

Minutes

UMES Council Meeting 09S-1

2009 May 30

2:00 p.m.

Colin Richards' Cabin, Poplar Bay

Present: Megan Lusty, Mark Hearson, Kaitlin Fritz, Kathryn Marcynuk, Jared Marr, Trevor Gascoyne, Michael Guberman, Kairlynn Meadows, Derek Neufeld, Dave Barchyn, Dell Carrit, Matthew Fair, Victor Hashemian, Madeleine Cleveland, John Grogan, Rebecca Joseph, Samantha Olson, Steve Bohrn, Andrew Condon, Jomar Manzano, Vanessa Stewart, Ali Campbell, Charlene Urfano, David Enns, Lisa Pohl, Allison Fritz, Vanessa Nickel, Colin Richards, Mike Lyseyko, Matt De Monye, Robbie Brar, Simon Cooke

Absent with Regrets: Tabitha Wasylyk, Burke Libbey, Noelle Vialoux, Tyler Phillips, Leah Wong, Tyler Grant, Roman Coudiere, Nikou Jalayeri, Ben van der Hooft, Dr. Jason Morrison

Absent: Keith Edie, Mark Reimer, Angelina Sarlo, Derrick Enns, Tom Vogel, Kyle Leblanc, Dylan Briggs

I. Call to Order – 1:50 p.m.

II. Approval of Agenda

Moved by: Sports

Seconded by: Merchandise

Motion passed

III. Old Business

No Old Business

IV. New Business

1.1 Introduction to UMES Council Meetings - Secretary

- Meetings will be held every two weeks, typically on Wednesdays at 5:30 p.m.
- Meeting reminders and a call for agenda topics will be sent the week before the meeting, before the Wednesday of that week
- Please respond with agenda items no later than the Sunday before the meeting
- The agenda will be sent out on the Monday, the week of the meeting
- Please send regrets no later than the Tuesday before the meeting

1.2 Introduction to Finances, Budgeting & Planning – Senior Stick & VSF

- Meet with Vice Stick June 15-21, finalize budget and plan June 22-29, due June 30; budget meeting on July 15

- Making Your Budget:
 - o Start with last year's budget, but take inflation and new ideas into account
 - o Council members will receive last year's expenditures and last year's budget in the next few days
 - o Every directorship will meet with VSF to discuss their budget
- Cheque Requests
 - o Third Party:
 - Need receipt/invoice
 - The three parties are you, UMES, and the company/store
 - This request is for a reimbursement for you
 - o Non Third Party:
 - Need receipt/invoice
 - Pays the company directly
 - o Based on these options, select Y/N on cheque request form for "Third Party"
- For cash deposits, add supporting documentation so that there's a "paper trail"
- If you need a float, see VSF ASAP (at least 2 days in advance)
- Things that need to be completed over the summer:
 - o Brainstorm/budget for events
 - o Develop the master calendar
 - o Anything happening in September needs to be prepared
 - o The first Red Lion
 - o Become familiar with any software
 - o Get a photo taken for the Engenda/ the UMES website
 - o Get to know fellow council members
 - o Engenda
 - o EngO

1.3 General Office Business & New Room Arrangements – VSI

- Keep the offices clean; if you spill in the microwave, clean it up
- Sign the 2009-2010 UMES Council Office Rules

1.4 Selection of Internal & External Committees – VSS & VSA

- (see attachment)

V. Reports To Council

EC – Plans to apply to the endowment fund for a new computer
 -Plans to update the EngO website, making a frosh homepage
 -A How-To guide will be created for after Burke graduates

Engenda – not much is changing, but if you have any suggestions for improvements, please contact Engenda chairs

EngO – September 8th and 9th this year

- There is an idea that buddy leaders could be buddy leaders all year to check in with the frosh. Therefore, there will be buddy leader interviews
- EngO is considering alternative activities to bowling, such as mini golf

EngWeek – EngWeek will be the week before or after WEC

- The suggested theme is “Zany Schemes and Wet Dreams”
- Will keep many of the same activities such as poker, tug-of-war, Rumours night, Pemby night after dodgeball
- Add activities such as a talent show and a scavenger hunt
- Thinking about coordinating EngWeek with another faculty, like Agriculture

Grad – Grad is taking place on Saturday, March 27th at the Fairmont Hotel, dinner begins at 6:00 p.m. and the dance ends at 1:00 p.m.

- There are hotel rooms available for students to rent around \$150 (must be booked before February 29th)
- The President of the University, Dean, Director of APGEM, and all Department Heads will be invited
- The hotel supplies all security for the event
- The hotel will be providing the cash bar (so we will not have to hold the liquor license) - drinks will be \$4-7
- First Term Iron Ring is on Tuesday, November 17th
- Second Term Iron Ring is on Tuesday, March 23rd
- Grad needs help from PR in securing funding for the dinner and dance

Merchandise – Looking towards getting a new fridge

- Plans to put ads in the Red Lion, adding a sign above the window
- Considering an end of term prize for best window attendance, most hours worked
- Will still sell food, but wants to add an emphasis on the engineering jackets

Outreach – Much the same as last year’s, with possible additions such as a mock lecture to give information that could be used for the design competition, prizes for the design competition

- Possible Outreach dates are around November 17th and March 17th
- Pick Your Poison will be in March

PR – wants to set up a database to keep track of companies who donate money

- The internal deadline for the sponsorship package is June 15, with a pdf copy going to possible sponsors while a hard copy goes to previous donors
- Plans to ask for gifts-in-kind, such as old desks
- Plans to set up a soft skills workshop
- Wants every directorship to write up a paragraph of what they’re about, to show businesses (PR has rough copies that they’ll email out for the directorships to edit)
- Has an idea to have the student lounge become a billboard of sorts, where companies can advertise

Pi-Throw – Theme: Pirates, with costumes; grand pie-ing with a potato cannon
-Please pass along suggestions for a charity
-Probably going to be after Reading Week

Promos – want applications in writing (email or mailbox) a minimum of 2 weeks notice before the signs are needed
-Submit calendar items ASAP please
-Needs volunteers to make announcements in first year classes

Pubs – Suggested dates: first Red Lion will come out Wednesday, September 16, second on November 18th, third February 8th and the fourth March 29th
-The deadline will be 3 weeks before the edition is due to be sent out
-Plans to include “staple columns” and foreign correspondents

Socials – There will be the same number of socials, but maybe more beer bashes
-The Big One will probably be a week before Reading Week, rather than the day before

Spirit – Colin is the band director, so contact him if you are interested
-Planning a hard hat painting contest, getting Wise Guys to sell pitchers for \$10 for anyone wearing their band jersey
-Plans to get the Dean a band jersey, email suggestions for a band jersey number

Sports – wants to have one more spongee than last year, and one more dodgeball
-Maybe wants to include go-karting

Yearbook – Wants to try to get more people taking pictures

Secretary – nothing to add to the above

VSA – nothing to add to the above

VSC – nothing to add to the above

VSE – nothing to add to the above

VSF – nothing to add to the above

VSI – Keys were assigned to Vice Sticks, not necessarily the directorships

VSS – nothing to add to the above

SS –WEC is January 20th, 2010
-Kaitlynn and Jared are going to a WESST executive meeting in June

VI. Adjournment – 3:40 p.m.

Motion to adjourn.
Moved by: VSE
Seconded by: Pubs
Motion passed