

Minutes
UMES Council Meeting 07R-5
2006 September 13
5:30 p.m.

Dean's Conference Room (E2-361 EITC)

Present: Steve Woodrow, Adam Coolidge, Kathryn Hearson, Elise Dyck, Eric Wickstrom, Gwen Nedohin, Megan Lusty, Dario Schor, Daryl Godkin, Matt Brotherston, Jessica McCombe, Romain Coudiere, Ariel Brawerman, Rohan Lall, Matt Jones, Scott Hammond, Tyler Shipman, James McKee, Jane MacAngus, Keli Goldstone, Victor Lam, Leah Wong, Phil Phil Dompierre, Rahulan Sethupathy, Amy Meacham, Marc Seewald, Janet Young, Nhi Le, Jenelle Salanguit, Dave White, Nathan ?, Doug ?

Absent with Regrets: James Marsh, Katie Szilagyi

Absent: Nemish Budhia, Chris Nichols

I. Call to Order – 5:35 p.m.

II. Approval of Agenda

Motion to approve agenda

Moved by: Tyler Shipman

Seconded by: Kathryn Hearson

Motion passed

III. Approval of Minutes from 2006 July 19 (07R-2)

Motion to approve minutes

Moved by: Elise Dyck

Seconded by: Tyler Shipman

Motion Passed

IV. Old Business

3.1 Volunteers for The Window – Merchandise

- still have some slots that need volunteers
- email merchandise if you haven't volunteered and you still can

3.3 Wiseguys 101 – Socials

- band (Alderstone) was booked band today
- is on Friday October 6, 2006

3.5 Making Your Events Successful – Senior Stick

- this is especially important to sports, socials, and spirit
 - 1) promotion: notice to engineering students and other people as soon as possible
 - 2) having enough volunteers: volunteer list will be set up by ec
 - 3) events with alcohol: liability insurance is needed for these events and UMSU is asking for a list of events and where they are taking place by September 30th, send a list of your events to Steve

4.5 How To Request Promotions – Promotions

- sign up for October events for the calendar on window, email or forms
- promotions likes to have 1 month notice for big events
- email in poster request form
- event promotion forms in mail slot

V. New Business

5.0 Dealing With The Media – Amber Skrebak

- buffer between you and the media
- promote an open door policy where media gets information directly from us
- Amber will help with you message
- never make a comment on university policy
- let Amber know about the media contact as soon as possible
- don't say "no comment", it makes it look like you have something to hide
- if you have an interview, monitor your coverage
- if media contacts you about UMES direct them to Steve, Adam, or Kathryn

5.1 How to Handle Deposits & Requests – Treasurer

- check request: fill out envelope with invoice or receipt and put back in filing cabinet where you got envelope
- depositing money: write out each budget line money is going to and put in safe;
- look in budget book for introduction on how to handle money/other questions

5.2 Council Member Resignation – Senior Stick

- Jessica Pearce (publications) has resigned
- mentioned last week: Jane Polak Scowcroft (publications) has also resigned

5.3 Oktoberfest – Socials

- will be next Wednesday
- tickets are available at Ticketmaster for \$10
- say you're from engineering when you buy the tickets
- 80 comp tickets to give out (we are not doing the 2 for 3 deal)
- going to try to get more posters up
- Social will ask if tickets are sold at the door

5.4 New Office Plan – VSA

- clockwise from door: storage, computer room, ec/promos, VSE/VSA/senator/UMSU rep, Senior Stick/secretary/treasurer, chairs, pr/outreach, grad/yearbook, spirit/pubs, sports/socials, merch
- Adam will mark on doors where people are going

- organized so people that need to work together are in the same office
- chairs office can be used for storage of those particular events
- specific concerns can be addressed after the meeting

5.5 UMEC – VSE

- Thursday October 12th
- will only be junior/senior design competitions
- need to participate if they want to go to WEC
- email Kathryn if you want to volunteer for the competition and you do not plan to participate
- \$2 to participate
- posters and application forms will be going out soon
- if you want to go to WEC even for a different event, you should still compete in UMEC and then apply to the conference delegation committee

5.6 Engineering Endowment Fund Applications – Senior Stick

- competition is open until October 23rd
- go to the website for form
- if you need funding for something apply (engO/ec/VSE/outreach should think about applying this year)
- for sample endowment fund applications talk to Steve

5.7 Lounge Keyholders – Senior Stick

- only SS, VSE, and VSA have keys right now
- need someone who gets here early regularly to open the lounge
- people interested: Matt Brotherston, Leah Wong, James McKee, Dave White

5.8 Books With Wings – Senior Stick

- started by the Faculty of Medicine
- collect old textbooks and send them to a country where these textbooks can be used
- need people to collect, categorize, and index books
- people interested: Amy Meacham, Jane MacAngus, Jessica McCombe

5.9 Computer Accounts – EC

- everyone has had a username set-up (username: your umid, password: usme1234 then prompted to change it)
- my documents will show up on any computer, with a public drive for different directorships and archives
- logins are recorded, with the same university computer policies
- there is no generic account for login
- there will be a council section login on the website to update council information (password will be sent out)
- do as much work on UMES machines as possible to make collaborating work easier

- laptops: talk to ec about printing wirelessly to printer, same with accessing the network

5.10 Selling Food At The Window – Merchandise

- check off food sold on the sheet that is there
- cans are now \$0.50
- make receipt for everything and write down everything sold in blue ledger book (except for food)
- fill out order form and take deposits for leather jackets, fleeces, and golf shirts
- locker problems: leave detailed note of what happened with name and email so that merchandise can follow it up, there are around 40 lockers left

5.11 Potential CFES CE Course – Senior Stick

- complimentary education courses are things that you wouldn't originally learn in the classroom
- idea for a course ran at U of M: something on green engineering (interaction with hydro, environmental consulting)
- if you have any other ideas talk to Steve

5.12 “How to be a good Council member” #1 – The Office – Senior Stick

- will be discussed at the next meeting

VI. Reports To Council

VSA: office allocations; meetings about the new math courses

VSE: met with Grant today, and almost finalized document; starting work on UMEC; 2 people are going to be sent to WESST instead of 3 because the conference is being held differently this year, and 4 people will go to Congress instead

Senator: going to senate meetings

UMSU Rep: has a meeting tomorrow

Treasurer: balancing books; filling out check requests

EC: made locker system with receipt printer

Grad: Nathan and Doug still need to be interviewed; iron ring ceremony is set-up for November 21st

Merch: did a lot of their work in the summer; ordering new stuff when needed; t-shirt contest still to be held

Outreach: set up both days and mailing will be happening soon; contacted by Children's Museum for Lego competition during reading week; looking for people interested in building a large sea creature or insect

PR: student employment services October 5th career fair; need to promote it and need volunteers

Promos: making posters for conferences; large calendar; need to fill blue board in atrium with other stuff, tack sign-up forms, etc. (talk to promos)

Pubs: finished Red Lion yesterday; problems getting it together so if anyone wants to write anything let Amy know; let Amy know if you know anyone who wants to be a member of the team; need a graphics person

Socials: BBQ last week went good, but lost \$75; will be starting a committee for the Big One soon

Spirit: working on the engineering symphonized marching band; want to have better engineering support at sport events; mini golf tournament in atrium to promote golf tournament (need putters/putting holes/golf balls); promoting Oktoberfest in atrium and giving away Oktoberfest tickets

Sports: golf tournament in 2 Saturdays, still need students and professionals to participate; next working on dodgeball and spongee; will look into an indoor soccer tournament (maybe in February, but problems with space)

Yearbook: today's pictures; taking pictures at event; grad photos set up; you can access pictures under public drive; will be at homecoming; working on the cover

EngO: Katie will make presentation next meeting

EngWeek: starting to meet with committee soon

Student Groups: moving; some still need to pick up checks from UMES; meeting next week to talk about space with Senior Stick, VSE, and VSA

Senior Stick: helping with Red Lion; replying to emails; helping student groups move out; working on rearranging storage room

VII. Question Period

No questions

VIII. Adjournment – 7:00 p.m.

Motion to adjourn

Moved by: Spirit

Seconded by: Pubs

Motion passed