

Minutes
UMES Council Meeting 1
2006 June 10
10:23 a.m.

Council Retreat

Present: Steve Woodrow, Adam Coolidge, Kathryn Hearson, Elise Dyck, Eric Wickstrom, Gwen Nedohin, Megan Lusty, Dario Schor, Jessica McCombe, Ariel Brawerman, Marc Seewald, Amanda Goldsmith, Leah Wong, Nemash Budia, Amy Meacham, Jessica Pearce, Jane Polak Scowcroft, Janet Young, Matt Jones, Scott Hammond, Tyler Shipman, Jane MacAngus, James Marsh, Victor Lam, Katie Szilagyi, Chris Nicholas

Absent: Janelle Salanguit, Nhi Le, Kelli Goldstone, James McKee, Rebecca Ginzburg, Romain Coudière, Dave White, Andrew Grierson, Daryl Godkin

I. Call to Order – 10:23 a.m.

II. Approval of Agenda

Motion to approve agenda

Moved by: Adam Coolidge

Seconded by: Scott Hammond

Motion passed

III. Old Business

No old business

IV. New Business

1.1 Introduction to UMES Council: Session and Breakout Groups

Announcements:

- Council represents all engineering students at UofM
- Council success is based on how well we work together
- E1 will be complete between July 10 and the end of July: labs will be moving, we need to assist student groups in moving out of the office
- Unfilled council positions: Grad (someone needed to book venue, contact presidents and Dean; does anyone know someone who would be interested?)
- Council positions needing more people: PR (need good networking skills; does anyone know someone who would be interested); Promotions (there are only 3 people and 4 or 5 are needed)
- Last year was pretty solid; we can build on that

Breakout Groups:

- Topic 1:

A) UMES Image:

- Introduce ourselves to random people in room 229, etc.
- Have skits in the crowd of anything we are promoting
- Suggestion box for feedback/what students think; respond to box publicly

- Scrawl in the wall is good; more scrawl on the wall
- Primary challenge: lack of knowledge of what UMES does so we should publicize our successes
- “What does UMES do for you?” spread (engenda, socials, etc.)
- We need to be approachable/keeping our doors open
- Feedback: talking to people at events, finding out what people think at events through personal conversations, pass along constructive feedback (not just the role of directors who organized event)
- We need a better front for UMES

B) Purpose of UMES:

- Service to students
- Represent students
- Voice of students
- Promote school/faculty spirit
- Stand up for rights of students
- Provide events/services

Achieving Purpose:

- B+/Thumbs up
- Not well in students opinions, events/services provided, but students don't know what we do

Doing Better:

- Promote to people in class
- Work as cohesive unit (not separate directorships)
- More promotions
- Random, proactive promotion of spirit directorship (define goals/jobs of new directorship)

Goals:

- Having white boards on office doors
- Emphasis participation at events to new students (during EngO)
- High visibility of council members at EngO
- Large, friendly pictures in engenda
- Take pride in engineering
- Get the word out (work on better posters)
- Hang out in office/lounge so people see our faces
- Restarting the engineering band
- More chanting
- Some people think UMES is a clique or people don't know where the office/lounge is
- Advertised open house (with food, etc.)
- People need to want to walk into the office
- Have a TV playing movies in the lounge 24/7
- Have a sign by the office (ie. “welcome”)
- Have free donuts on Fridays
- Have people come into the office for study space

- Topic 2:

A) Events/Services that we should be doing:

- Scrawl on the wall: good event, but we end up with crap on the wall; move to in front of office/Dean's office to make people more accountable for what they write; some people are concerned about others seeing what they write (a suggestion box is completely anonymous – can post up suggestions and have people replying to them); have faculties respond to scrawl on the wall
- Pick your poison (old event) for frosh determining their department
- More chanting/songs and teaching people them (spirit directorship)
- Radio station
- Tradition of coveralls (colourful, automotive coveralls covered in patches)
- Need more UofM engineering traditions (verse to engineering hymn - something other schools relate to Manitoba)
- Reception for students coming into engineering from U1 (similar to EngO)
- Bands in the atrium were well liked, but needs to be at a different time (socials/spirit directorships)
- More interaction with other faculties (see if architecture will let us play ditch ball)
- Nursing/engineering socials; combine with Wise Guys band socials
- Wise Guys social each term (one in October and one toward the end of the second term)
- Poker tournament: need more people, have a beer bash at the same time (check whether it is legal to play poker/drink at the same time)
- Themed beer bashes: poker, bands, etc.
- Rent bouncy castle, dunk tank, q-tip/gladiator fights, etc. for in atrium
- Be in contact with the faculty so there aren't midterms the same week/day as big events

B) Relationship with student groups:

- Cooperative social events (sports, drinking, etc.)
- Encourage participation at UMES meetings from student group members
- Have UMES representative go to student group meetings
- Have an intercom or walkie-talkies between buildings/offices
- Don't leave out any student groups
- Penny wars very successful in making everyone work together
- Have all student group representatives meet once a semester with members of UMES

- Have council members join technical societies
- Visit student groups' offices when not trying to sell things
- Attend student groups' events
- Promote each others' events
- Make sure events aren't planned on the same days
- Informal communications (coffee, lunch, playing cards, etc.)
- Inter technical society events (cards, etc...)
- We need good relationship between UMES and student groups/
UMSU

Communication:

- Communication is the key to the success
- Need to know what everyone is doing
- Help each other out/provide ideas and suggestions
- Give feedback/ask for feedback; send emails to each other (record information and pass on to future council members)
- Internal: via email to get messages out to everyone; use council email list for volunteers, when selling something, or when you need to tell everyone about something; check email once per day; email exec with problems/ideas; mailboxes by door of office (check frequently)
- To student body: not aloud to directly email students so emails should be sent to promotions to be forwarded to Dean's office
- Red Cub used to be newsletter between Red Lions to let people know what's going on; send out monthly emails with information instead of many
- Beyond student body: media – best left to Steve Woodrow or Kathryn Hearson; don't say "no comment", but direct media to Senior Stick/VSE; talk to Amber Skrabek about press release
- Steve Woodrow mainly deals with the Dean; Steve Woodrow and Eric Wickstrom deal with UMSU; Kathryn Hearson deals with other universities
- Volunteer at events other than the ones you organized (shows unity within the council)
- Office: base for our operation; students come with problems; communicate so everyone knows what is going on; everyone will get a key (after an open book constitution test); when handling people who come into office, greet them and fine out what they need; reduce appearance of being a clique; clean up after yourself; filing cabinets with previous documents/files for directorships; computers for council use; save work to UMES server, achieves of files; printer for council stuff; phone for UMES stuff (be friendly, if you don't know the answer to a question, direct them to the right people, take down messages properly and give)
- Professionalism: the office should remain a dry office; no open alcohol

- Topic 3:

A) Teamwork/Communication:

- Notice for events and volunteering
- Attend each others' events
- Feel like you're needed
- Make people feel part of event throughout planning, not just execution
- Reciprocal volunteering
- Incentives: free stuff?
- Volunteering in teams (especially for the window)
- Be accountable, responsible, sociable
- Interaction with others
- Organization and motivation (keep in touch, recognition, active feedback)
- Feedback scrawl on the wall for socials, etc...

B) Purpose of Spirit Directorship:

- Promote engineering in a fun way
- Participate with all events (socials, sports, etc...)
- Build spirit/boost moral
- Create random fun
- Promote engineering pride
- Boost UofM spirit within the faculty
- Wear Phil costume
- Increase student involvement
- Involve international students more
- Find creative ways to promote events
- Promote their new directorship
- "Don't miss 50% of your education by going to class 100% of the time"
- "Restore the glory of engineering"

Events/Activities:

- Carnival in the atrium
- Restarting the engineering band
- Organizing of engineering intramural teams
- Student of the week (pick random peoples, take their pictures and put them in the atrium, pick an all star team and put them in the Red Lion)
- Photo scavenger hunts
- Snowball fights/water balloon fights
- Make a handbook of engineering songs/chants
- More events outside of the building
- Lion paw prints leading to the office
- Sign outside of the office saying everyone is welcome
- Start UofM "traditions"
- Enginursing social

- Work on new and old events
- Don't need their own events, just help with other peoples (especially for the first year when trying to define their job/position in UMES)

Motion to recess for lunch

Moved by: Adam Coolidge

Seconded by: Tyler Shipman

Motion passed

Meeting resumed at 1:51 p.m.

1.2 Selection of Internal and External Committees

Internal Committees:

- Selections Committee:
Marc Seewald, Jessica Pearce
- Finance and Planning Committee:
Amy Meacham, Jessica McCombe
- Constitution and Policy Manual Committee:
Katie Szilagy, Dario Schor
- Engenda Committee:
Jessica Pearce, Nemash Budhia, Leah Wong, Ariel Brawerman, Janet Young
- EngO Committee:
Marc Seewald, Chris Nichols, Daryl Godkin, Ariel Brawerman, Megan Lusty, Victor Lam, Nemash Budhia
- Pi-Throw Committee:
Katie Szilagy, Jane Polak Scowcroft, Megan Lusty, Kathryn Hearson, Jessica McCombe, James Marsh
- EngWeek:
Nemash Budhia, Kelli Goldstone, Janet Young, James Marsh, Scott Hammond
- Conference Delegation Selections Committee:
Non-council members

External Committees:

- Faculty Council:
Jane Polak Scowcroft, Jessica Pearce, Jane MacAngus
- Nominating Committee:
Katie Szilagy
- Engineering Local Disciplinary Unit Committee:
Marc Seewald, Matt Jones, James Marsh, Scott Hammond
- Engineering Endowment Fund Advisory Committee:
Biosystems – Katie Szilagy, Janet Young
Civil – Kathryn Hearson, Amy Meacham, Gwen Nedohin
Mechanical – Nemash Budhia, Jessica Pearce
Computer/Electrical – Victor Lam, Jane Polak Scowcroft

- Committee on Common Core Courses:
 - Biosystems – Megan Lusty
 - Civil – Ariel Brawerman
 - Mechanical – Adam Coolidge
 - Computer/Electrical – Victor Lam
- Academic Regulations and Curriculum Committee:
 - 4th+ year – Adam Coolidge
 - 3rd year – Matt Jones
 - 2nd year – Romain Coudière
- Student Evaluation of Educational Quality:
 - Amy Meacham, Eric Wickstrom, Chris Nichols, Jane MacAngus, Leah Wong
- Outreach Committee:
 - Ariel Brawerman, Romain Coudière, Marc Seewald
- Computer Use Committee:
 - Dario Schor, Daryl Godkin
- Engineering Library Committee:
 - James McKee
- Department Councils:
 - Biosystems – Leah Wong, Rahulan Sethupathy
 - Civil – Gwen Nedohin, Kathryn Hearson, Amy Meacham
 - Mechanical – Tyler Shipman, Adam Coolidge, Scott Hammond
 - Computer/Electical – Victor Lam, Steve Woodrow, Dario Schor

1.3 Introduction to Finances, Budgeting and Planning Process

Budgeting Process (Gwen Nedohin):

- UMES has an annual income of about \$115000
- We need a balanced budget and follow that plan
- Some directorships make money, others lose money
- The budget is a planning tool: after the budget is made, it tells you how much a directorship can spend
- The budget will be complete by mid-July for budget meeting
- Each directorship should meet with numbers, ideas, plans for the year, etc. with the treasurer/ Senior Stick; the budget is then approved by the finance committee and then the entire council
- After the budget is passed you need to get approval from treasurer/Senior Stick and then the entire council if you need to spend extra money
- Always need documentation when dealing with money
- Make budgets conservative (budget high, income low)
- To figure out how much something is going to cost, look at old files and talk to people
- Plan a directorship meeting in the next week, then schedule a meeting with treasurer/Senior Stick the following week

Breakout Groups Continued:

- Topic 4:

A) The Window:

- Sell rum and coke
- Seasonal themes: Christmas, Halloween, etc. (decorations and merchandise)
- More advertising around the building and the window (times we are open, price lists)
- More stylish, fun shirts
- Sell UofM shirts as well
- Sell frozen food (ie. pizza pops)
- When working the window, put friends together so people aren't as bored
- Have people more accountable for the money made during their shift
- Prizes for attendance to shifts; competitions for who makes the best sales
- Sell engineering paper in window (sole source at UofM)
- Change drinks that are sold
- Have a better chair in window
- Fashion show of engineering merchandise during eng week (profs as models)
- More items: gum, paper, pens, pencils, etc.
- Place items in display case
- Make volunteering open to responsible, non-council members
- Logo ideas: Microsoft window with ERTW; Phil standing in front of a window

B) Socials:

- Taking right approach; generally good turnouts
- Timing: beginning of semesters
- Awareness: class to class, better salesmanship (don't say tickets are going slow)
- Visibility: new location for selling tickets; spirit directorship at a booth
- Location: not downtown; atrium (fun to do things you're not aloud to do in school)
- Themes: costumes, easy to do with not a lot of effort (ie. 70's)
- Make socials fun, and make sure people know about them
- Big posters; put pictures on the web of the good times
- Enginursing social: can take bigger risks with money; improve male to female ratio
- Building stuff is cool: build in atrium, sew in office so people can see it and be aware of it (builds curiosity/passive awareness)
- New event: Wise Guys 201 (end of the year; join with frosh pick your poison)

- Push socials at EngO; tell new students to watch for them
- Make socials appealing to students of today; make them about more than just getting drunk
- Work with student groups to make a massive drink the town dry
- Need people to know that social aren't just for engineers
- Council should be responsible for selling a certain number of tickets; have contest between members to see who can sell the most
- Have video screens and live bands
- BBQ in atrium with bands during the first week of school

VSE (Kathryn Hearson):

- WEC (for winners of UMEC): UofM sends large group of people
- CFES: represents all Canadian engineering societies; Congress: 2 spots besides Stick and VSE
- Goals: approve communication with APEGM
- Written document of what APEGM does for us and what we do for them
- Student memberships: major link to engineering profession; help plan networking events (wine and cheese, student professional dinner)
- Promote applying for conferences

- Topic 6:

A) APEGM:

- Many students find having a student membership is quite useless
- Keep letting students do the PPT again for free again if they fail
- Have APEGM have a resume data base (send in \$10 fee and resume)
- Have guest speakers that students are actually interested in
- APEGM host a seminar about the EIT process
- Advertise that \$10 membership goes to UMES
- Increase activities for students from APEGM
- Have more smoozing events with APEGM
- Have more APEGM presentations
- Idea: make a deal with Wise Guys that if you show your APEGM membership you get \$5 off the Wise Guys membership
- Collect renewals for students so it is easier to renew
- After you don't renew once, there is no incentive to renew again
- More incentive: member-only events; solid events where professionals want to attend; PR events at UofM
- Mentorship program set up by APEGM
- Make non-members pay more for professional dinner tickets

B) Conferences:

- Send out a newsletter about all the conferences that people can go to at the beginning of the year
- Have an article in the Manitoban

- Booth in atrium about conferences
- When people come back from a conference, make students aware that someone went; write an article for the Red Lion
- Advertise earlier about the conferences
- Have a list of conferences and what each is about in the engenda
- Promote in class by council members or profs
- Pictures (not just of partying) of places they went/things they did
- Presentation template for mandatory presentation to council; require them to take pictures for UMES
- Pamphlets to hand out to students if they want more information about conferences
- Put good reports of conferences on website
- Promotional videos/slideshows of photos before class
- People who are involved get more out of some conferences (ie. WESST); target younger students who seem to have potential
- Anyone can go to WEC
- Tell people how much fun the conferences are
- The spirit directorship can convince people that it is not the end of the world to miss school

VSA (Adam Coolidge):

- Want a wide variety of students involved on councils
- Meet with department council to go over issues, then bring them back to UMES
- Used book sell-off in the first couple weeks of school; in room 229 or atrium
- Advertise what VSA does to students outside of the council
- Posters: "Have you VW yet? See the VSA"
- Teach council how to use Aura so they can help other students

- Topic 5:

A) Academic Services:

- Have second scrawl on the wall (make each before the bear pit for that term)
- Attending the bear pit for anything (not just if a department is bad)
- Have department level bear pits
- More people would come out if they knew there would be results
- Have tutoring/computer help
- Pick your poison; people need to know who the department heads are
- Interview/resume workshops

B) Engineering Image:

- We're too technical
- We know too much about nothing

- We're socially inept
- We're unapproachable

Remedies:

- Have outreach for younger grades
- Practical experience (trying to understand everything from the ground up)
- Children never say "I want to be an engineer"
- People don't know what engineers do
- High school students might think engineering is really hard and shy away from it; we should talk to guidance counsellors
- Opinion: too many males
- Each field is so different it is hard to describe what an engineer does; need to summarize for younger students
- Viewed as "engineers"
- Talk to guidance counsellors about opportunities and actual workplace and types of work
- Not presented as an option to girls
- Need to reach them in grade school
- We need to decide if outreach is reaching the right people
- Some of this is outside of our mandate: tell APEGM about this problem

V. Question Period

What's happening with the memoriam of understanding?

- APEGM is going through it with a lawyer to change wordings, but they don't know if they can sign with a non-legal entity (UMES).
- It is a document that explains the value of the relationship between the professional organization and the student group.
- It is written down that the \$10 student membership fees come back to UMES.
- APEGM will have a council member that will be UMES liaison.

VI. Adjournment – 4:30 p.m.

Motion to adjourn

Moved by: Tyler Shipman

Seconded by: Kathryn Hearson

Motion passed