.ESS.UALBERTA.CA • OFFICE: 780 492-6334 • FAX 780 492-0500



ENGINEERING STUDENTS' SOCIETY

of the University of Alberta

Appendix III



UNIVERSITY OF ALBERTA
ENGINEERING STUDENTS' SOCIETY
Est. 1920

REFUND FOR FACULTY ASSOCIATION MEMBERSHIP FEE (FAMF)

To receive reimbursement from the Engineering Students' Society, for a Faculty Association Membership Fee (FAMF), a student must fill out this form. A student is only eligible if they have paid FAMF in their tuition fees, as collected by the Registrar's Office and the Students' Union. FAMF is a voluntary fee, and filling out this form is the only way to opt-out of payment. FAMF collects \$7.00 per semester for the fall and winter semester.

I, _____, request the refund of the Engineering Students' Society Faculty Association Membership Fee because:

- I cannot afford it
- I disagree with it, because: _____

I give the Engineering Students' Society permission to retain record of my name and semester of refund for the purposes confirming my registration with the faculty of engineering, as well as preventing administrative errors with refunds.

Signature: _____

Date: _____, 20__

OFFICE USE ONLY
Received by: _____
Date: _____, 20__



UNIVERSITY OF ALBERTA
ENGINEERING STUDENTS' SOCIETY
Est. 1920

REFUND FOR FACULTY ASSOCIATION MEMBERSHIP FEE (FAMF)

To receive reimbursement from the Engineering Students' Society, for a Faculty Association Membership Fee (FAMF), a student must fill out this form. A student is only eligible if they have paid FAMF in their tuition fees, as collected by the Registrar's Office and the Students' Union. FAMF is a voluntary fee, and filling out this form is the only way to opt-out of payment. FAMF collects \$7.00 per semester for the fall and winter semester.

I, _____, request the refund of the Engineering Students' Society Faculty Association Membership Fee because:

- I cannot afford it
- I disagree with it, because: _____

I give the Engineering Students' Society permission to retain record of my name and semester of refund for the purposes confirming my registration with the faculty of engineering, as well as preventing administrative errors with refunds.

Signature: _____

Date: _____, 20__

OFFICE USE ONLY
Received by: _____
Date: _____, 20__



ENGINEERING STUDENTS' SOCIETY

of the University of Alberta

Appendix IV

Relevant ESS Policy:

Policy section B.2.4 reflects changes that would be made in April of 2019 pending the approval of the new FAMF fee. Section C.2.4 already exists and would stay the same, but is relevant none-the-less.

B.2.4: Distribution of Faculty Association Membership Fee

Relevant section of proposal to Students' Council regarding FAMF:

Scope:

The Engineering Faculty Association Membership Fee is a \$10.00 per term fee assigned to full-time students enrolled in the Faculty of Engineering.

Financial Oversight:

The Engineering Students' Society will require financial statements from the recipients who are not the ESS or ESAF indicating the anticipated expenditures to be made with the allocated funds. The Faculty Association Membership Fee funds received from the Registrar will be held separately from the remainder of the ESS' funds, under policies established by the Board of Directors and approved by a General Meeting.

The ESS will also require annual reports indicating how funds received from the fee have been spent from each of the recipients (excluding the ESS and ESAF) by March 31 of each year, and compile a report to Students' Council as required by Bylaw 8200. The ESS will fully comply with any other legislation adopted by Students' Council with respect to financial oversight. The ESS will also open its books to Students' Council or delegated bodies for inspection under reasonable terms of access with respect to the fee.

The Board of Directors of the Engineering Students' Society is delegated the authority to require from each of the recipients that they provide to the Board a satisfactory accounting of their spending of fee money, and may withhold allocated funds if such an accounting is not provided. A General Meeting may overturn, uphold, or vary the decision of the Board of Directors. The Audit Committee of the Students' Union will be advised of actions taken by the Board of Directors and General Meetings.

Policy:

1. Any changes to the distribution of FAMF must be made at a General Meeting, and will be reflected in the subsequent allocation of funds.
2. The current distribution of FAMF is as follows:
 - a. \$1.40 to the Engineering discipline clubs
 - b. \$1.90 to the Engineering Student Groups Fund
 - c. \$1.90 to the Engineering Student Activities Fund
 - d. \$1.50 to cover sending students to engineering conferences and competitions
 - e. \$0.75 to cover the printing costs of the Engineers' Handbook
 - f. \$1.00 to cover the costs of GEER Week
 - g. \$0.50 to the Engineering Public Good Fund
 - h. \$0.30 to cover the costs of the Spring Formal
 - i. \$0.30 to cover health and wellness services
 - j. \$0.15 to cover the costs of the Engineering Carnival
 - k. \$0.15 to cover the costs of printing the bridge
 - l. \$0.10 to the intramural sports fund
3. Distribution of any funds allocated by a General Meeting to the Society for specific purposes will be immediately dispersed upon receipt of the funds from the Students' Union.
4. Distribution of any funds allocated by a General Meeting to discipline clubs recognized by the ESS will be conducted as follows:



ENGINEERING STUDENTS' SOCIETY

of the University of Alberta

- a. Upon receipt of the funds in the FAMF account, the Society will determine the allocations to the Clubs in adherence with the relevant policies, and submit such allocations to the Board of Directors for information.
 - b. Clubs must document how FAMF funds will be spent, and submit this information to the Society before receiving their allocation. The submission should contain:
 - i. detailed receipts for items spent in accordance with submitted proposals, if possible
 - ii. a summary of how students have benefited from the FAMF funding
 - c. Recipients who are not the Society that fail to submit the information outlined above, may have additional allocated funding withheld, at the discretion of the Board of Directors.
5. Members who have paid into FAMF will have the opportunity to have their contribution refunded, if they are philosophically opposed or otherwise unable to contribute to the fund.
- a. The deadline for requesting a refund shall be determined by the Vice-President (Finance), but shall occur at least once per term.
 - b. The opportunity to refund a FAMF contribution, and the date of the deadline to request this refund, must be well advertised to members through several media formats at least two weeks before the deadline.
 - c. The Society will, upon verification of the members' payment of the FAMF, refund this contribution by whatever means available no later than one month after the Society has received these funds.

(Adopted—March 24, 2003, Board of Directors)

(Amended—September 22, 2003, Board of Directors)

(Amended—October 14, 2003, Board of Directors)

(Amended—October 28, 2003, General Meeting)

(Amended—November 26, 2003, Board of Directors)

(Amended—March 17, 2004, Board of Directors)

(Amended—March 30, 2004, Board of Directors)

(Amended—April 28, 2006, Board of Directors)

(Amended—April 6, 2011, Board of Directors)

(To be amended—April 2016, Board of Directors)

C.2.2: The Engineering Students' Activities Fund

Preamble:

The Engineering Students' Activities Fund (ESAF) is purposed to help engineering students attend seminars, conferences or sessions related to their engineering education.

Policy:

1. Funds from ESAF shall be kept in a separate bank account from that of the ESS.
2. The Vice-President (External), Vice-President (Finance) and the President of the Society shall have signing authority. All transactions require two of the aforementioned as signers.
3. All contributions directed towards ESAF will be deposited into the ESAF account and its allocation will be determined by the ESS Board of Directors.
4. Surplus monies will go to the following year's gross amount.
5. ESAF proposals must be made by a full time undergraduate engineering student. Each student may only access the fund once per academic year. If a submission is rejected, a second proposal (for the same or a different activity), may be put forward.
 - a. No more than 2 students may be funded for an individual event, unless strong evidence is given as to why further students should attend. If more than two (2) students apply, successful applications will be decided on a first-come first-serve basis, More than 2 students may attend in the case of team competitions.
 - b. Engineering student group students may apply on an individual basis. Engineering student groups applying for ESAF risk being ineligible for ESGF funding as stated in policy C.2.4.1.b.



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6. Written proposals must be submitted at least 24 hours before the board of directors meeting. An emergency meeting may be called for time sensitive proposals.
 - a. ESAF proposals must be submitted to the VP Finance at least ten (10) business days before the conference.
 - b. Approval of an ESAF proposal can be given with less than ten (10) business days so long as it is submitted before the above stated deadline.
7. The following expenses are approved for reimbursement up to \$400:
 - a. 100% of delegate fees
 - i. If accommodation is included in the delegate fee, it will still be covered 100%
 - b. Travel expenses up to 50%
 - c. Accommodation up to 50%
8. ESAF application procedure is as follows:
 - a. Download and complete the digital ESAF Application. Any application package deemed incomplete will be automatically rejected.
 - b. Submit the application package at least 10 business days before the conference start date, in accordance with policy C.2.2.6.a
 - c. Attend the appropriate board of directors meeting to present and speak to the ESAF application[S1]
9. The BOD shall review the proposals as follows:
 - a. Each board member shall receive and review a copy of the proposals.
 - b. The proposals will be evaluated according to (but not necessarily in the order of):
 - i. Student impact
 - ii. Economic sensibility
 - iii. Willingness to share the knowledge learned during the activity with students
 - iv. Other criteria at the discretion of the BOD
10. The board will require a brief oral presentation from the authors of a proposal.[S2]
11. Awarded ESAF monies will not be distributed until after the activity has taken place. The following criteria must be met within 28 days of completion of the activity, inclusive of activities which occur over the summer:
 - a. Completion of the ESAF post-conference form included in the application package
 - b. A blog post for the ESAF Blog
 - i. Can include text, images, video links, or other media at the discretion of the AVP Publications.
 - c. Completion of the other ways in which the recipient plans to share their ESAF experience as outlined in their proposal.
 - i. If these actions fall outside the above stated 28 days, reasonable action to complete them (scheduling, greater activity detail) should be provided in lieu.

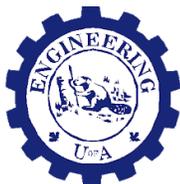
(Adopted—March 24, 2003, Board of Directors)
(Amended—September 22, 2003, Board of Directors)
(Amended—October 14, 2003, Board of Directors)
(Amended—October 28, 2003, General Meeting)
(Amended—November 26, 2003, Board of Directors)
(Amended—March 17, 2004, Board of Directors)
(Amended—March 30, 2004, Board of Directors)
(Amended—April 28, 2006, Board of Directors)
(Amended—April 6, 2011, Board of Directors)
(Amended – November 3, 2015, Board of Directors)

C.2.4: The Engineering Student Groups Fund

Preamble:

Non-discipline club engineering student groups contribute to student life in the Faculty of Engineering and are worthy of financial support through the Faculty Association Membership Fee. Accordingly, the Engineering Student Groups Fund provides financial support to assist these groups.

Policy:

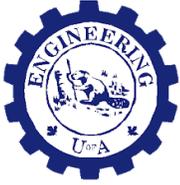


ENGINEERING STUDENTS' SOCIETY

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1. Qualifications to receive grant:
 - a. The student group must be registered with the Students' Union and be affiliated with the Engineering Students' Society.
 - b. The student group must not receive funds via the Engineering Students' Activities Fund Committee.
2. All grants will be judged on the merit of the project, including the following criteria:
 - a. how the funds will contribute to the success of the student group's event or function;
 - b. how the student group, the University campus, engineering students, and the Engineering Students' Society will benefit from the event;
 - c. how the money will improve the operations of the student group; and
 - d. financial need.
3. Applicant organizations are required to provide:
 - a. a complete annual budget for the current year
 - b. contact information for a representative of the student group ;
 - c. a detailed budget for the specific request, including description and receipts (if applicable), and
 - d. a description of current fundraising activities including details of all funding currently received with respect to the request. All donations including labour and/or parts must be included in revenue.
4. Written notice of a grant request must be received by the Vice-President (Finances) at least two (2) days prior to the Engineering Student Groups Funding Committee meeting at which the request is to be considered.
5. If the organization is a subsidiary, an affiliate of, or maintains a membership of a larger organization, any funds received from said organization must be reported. As well, any sum paid to said organization must be reported.
6. Documentation of revenues and expenses must be submitted within ninety (90) days of holding or attending an event, or at the time of the granting if it is for a past event. Failure to do so will result in a grant being converted into a loan which will be immediately repayable to the Engineering Students' Society.
7. The Engineering Student Groups Funding Committee is composed of the following:
 - a. the Vice-President (Finances);
 - b. two (2) members of the Board of Directors; and
 - c. two (2) engineering students appointed by the Board of Directors who are neither members of the Engineering Students' Society executive or the Engineering Students' Society Board of Directors.
8. A member of the Engineering Student Groups Funding Committee that is a member of a group which has submitted a proposal or who has a conflict of interest concerning a proposal shall, at the meeting where that group's proposal is being considered, inform the Committee of that fact.
9. The committee shall evaluate and approve proposals as follows:
 - a. The committee shall determine which proposals are considered acceptable for voting; and if the sum of grants deemed acceptable for voting does not exceed the total available for granting, then the grants shall be awarded.
 - b. In the event that the sum of grants deemed acceptable for voting exceeds the sum available for granting the following procedures will be followed:
 - i. Each committee member shall rank each proposal (1. being the first choice, 2. being the second choice, etc.) until all proposals have been ranked; and
 - ii. After each committee member has ranked their choices, points shall be totaled and funds shall be awarded starting from the least total points and continuing until either the funds available for the current granting session are exhausted or no further proposals require funding.
10. The committee shall meet at least once per academic year.

(Adopted—March 24, 2003, Board of Directors)
(Amended – April 11, 2012, Board of Directors)



ENGINEERING STUDENTS' SOCIETY

of the University of Alberta

C.2.5: Engineering Public Good Fund

Preamble:

Student life in the Faculty of Engineering is driven by the entire undergraduate engineering population, and any student who believes that they can better improve the day to day experience of their degree should have a process by which to realize their vision. The Engineering Public Good Fund (EPGF) is purposed to help improve the quality of life of engineering students.

Policy

1. The allocation of the Engineering Public Good Letter will be determined by the Engineering Undergraduate Funding Committee.
2. Surplus monies will go to the following year's gross amount.
3. Qualifications to receive grant
 - a. The proposal must be submitted by a member of the Engineering Students' Society
 - b. The proposal must not receive funds via the Engineering Students' Activities Fund Committee.
 - c. The proposal must not receive funds via the Engineering Student Groups Fund
4. All grants will be judged on the merit of the project, including the following criteria:
 - a. How the project will contribute to the improvement of the quality of life of a significant of engineering students
 - b. The length of time in which the project is to be in place
 - c. How the project will be maintained throughout the first (1) year of operation.
 - d. Any consultations with other third parties outside of the Engineering Students' Society.
5. Applicant groups are required to provide
 - a. Contact information for a representative of the applicant group;
 - b. A detailed budget for the specific request, including descriptions and items (if applicable)
 - c. A description of other funding activities pertaining to the project. All donations including labour and/or parts must be included,
6. The following requirements must be met in the proposal:
 - a. The applicant group is the contact for any concerns regarding the project
 - b. Any and all purchases made will be the property of the Society
 - c. For purchases resulting from the EPGF,
 - i. Any and all items must be located and stored in an easily accessible location
 1. If storage cannot be accessible, the items must be stored with the Society and access for the applicant group will be supplied.
 - ii. Any and all items must have contacted the proper authorities regarding usage of space for said item
 - iii. The applicant group is responsible for the maintenance and care of the items for up to one (1) year.
 - iv. An outline of the continued maintenance and care of the items must be included
 - d. For services resulting from the EPGF,
 - i. Any and all services shall include the name of the Society in its title
 - ii. The details of the stewardship of the service must be included
 - iii. A timeline of the service, no greater than one (1) year must be defined as the scope of the funding
 - e. For Events resulting from the EPGF
 - i. Any and all events shall include the name of the Society in its title
 - ii. Events are limited to a maximum duration of one (1) year.



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- iii. A Budget must be submitted with the proposal,
 - iv. The details of the stewardship on the event must be included
 - v. All fundraising done for the event requires the submission.
 - vi. Events shall not be eligible for a second EPGF application in the year following its Funding Year without the consultation of the Board of Directors
- f.
7. Written notice of an intent for a grant request must be received by the President and the Vice-President (Finances) at least five (5) days before the end of the first month of the academic term.
 - a. Members of the Engineering Students' Society executive will receive confirmation of intent within seven (7) days of the notice of intent.
 8. Written notice of a grant request must be received by the Vice-President (Finances) at least two (2) days prior to the first meeting of the Engineering Undergraduate Funding Committee in the academic term.
 9. The Engineering Undergraduate Funding Committee shall review the proposals as follows:
 - a. Each Committee member shall receive and review a copy of the of the proposals
 - b. The proposals will be evaluated according to (but no necessarily in the order of):
 - i. Student impact
 - ii. Economic sensibility
 - iii. Interest of the general student body
 - iv. Needs addressed of the general student body
 - v. Other criteria at the discretion of the Board of Directors
 10. If the group is a subsidiary, an affiliate of, or maintains a membership of a larger organization, any funds received from said organization must be reported. As well, any sum paid to said organization must be reported.
 11. A member of the Engineering Undergraduate Funding Committee that is a member of a group which has submitted a proposal or who has a conflict of interest concerning a proposal shall, at the meeting where that group's proposal is being considered, inform the Committee of that fact.
 12. The committee shall evaluate and approve proposals as follows:
 - a. The committee shall determine which proposals are considered acceptable for voting; and if the sum of the grants deemed acceptable for voting does not exceed the total amount available for granting, then the grants shall be awarded
 - b. In the event that the sums of grants deemed acceptable for voting exceeds the sum available for granting, the following procedures will be followed:
 - i. Each Committee member shall rank each proposal (1. Being the first choice, 2. Being the second choice, etc) until all proposals have been ranked; and
 - ii. After each committee member has ranked their choices, points shall be totaled and funds shall be awarded starting from the least total points and continuing until either the funds available for the current granting session are exhausted or no further proposals require funding
 13. Once a proposal is accepted, the applicant group must meet the following requirements:
 - a. A monthly meeting with two (2) or more Vice-Presidents or President of the Society, for the duration of the approved proposal
 - b. Monthly spending reports, or until the funded amount is completely utilized
 - c. At the end of the duration of the proposal report must be presented to the Undergraduate Funding Committee detailing the following:
 - i. Total spending
 - ii. Usage or engagement numbers for the project
 - iii. Reception of the student body to the project
 - iv. Feedback collected from the student body about the project.



ENGINEERING STUDENTS' SOCIETY

of the University of Alberta

14. A report for each approved project will be presented to the Board of Directors once per academic term.
15. The Engineering Undergraduate Funding committee shall address EPGF proposals at least twice per academic year

(Proposed - Nov 27th, 2018)

C.2.6: Intramural Funding

Preamble:

Undergraduate engineering students wishing to participate in intramural sports can apply to this fund to help cover the cost.

Policy:

1. *This fund will reimburse up to 50% of the cost of an intramural sport per student. It is awarded on an individual basis and each student qualifies for a maximum of \$20 per semester. Funds are not guaranteed and are dependent on the ESS budget.*
2. *Applicantion procedure*
 - a. *Create an account on imleagues.com. Payment and registration must be completed before applying as this fund reimburses only.*
 - b. *Download the Intramural Funding Request Application form and complete it.*
 - c. *Return the completed form to the Geer Store located on the 2nd floor of ETLC.*

(Adopted – November 3, 2015, Board of Directors)



ENGINEERING STUDENTS' SOCIETY

of the University of Alberta

Appendix V

Clear Fields

Print



ENGINEERING STUDENTS' SOCIETY

of the University of Alberta

Engineering Students' Activities Fund Application Package

Part A Personal Information

Name (Given name, Surname)

Discipline

Year

Telephone

CCID

Part B Acknowledgment of the ESS Policy

C.2.2. The Engineering Students' Activities Fund:

PREAMBLE: *The Engineering Students' Activities Fund (ESAF) is purposed to help engineering students attend seminars, conferences or sessions related to their engineering education.*

POLICY:

C.2.2.5. ESAF proposals must be made by a full time undergraduate engineering student. Each student may only access the fund once per academic year. If a submission is rejected, a second proposal (for the same or a different activity), may be put forward.

C.2.2.5.a. No more than 2 students may be fully funded for an individual event, unless strong evidence is given as to why further students should attend. If more than two (2) students apply, successful applications will be decided in the following manner:

C.2.2.5.a.i. on a first-come first-serve basis of qualified applications

C.2.2.5.a.ii. by splitting the maximum funds of two (2) students between multiple applicants. The manner in which the funds are split is at the discretion of the committee.

C.2.2.5.b. More than 2 students may attend in the case of team competitions.

C.2.2.5.c. Engineering student group students must apply on an individual basis. Engineering student groups applying for ESAF risk being ineligible for ESGF funding as stated in policy C.2.4.1.b.

C.2.2.6. Written proposals must be submitted by 11:59PM MST of the fifteenth of each month in which the committee meets.

C.2.2.6.a. The proposal must be submitted before the activity takes place. Activities which take place between the submission date and prior to the decision of the committee are valid for consideration.

C.2.2.6.b. Applications must be sent to the Vice-President Finance at vp.finance@ess.ualberta.ca

C.2.2.7. The following expenses are approved for reimbursement up to \$500 for events within Canada, and up to \$800 for event outside of Canada:

C.2.2.7.a. 100% of delegate fees

C.2.2.7.a.i. If accommodation is included in the delegate fee, it will still be covered 100%

C.2.2.7.b. Travel expenses up to 50%

C.2.2.7.b. Accommodation up to 50%

C.2.2.8. ESAF application procedure is as follows:

C.2.2.8.a. Download and complete the digital ESAF Application. Any application package deemed incomplete will be automatically rejected.

C.2.2.8.b. Submit the application package by 11:59PM MST of the fifteenth of each month when the Undergraduate Funding Committee meets in accordance with policy C.2.2.6.a

C.2.2.8.c. Optionally, attend the relevant Undergraduate Funding Committee meeting to present and speak to the ESAF application

C.2.2.9. The UFC shall review the proposals as follows:

C.2.2.9.a. Each committee member shall receive and review a copy of the proposals.

C.2.2.9.b. The proposals will be evaluated according to (but not necessarily in the order of):

C.2.2.9.b.i. Student impact

C.2.2.9.b.ii. Economic sensibility



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of the University of Alberta

C.2.2.9.b.iii.	Willingness to share the knowledge learned during the activity with students
C.2.2.9.b.iv.	Other criteria at the discretion of the BOD
C.2.2.10.	Awarded ESAF monies will not be distributed until after the activity has taken place. The following criteria must be met within 28 days of completion of the activity, inclusive of activities which occur over the summer:
C.2.2.10.a.	Completion of the ESAF post-conference form included in the application package
C.2.2.10.b.	A blog post for the ESAF Blog
C.2.2.10.b.i.	Can include text, images, video links, or other media at the discretion of the AVP Publications.
C.2.2.10.c.	Completion of the other ways in which the recipient plans to share their ESAF experience as outlined in their proposal.
C.2.2.10.c.i.	If these actions fall outside the above stated 28 days, reasonable action to complete them (scheduling, greater activity detail) should be provided in lieu.
C.2.2.10.d.	Monies will only be reimbursed to the applicant who's name appears on the application form
C.4.1.	Organizing Conference and Competition Delegations:
POLICY:	Delegates are representatives of the Society when attending conferences and/or competitions. They are expected to:
C.4.1.3.	Respect and conduct themselves with the rule of law.
C.4.1.3.a.	Respect and conduct themselves with the rule of law.
C.4.1.3.b.	Respect and conduct themselves in accordance with the University of Alberta Code Of Student Conduct.
C.4.1.3.c.	Respect and conduct themselves in a fashion becoming of the APEGA Code of Ethics.
C.4.1.3.d.	Attend all daytime sessions.
I have read the above policy regarding the Engineering Students' Activities Fund, its application process, and the expectations laid out for me in regards to my behavior when participating in an activity sponsored by the Engineering Students' Society of the University of Alberta.	
Name	Date
Part C Conference Information	
Conference Name	
Website (if any)	
Location	First Time (Y/N)
Start Date	End Date
Where did you hear about it?	
Part D Funding Information	
Delegate Fee (Includes: <input type="checkbox"/> Accommodation <input type="checkbox"/> Transportation)	\$
Flight Cost	
Other Transportation Expense	
Accommodation Cost	
Other Expense 1: _____	
Other Expense 2: _____	
Will you be receiving any other funding from other sources for this event? (if yes, how much and from where?)	



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Part E General Interest Information (maximum 200 words per question)	
<p>Please explain in detail what you will learn from this activity, why you would like to attend, how it is relevant to your degree, and how this experience will help you to develop as an engineer.</p>	
<p>How do you plan to contribute back to the ESS and/or the greater engineering population relative to this experience? Please include a schedule for any post conference follow up you intend to complete.</p>	
<p>Please describe the volunteer positions or leadership roles you have taken in the university/greater community. If applicable, what other conferences, competitions, or activities have you attended?</p>	
<p><i>An eSignature is required for this document. Please submit electronically to vp.finance@ess.ualberta.ca no less than ten (10) days prior to the start date of the activity.</i></p> <p>I HEREBY CERTIFY that the information contained in this application is complete and true. I authorize the ESS to confirm the information as necessary. I further authorize the ESS to report my name, program, and conferences attended in various public relations, presentations, and announcements to promote the ESS brand. Furthermore, I promise to complete all relevant post-conference activities or risk losing the fund. The personal information requested on this form is collected under the authority of the Universities Act and Section 33 (c) of the Alberta Freedom of Information and Protection of Privacy Act for the purpose of determining eligibility for the ESS' ESAF.</p>	
eSignature	Date



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Appendix VI

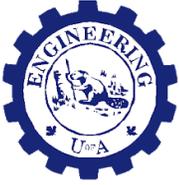
[Clear Fields](#) [Print](#)



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Engineering Students' Activities Fund Reimbursement Form	
Part A Personal Information	
Name (Given name, Surname)	
Discipline	Year
Telephone	CCID
Part B Conference Information	
Conference Name	
Location	
Start Date	End Date
Part C Funding Information	
Delegate Fee (Includes: <input type="checkbox"/> Accommodation <input type="checkbox"/> Transportation)	\$
Flight Cost	
Other Transportation Expense	
Accommodation Cost	
Other Expense 1: _____	
Other Expense 2: _____	
Total	
Part D Activity Comments	
What did you like best about the activity	



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What did you learn from the activity
Would you recommend this conference to other engineering students? Why or why not?
<p>Please email the blog post to avp.publications@ess.ualberta.ca and carbon copy (cc) the VPF to be reimbursed.</p> <p>To receive reimbursement, please attach all receipts that you wish to be reimbursed for to a hard copy of this form. Submit the hard copy to the ESS Geer store (2nd floor ETL), as well as a soft copy to the ESS VP Finance at vp.finance@ess.ualberta.ca.</p>

For office use only

Name	Signature
Date	
Cheque number	Amount Reimbursed



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Appendix VII



ENGINEERING STUDENTS' SOCIETY

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Engineering Students Activities Fund Application Package

Relevant Policy:

C.2.2: The Engineering Students' Activities Fund

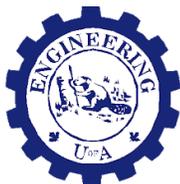
Preamble:

The Engineering Students' Activities Fund (ESAF) is purposed to help engineering students attend seminars, conferences or sessions related to their engineering education.

Policy:

1. Funds from ESAF shall be kept in a separate bank account from that of the ESS.
2. The Vice-President (External), Vice-President (Finance) and the President of the Society shall have signing authority. All transactions require two of the aforementioned as signers.
3. All contributions directed towards ESAF will be deposited into the ESAF account and its allocation will be determined by the ESS Board of Directors.
4. Surplus monies will go to the following year's gross amount.
5. ESAF proposals must be made by a full time undergraduate engineering student. Each student may only access the fund once per academic year. If a submission is rejected, a second proposal (for the same or a different activity), may be put forward.
 - a. No more than 2 students may be funded for an individual event, unless strong evidence is given as to why further students should attend. If more than two (2) students apply, successful applications will be decided on a first-come first-serve basis. More than 2 students may attend in the case of team competitions.
 - b. Engineering student group students may apply on an individual basis. Engineering student groups applying for ESAF risk being ineligible for ESGF funding as stated in policy C.2.4.1.b.
6. Written proposals must be submitted at least 24 hours before the board of directors meeting. An emergency meeting may be called for time sensitive proposals.
 - a. ESAF proposals must be submitted to the VP Finance at least ten (10) business days before the conference.
 - b. Approval of an ESAF proposal can be given with less than ten (10) business days so long as it is submitted before the above stated deadline.
7. The following expenses are approved for reimbursement up to \$400:
 - a. 100% of delegate fees
 - i. If accommodation is included in the delegate fee, it will still be covered 100%
 - b. Travel expenses up to 50%
 - c. Accommodation up to 50%
8. ESAF application procedure is as follows:
 - a. Download and complete the digital ESAF Application. Any application package deemed incomplete will be automatically rejected.
 - b. Submit the application package at least 10 business days before the conference start date, in accordance with policy C.2.2.6.a
 - c. Attend the appropriate board of directors meeting to present and speak to the ESAF application
9. The BOD shall review the proposals as follows:
 - a. Each board member shall receive and review a copy of the proposals.

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- b. The proposals will be evaluated according to (but not necessarily in the order of):
 - i. Student impact
 - ii. Economic sensibility
 - iii. Willingness to share the knowledge learned during the activity with students
 - iv. Other criteria at the discretion of the BOD
- 10. The board will require a brief oral presentation from the authors of a proposal.

- 11. Awarded ESAF monies will not be distributed until after the activity has taken place. The following criteria must be met within 28 days of completion of the activity, inclusive of activities which occur over the summer:
 - a. Completion of the ESAF post-conference form included in the application package
 - b. A blog post for the ESAF Blog
 - i. Can include text, images, video links, or other media at the discretion of the AVP Publications.
 - c. Completion of the other ways in which the recipient plans to share their ESAF experience as outlined in their proposal.
 - i. If these actions fall outside the above stated 28 days, reasonable action to complete them (scheduling, greater activity detail) should be provided in lieu.

C.4.1: Organizing Conference and Competition Delegations

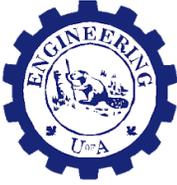
- 3. Delegates are representatives of the Society when attending conferences and/or competitions. They are expected to:
 - a. Respect and conduct themselves with the rule of law.
 - b. Respect and conduct themselves in accordance with the [University of Alberta Code of Student Conduct](#).
 - c. Respect and conduct themselves in a fashion becoming of the [APEGA Code of Ethics](#).
 - d. Attend all daytime sessions.

I have read the above policy regarding the Engineering Students' Activities Fund, its application process, and the expectations laid out for me in regards to my behavior when participating in an activity sponsored by the Engineering Students' Society.

Name: Click here to enter name.

Date: Click here to enter date.

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Engineering Students Activities Fund Application Form

Personal Information

Name: Last, First.
CCID: CCID
Phone: (XXX) XXX-XXXX
Discipline: [Click here to enter discipline.](#)
Year: [Click here to enter year.](#)

Conference Information

Conference Name: [Click here to enter Conference Name.](#)
Location: [Click here to enter Conference Location](#)
Start Date: [Click here to enter a date.](#)
End Date: [Click here to enter a date.](#)
Where did you hear about it? [Click here to enter source](#)
Have you attended this conference before? Choose an item

Funding Information

Delegate Fee: [Click here to enter value in \\$CAD](#)
Does Delegate Fee include accommodations?
Flight cost: [Click here to enter value in \\$CAD](#)
Other Transportation Expense: [Click here to enter value in \\$CAD, or enter \\$0](#)
Accommodation cost: [Click here to enter value in \\$CAD, or enter \\$0.](#)
Other Expense: [Click here to enter value in \\$CAD, or enter \\$0.](#)
Other Expense [Click here to enter value in \\$CAD, or enter \\$0](#)

Will you be receiving any other funding from other sources for this event? (If yes, how much and from where?)

[Click here to enter text.](#)

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General Interest Information (Max 200 words per question)

1. Please explain in detail what you will learn from this activity, why you would like to attend, how it is relevant to your degree, and how this experience will help you to develop as an engineer. \

[Click here to enter text.](#)

2. How do you plan to contribute back to the ESS and/or the greater engineering population relative to this experience? Please include a schedule for any post conference follow up you intend to complete.

[Click here to enter text.](#)

3. Please describe the volunteer positions or leadership roles you have taken in the university/greater community. If applicable, what other conferences, competitions, or activities have you attended?

[Click here to enter text.](#)

An eSignature is required for this document. Please submit electronically to vp.finance@ess.ualberta.ca no less than 10 days prior to the start date of the activity.

I HEREBY CERTIFY that the information contained in this application is complete and true. I authorize the ESS to confirm the information as necessary. I further authorize the ESS to report my name, program, and conferences attended in various public relations, presentations, and announcements to promote the ESS brand. Furthermore, I promise to complete all relevant post-conference activities or risk losing the fund. Your personal information requested on this form is collected under the authority of the Universities Act and Section 33 (c) of the Alberta Freedom of Information and Protection of Privacy Act for the purpose of determining eligibility for the ESS' ESAF.

eSignature: [Click here to enter eSignature](#)

Date: [Click here to enter a date.](#)

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Appendix VIII



ENGINEERING STUDENTS' SOCIETY

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Engineering Students Activities Fund Reimbursement Form

Personal Information

Name: Last, First.
CCID: CCID
Phone: (XXX) XXX-XXXX
Discipline: [Click here to enter discipline.](#)
Year: [Click here to enter year.](#)

Conference Information

Conference Name: [Click here to enter Conference Name.](#)
Location: [Click here to enter Conference Location](#)
Start Date: [Click here to enter a date.](#)
End Date: [Click here to enter a date.](#)
Where did you hear about it? [Click here to enter source](#)
Have you attended this conference before? Choose an item

Funding Information

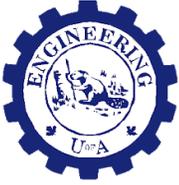
Delegate Fee: [Click here to enter value in \\$CAD](#)
Does Delegate Fee include accommodations?
Flight cost: [Click here to enter value in \\$CAD](#)
Other Transportation Expense: [Click here to enter value in \\$CAD, or enter \\$0](#)
Accommodation cost: [Click here to enter value in \\$CAD, or enter \\$0.](#)
Other Expense: [Click here to enter value in \\$CAD, or enter \\$0.](#)
Other Expense [Click here to enter value in \\$CAD, or enter \\$0](#)

Activity Comments

1. What did you like best about the activity?
[Click here to enter text.](#)

2. What aspect could be improved?
[Click here to enter text.](#)

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3. What did you learn from the activity?
Click here to enter text.

4. Would you recommend this conference to other engineering students? Why or why not?
Click here to enter text.

To receive reimbursement, please attach all receipts that you wish to be reimbursed for to a hard copy of this form. Submit the hard copy to the ESS Geer store (2nd floor ETL), as well as a soft copy to the ESS VP Finance at vp.finance@ess.ualberta.ca.

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Appendix IX

C.2.5: Engineering Public Good Fund

Preamble:

Student life in the Faculty of Engineering is driven by the entire undergraduate engineering population, and any student who believes that they can better improve the day to day experience of their degree should have a process by which to realize their vision. The Engineering Public Good Fund (EPGF) is purposed to help improve the quality of life of engineering students.

Policy

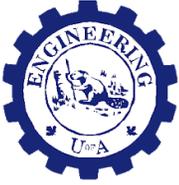
1. The allocation of the Engineering Public Good Letter will be determined by the Engineering Undergraduate Funding Committee.
2. Surplus monies will go to the following year's gross amount.
3. Qualifications to receive grant
 - a. The proposal must be submitted by a member of the Engineering Students' Society
 - b. The proposal must not receive funds via the Engineering Students' Activities Fund Committee.
 - c. The proposal must not receive funds via the Engineering Student Groups Fund
4. All grants will be judged on the merit of the project, including the following criteria:
 - a. How the project will contribute to the improvement of the quality of life of a significant of engineering students
 - b. The length of time in which the project is to be in place
 - c. How the project will be maintained throughout the first (1) year of operation.
 - d. Any consultations with other third parties outside of the Engineering Students' Society.
5. Applicant groups are required to provide
 - a. Contact information for a representative of the applicant group;
 - b. A detailed budget for the specific request, including descriptions and items (if applicable)
 - c. A description of other funding activities pertaining to the project. All donations including labour and/or parts must be included,
6. The following requirements must be met in the proposal:
 - a. The applicant group is the contact for any concerns regarding the project
 - b. Any and all purchases made will be the property of the Society
 - c. For purchases resulting from the EPGF,
 - i. Any and all items must be located and stored in an easily accessible location
 1. If storage cannot be accessible, the items must be stored with the Society and access for the applicant group will be supplied.
 - ii. Any and all items must have contacted the proper authorities regarding usage of space for said item
 - iii. The applicant group is responsible for the maintenance and care of the items for up to one (1) year.
 - iv. An outline of the continued maintenance and care of the items must be included
 - d. For services resulting from the EPGF,
 - i. Any and all services shall include the name of the Society in its title
 - ii. The details of the stewardship of the service must be included
 - iii. A timeline of the service, no greater than one (1) year must be defined as the scope of the funding
 - e. For Events resulting from the EPGF
 - i. Any and all events shall include the name of the Society in its title



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- ii. Events are limited to a maximum duration of one (1) year.
 - iii. A Budget must be submitted with the proposal,
 - iv. The details of the stewardship on the event must be included
 - v. All fundraising done for the event requires the submission.
 - vi. Events shall not be eligible for a second EPGF application in the year following its Funding Year without the consultation of the Board of Directors
 - f.
7. Written notice of an intent for a grant request must be received by the President and the Vice-President (Finances) at least five (5) days before the end of the first month of the academic term.
 - a. Members of the Engineering Students' Society executive will receive confirmation of intent within seven (7) days of the notice of intent.
8. Written notice of a grant request must be received by the Vice-President (Finances) at least two (2) days prior to the first meeting of the Engineering Undergraduate Funding Committee in the academic term.
9. The Engineering Undergraduate Funding Committee shall review the proposals as follows:
 - a. Each Committee member shall receive and review a copy of the of the proposals
 - b. The proposals will be evaluated according to (but no necessarily in the order of):
 - i. Student impact
 - ii. Economic sensibility
 - iii. Interest of the general student body
 - iv. Needs addressed of the general student body
 - v. Other criteria at the discretion of the Board of Directors
10. If the group is a subsidiary, an affiliate of, or maintains a membership of a larger organization, any funds received from said organization must be reported. As well, any sum paid to said organization must be reported.
11. A member of the Engineering Undergraduate Funding Committee that is a member of a group which has submitted a proposal or who has a conflict of interest concerning a proposal shall, at the meeting where that group's proposal is being considered, inform the Committee of that fact.
12. The committee shall evaluate and approve proposals as follows:
 - a. The committee shall determine which proposals are considered acceptable for voting; and if the sum of the grants deemed acceptable for voting does not exceed the total amount available for granting, then the grants shall be awarded
 - b. In the event that the sums of grants deemed acceptable for voting exceeds the sum available for granting, the following procedures will be followed:
 - i. Each Committee member shall rank each proposal (1. Being the first choice, 2. Being the second choice, etc) until all proposals have been ranked; and
 - ii. After each committee member has ranked their choices, points shall be totaled and funds shall be awarded starting from the least total points and continuing until either the funds available for the current granting session are exhausted or no further proposals require funding
13. Once a proposal is accepted, the applicant group must meet the following requirements:
 - a. A monthly meeting with two (2) or more Vice-Presidents or President of the Society, for the duration of the approved proposal
 - b. Monthly spending reports, or until the funded amount is completely utilized
 - c. At the end of the duration of the proposal report must be presented to the Undergraduate Funding Committee detailing the following:
 - i. Total spending
 - ii. Usage or engagement numbers for the project
 - iii. Reception of the student body to the project



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Appendix XI

PLEASE ALSO REFER TO PRESENTATION.

Figure 3: FAMF Consultation Attendance

Did you attend a FAMF consultation session?

32 responses

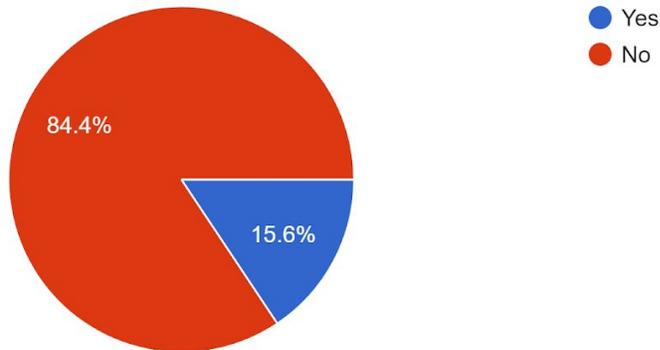
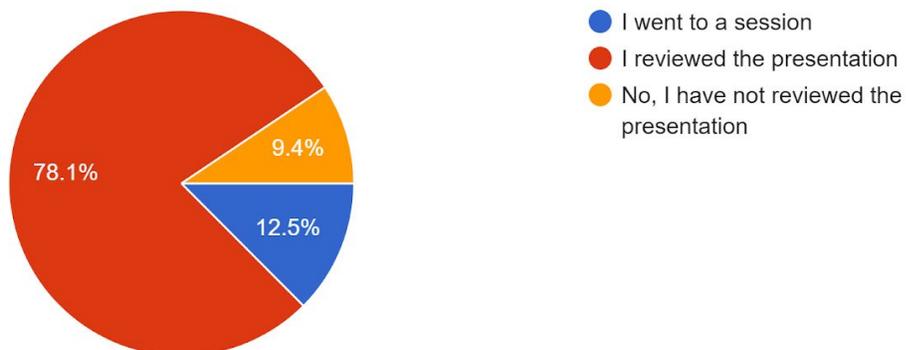
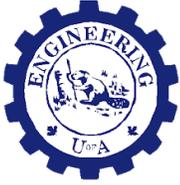


Figure 4: FAMF Presentation Viewership

If not, have you reviewed the presentation?

32 responses





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Figure 5: FAMF Increase and Restructuring Response

Do you support the idea of increasing and re-structuring FAMF?

32 responses

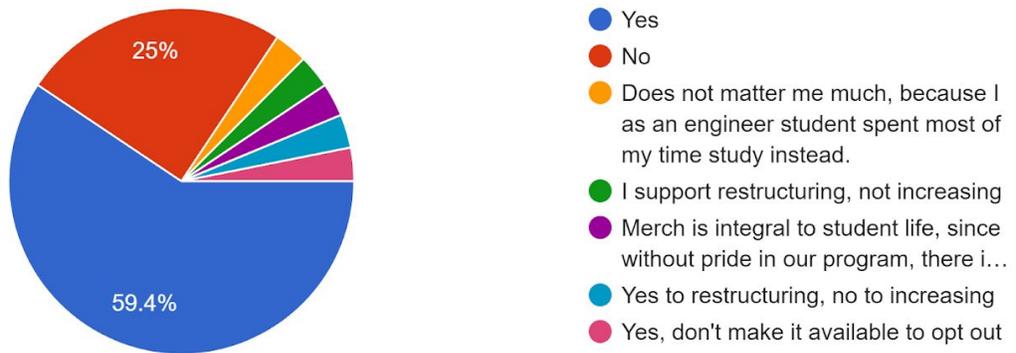
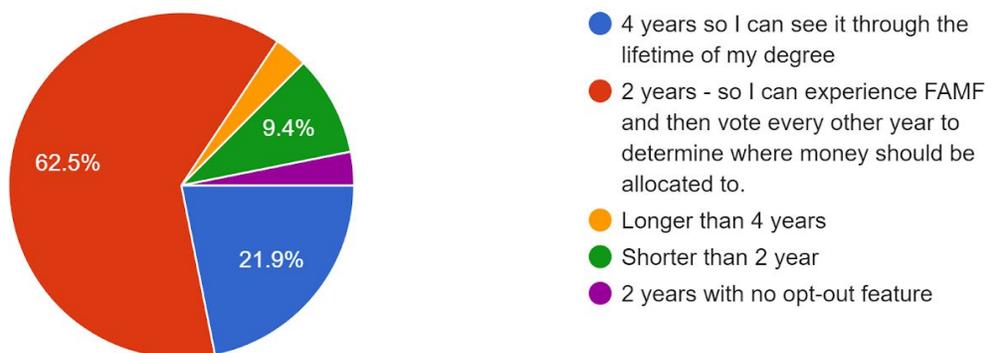
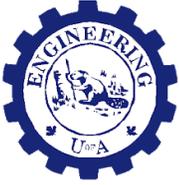


Figure 6: FAMF Suggested Lifetime

What do you think the lifetime of FAMF should be?

32 responses





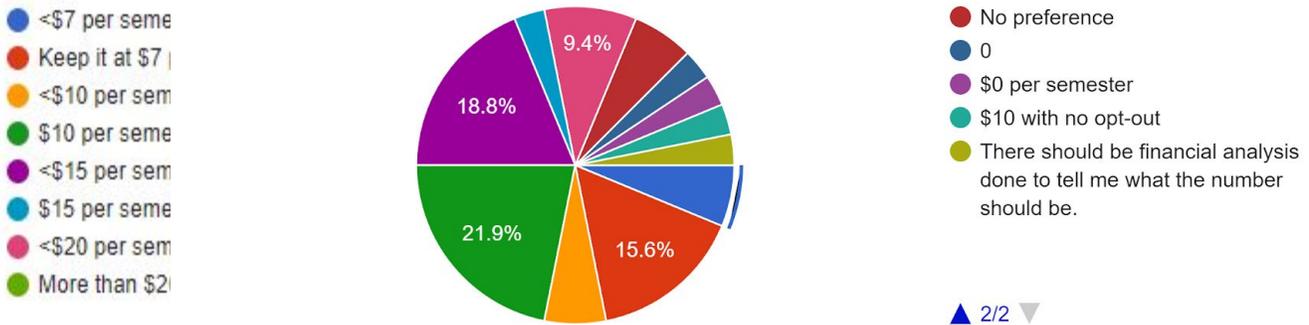
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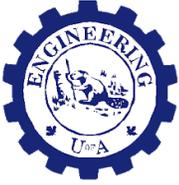
Figure 7: FAMF Value Response

How much do you think undergraduate students should pay per on campus semester?

32 responses



▲ 2/2 ▼



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Appendix XII



ENGINEERING STUDENTS' SOCIETY

Board of Directors

BOARD OF DIRECTORS MEETING

2018/11/06



ENGINEERING STUDENTS' SOCIETY

of the University of Alberta

Contents

Meeting Minutes	2
Individual report: ESS President - Submitted	5
Individual report: ESS Operations and Finance - Submitted	6
Individual report: ESS External - Submitted	7
Individual report: ESS Internal - Not Submitted	8
Individual report: ESS Student Life - Not Submitted	9
Individual report: ESS Academic Affairs and Services - Submitted	10
Individual report: ESS Communications - Submitted	11



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Meeting Minutes

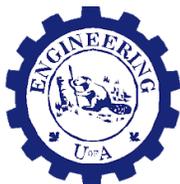
Date: 06/11/2018

Start time: 5:00 PM

Location: DICE 8-222

Attendance:

Position	Votes (/31)	Name	Present/Absent/Proxy
Chemical Engineering Club President	2	Lauren MacPherson	X
Civil & Environmental Engineering Club President	3	Ethan Yerichuk	X
Computer Engineering Club President	2	Shally Banh	X
Electrical Engineering Club President	2	Logan Snider, Ian Prescott	X
Engineering Physics Club President	1	Anton Sura	
First Year Engineering Club President	6	Juyoung Kim	X
Materials Engineering Club President	1	Alysen Townsley, Amanda Zimmerling	X
Mechanical Engineering Club President	5	James Dowell	X
Mining Engineering Club President	1	Josh Magtoto	X
Petroleum Engineering Club President	1	Shaye Smith, Gabriell Natha	
President	1	Dayton Chen	X
VP External Relations	1	Ira Roever , Reuben Vander Meulen	X
VP Operations and Finance	1	Aline Ljubichich, Tyler Veldhuis	X
VP Internal Affairs	1	Mandy Lim	X
VP Academic Affairs and Services	1	Andrea Schmitz, Willow Dew	



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VP Student Life	1	Ella Wang, Nina Cen	X
VP Communications	1	Joanna Bibangco	X
Faculty		Raymond Matthias	X
Engineering Counselor		Cindy Liang	
Engineering Counselor		Audrey Rosalind	
Engineering Counselor		Amlan Bose	
Engineering Counselor		Syed Mustafa	
Guest		Raymond Matthias	X

1. Approval of the Agenda
 - a. Approved
2. Approval of previous minutes
 - a. Approved
3. Report - President
 - a. See Report
4. Report - Communications
 - a. See Report
5. Report - External
 - a. See Report
 - b. Career Fair
 - i. Currently 9 spots in the second day
 - ii. Looking to introduce a tier for startups (smaller, new companies) which will be 400\$
 - c. Congress
 - i. Applications are open, link is in engglink
 - d. AGMR:
 - i. Attended last month, for more information see the report in *Additional Documents* folder
6. Report - Finance
 - a. See Report



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7. Report - Internal
 - a. See Report
 - b. Volunteers
 - i. Sent in for September and October
 - ii. Volunteer's night this thursday
 - iii. Recruitment will be starting after reading week

8. Report - Services
 - a. See Report

9. Report - Student Life
 - a. See Report
 - b. GEER Week
 - i. Sent out an email for all GEER Week coordinators
 - ii. Telus World of Science will be hosting an event

10. Report - Clubs
 - a. ChemE
 - i. Billiard Tournament
 1. 6 PM, this friday
 2. Co hosted with MecE
 - ii. Industry Night
 1. Co hosted with Mat E
 - b. CivE
 - i. Spring Rolls Sale
 1. November 7, 8, 9
 - ii. Popsicle Stick Bridge Competition
 1. November 22
 - iii. Merch Orders
 1. Will be sent out on November 7
 - c. CompE
 - i. Hackathon
 1. November 17, 18
 2. Sold out within 48hr
 - d. EE
 - i. Taco in a Bag Sale
 1. This thursday and friday
 - e. EngPhys
 - i. Absent
 - f. First Year
 - i. Planning for an event on November 13, Friday



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1. Video games, board games, food
 2. Will be in ETLC Solarium
 3. 11-3
- g. MatE
- i. Hotpot Night
 1. November 9
 2. 30 Reservations
 - ii. Tech Talk
 1. November 19
 2. Laser technology
 3. Free pizza lunch
 - iii. Industry Night
 1. November 29
 2. 4 med companies will be coming
 - iv. Clothing Order
 1. Concluded
 2. Will be getting jerseys
 - v. Entertainment night
 1. Every thursday night
 2. Stop by the MatE club room for more information
- h. MecE
- i. Barbeque
 1. This friday
 2. Engg Quad
 - ii. Pool Tournament on Friday
 1. Will be giving out Glo Party tickets as consolation prizes
 - iii. Clothing Order
 1. Will be on a website
- i. Mining
- i. Clothing Order
 1. In circulation
 2. Jackets and hoodies are on sale
 - ii. World Mining Competition
 1. U of A finished second, six years in a row
 2. 5 different countries: Chile, England, Germany, America, Canada
 - iii. Mining Games
 1. Raymond: Who will be organizing the mining games?
 2. Dayton: The ESS deals with most of the bookings for that.
- j. PetE
- i. Absent



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11. Presentations

a. [Style Guide](#)

- i. Logan: I was wondering if ESS had a stance on engineering being “ENGG” or “ENG”
 1. Joanna: We don't.

b. [FAMF](#)

- i. Reuben: Why do we have intramural fees when we don't even have intramural teams?
 1. Dayton: It would be subsidizing for half of any engineering intramural team.
- ii. Ian: Is how FAMF being spent up for discussion?
 1. Dayton: To an extent, that was the idea that Josh utilized last year. Right now, we don't have too much breathing room right now to spend.
 2. Ian: I was thinking of making changes before allocating the money.
 3. Dayton: No changes can be made during the period for FAMF.

12. Discussion Items

a. FAMF

- i. Informal Poll for Sending the FAMF Proposal to SU
 1. Aline not in favour
- ii. Letter of Support
 1. Everyone will be at the ESS office to sign the letter when it is printed
 2. Logan: Do we have access to this letter?
 - a. Dayton: Yea, I sent out on engglink, I'll also send it out on the BoD channel.
- iii. Raymond: Is it clear to the student body what happens if FAMF doesn't pass?
 1. Dayton: No.
 2. Raymond: What would happen if it wouldn't pass?
 3. Dayton: We wouldn't have the ability to maintain all of our services like PASS, GEER Week.
 4. Reuben: A lot of the events that we organized which go even or not make profit would have to be cut.
- iv. Raymond: If this were to not pass, could we vote for it again?
 1. Dayton: Yea, the vote happens every year.

b. Garage Updates

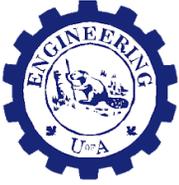
- i. Updates
 1. Installation should be finishing this week
 2. A 'Beta' Phase will be open this winter semester
 3. Feedback is wanted on operation of equipment, etc



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4. Committee is open to the idea of letting students use the garage, but they must have a clear intention
 5. Hoping to lead a Open Garage night for mini projects
 6. Some student groups believe it is project club space, although that is far from the truth
 - a. The issue of space for student clubs can also be resolved with DICE 5
- c. Super Bod
1. Will be scheduled for late December early January
- d. EUEF - Engineering Undergraduate Equipment Fund
- i. Every student contributes a mandatory \$25 levy per on-campus term, which is then disbursed by a committee of engineering club members to projects submitted by students and engineering departments
 - ii. Dayton: The reason we're bringing this up is because we don't have anyone to deal with this. One of the issues is that we are getting people who aren't comfortable with working with the faculty and not as well versed with FAMF. If there's anyone you know that's up for the challenge, please let me know. This needs to be decided very soon.
 1. Logan: Is this for the current year?
 2. Raymond: It is happening. The money is being collected this year.
 3. Reuben: What's the time commitment?
 4. Logan: As for meetings there's a couple in the fall, you have to also go out and solicit for equipment proposals. There's a structure for the proposals, which is a few pages. It depends on how knowledgeable you are for the lab equipment. In the winter, there's the recap meeting where you talk about where the money is being spent. I wouldn't count it as an easy time commitment.
 - iii. Ian: Over the past few weeks, clubs have been putting their garbage cans in the hall. Someone of the discipline clubs have brought that up and seem to be annoyed.
 1. Amanda: We only do that so we can fit everyone in our club room.
 2. Dayton: I will talk to our sustainability coordinator to help educate everyone on that.
13. Review of the [Action Item Table](#)
14. Review next meeting date/BoD Schedule
15. Dismissal
- a. Motion to dismiss



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- i. EE motions
 - 1. CompE Seconds

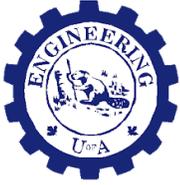


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Individual report: ESS President

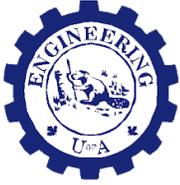
1. CoFA
 - a. Meetings with BSA, ISSS
 - i. Looking for more ways to collaborate.
2. SU
 - a. Capital Planning initiatives
 - i. Relaunching last years fee
 1. Surrounding upgrades to Myer Horowitz
 - ii. Last Year's Proposal
 1. Renos
 2. Cheaper access for students for events and for bookings
 3. Creating a student group fund
 - iii. Two Possible Directions this year
 1. "Your SUB"
 - a. Sub specific capital fund
 - b. Renos and repairs
 - c. Student Spaces funding (plug ins, etc)
 2. Generalized Student Spaces
 - a. Much broader plan.
3. CFES
 - a. Diversity in Engineering Response
 - i. Part of the official stance of CFES
 - ii. https://docs.google.com/forms/d/e/1FAIpQLScydWwDGOpS_bXxYMtLUD799WYGRUdErZ5EY0kf7y7aiIbuZA/viewform
 - b. Gun Control Policy
 - i. Federal Government is soliciting responses
 1. <https://www.publicsafety.gc.ca/cnt/cns/lttns/hndgn/index-en.aspx>
 - ii. Quebec Schools wanted a specific stance from CFES on Gun Control
 1. <https://drive.google.com/open?id=0B-qXylW-YOTPYXBGZWkwRUtobGE2UkprcGxWcmYwaVdVYm1n>
4. Garage
 - a. Project Clubs have been contacted for access
 - b. We emphasized that there should be access for general students.
 - i. One point they would like to see is that they want it to be based on needs.



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- ii. Not access for the sake of access
 - iii. Think of as a beta period
 - c. Need to fight against the rumours that it'll be project club only
 - d. Looking into hosting some open maker nights, (also need people to host)
 - i. If there are any ideas from the clubs it would be appreciated.
- 5. FAMF
 - a. Consultations have gone as well as expected.
 - b. Surprising amount of students both responded to the engglink survey, but also don't see any benefit from the ESS.
 - c. Need a letter of support
- 6. SuperBod
 - a. Part of the discussions started with the Garage
 - i. Separation of build space and plan space.
 - b. Organizing a larger introductory meeting and getting a more formal space proposal on Fraser's desk is important.
 - i. Some faculty members are in support of expanding to 5th floor DICE.

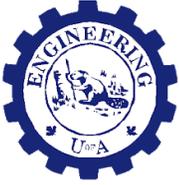


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Individual report: Communications

1. Outreach
 - a. Outreach is going great :D
2. IT
 - a. New ESS website
 - i. The new ESS website will be revealed in multiple “releases”, in order of priority.
No timeline yet.
 - b. IT is working on the first release of the new ESS website.
3. Branding
 - a. Discussion item: [ESS Style Guide Presentation](#)
 - i. ESS Style Guide is completed.
4. Photography and Publications
 - a. The Bridge was released on the EnggLink on Sunday. The article can also be found [here](#).

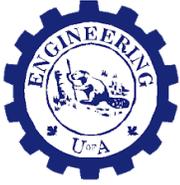


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Individual report: ESS External

1. UAEC
 - a. Went well despite issues
 - b. Will be sending four teams to WEC, delegate fees will be 250\$ per person
2. First Year Engineering Club
 - a. Planning first event by the end of the month
3. Congress
 - a. Application forms are up
 - b. Will be in Montreal



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Individual report: ESS Finance and Operations

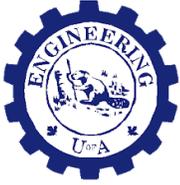
1. Operations
 - a. We made 21k in gross sales
 - b. Revamping the way we deal with cash in the GEER store because it's currently a poor system
2. Merchandise
 - a. Ordered the scarves and toques for the winter sale
 - b. Sold out of halloween engg paper in less than 3 hours (400 pads worth)
3. Finance
 - a. Everything is going smoothly- no significant updates
 - b. Preparing for another round of funding



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Individual report: ESS Internal



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Individual report: ESS Academic Affairs and Services

1. Professional Development

- a. have been talking with a prof about the Engineering Commerce Case Comp that's an inter Engineering Business competition, every year she holds a qualifying competition to determine who will be sent to the competition in montreal, but she would like to see this competition grow in size and she identified the biggest barrier to that as connections between engg and business students so we were going to throw a mixer on march 7th, talked with the business students association about promoting it
- b. Been talking about a joint clubs fair because there is so much cooperation between out 2 faculties specifically
- c. Put out a survey about complementary studies electives for Jason Carey and have gotten lots of good feedback about courses students want, still only about 20%
- d. PASS is relocating to ECERF W2-050 so we can offer our Wednesday sessions in conjunction with the Engineering Student Support Centre

Individual report: ESS Student Life



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