

# **WATERLOO ENGINEERING ENDOWMENT FOUNDATION MINUTES**

## **Regular Board of Directors Meeting Friday, July 22<sup>nd</sup>, 2005, 5:30 pm. E2-3324**

Board Attendance: Dr. Tony Vanelli (attending on behalf of the Dean, Adel Sedra), Katherine Chiang, Mike Spendlove, Nick Lawler, Ellen Kaye-Cheveldayoff, Chris Pieneman, Jeremy Taylor, Matt Stevens, Timo Vainionpaa.

Attending by Proxy: None

Regrets: Karim Lallani, Denis Viens.

### **1 Call to order**

On-stream WEEF Director Katherine Chiang called the meeting to order.

### **2 Approval of the agenda**

**Moved by** Matt Stevens, seconded by Mike Spendlove.

**Motion carried.** All in favour.

### **3 Approval of minutes from March 14, 2005**

**Moved by** Jeremy Taylor, seconded by Matt Stevens.

**Motion carried.** All in favour.

### **4 Nominations and appointment of new student board members**

#### **4.1 Rose Linseman (Architecture Student member)**

History on WESEF for three years. First year rep, then housing, then president. New member of WEEF, and here to represent architecture and pass the information back to architecture.

#### **4.2 Kathryn Pomeroy (A Soc Student member)**

Involved with engsoc and WEEF over the passed couple of years as a class rep.

**Moved by** Jeremy Taylor, seconded by Matt Stevens.

**Motion carried.** All in favour.

## 5 WEEF Director's Report for Spring 2005

### 5.1 WEEF participation

Overall participation is 69.26%, average for summer term. Architecture had highest participation. Participation was about 69.7% last term. Finalized class lists are not complete for Architecture, so exact numbers aren't available at this time.

### 5.2 School of Architecture

Integration with architecture went well. There were multiple meetings throughout the term and integration occurred smoothly.

### 5.3 By-Law v. 11 approved

By-law was approved. Details/copies are available upon request of the WEEF director. The by-law will be posted on the website as soon as possible.

### 5.4 Spring 2005 Funding Decision and Approval

- Funding decision was distributed. Ellen asked questions about WEEF Lab upgrade since it was significantly larger than the other items. Katherine provided more detail on the scope of the project. It was actually greyed out because it was not actually in mechanical but an overall engineering task. First-year office is willing to cover 1/3<sup>rd</sup> of the cost. Was originally set at \$30,000 to cover the rest of the source, but this had to come down to \$25,000 to cover the other needs.
- The other big item was architecture, this was intentional to help them start their own facility and to encourage involvement in WEEF.
- Other items of interest included Midnight Sun proposal on project vehicle for all teams, which had to be delayed due to the WEEF lab upgrade proposal. Large project proposal will be available in the fall for the project vehicle if necessary.
- Vomit comet is using the airbus A300 to simulate 0g environment. A student in electrical engineering is designing an experiment to test peripheral image to be tested in 0G. He's sponsored by CSA and others, and he will be involved in this.

There will also be a report in the National Post. There was also a question about the concrete toboggan, support was to support helmets.

**Moved by** Ellen Kaye-Cheveldayoff, seconded by Dr. Tony Vanelli.

**Motion carried.** All in favour, with one abstention.

## 6 Financial status of WEEF, as of Friday, July 15<sup>th</sup>, 2005

Total principal is now over \$6,000,000. Last year income payment was \$354,000.

Approximately \$200,000 allocated. Usual expenses were \$150,000 for requests for payment.

For May 04 – Apr 05, the principle increased by \$515,000.

## 7 Discussion items

### 7.1 Appointment of Secretary and/or Treasurer

Wants someone from the board to support the director. This is in addition to the current WEEF staff support. Secretary works with Katherine to set up meetings, prepare documents/reports, etc... Treasurer works with Mary to sort out request for payments, PO's, etc...

### 7.2 Streamlining WEEF operations & UW Development

- Mike: Met with UW Office of Development. There were some uncertainties on how WEEF got money from alumni etc... Currently Development runs telephone campaigns, but they do not mention WEEF unless someone has supported WEEF already (this is Faculty policy, set by Tim Tribe). The calls are NOT scripted. If the alumni bring up WEEF, the caller can bring all the details about WEEF. WEEF is mentioned on the Development page. Mike is working on putting a donation page on the WEEF side. **Suggestions:** Maybe send a WEEF rep to the reunions. Or, mention the major projects (eg. WEEF lab upgrade). ALSO, put a document in WEAL, because that will be submitted soon. Matt will contact Gosia re: WEAL. Suggestion about putting up posters after the funding decision what was funded that term.
- Streamlining. Being the only person being on WEEF for S05 term, Katherine has had issues getting everything prepared, and 55 pages for a proposal booklet is

unreasonable use of resources. Other problems include submitters do not submit paper copies along with electronic copy. Katherine had talked to Engineering Computing about an online submission system. Dr. Vanelli suggested that Katherine talk to Prof. Barby on ECE student submission system where students generate pdf files for submission. This would also alleviate email server failures. Ellen suggested to have streamlined promotional materials (ie. Funding decision posters). Mike suggests a fall-back policy (eg. An automated or non-automated email confirmation). Mike voiced concern about if the servers are done, there should be a secondary option. Rose supported the idea for making the on-line since it will be simpler for architecture. Timeline for setting this up is for the fall (for this to be implemented by the fall term). Ellen suggested other concepts including team captain signing on to see allocated and used funds, and ultimately suggested that we focus on this first item and then focus on new ideas. Kathryn suggested the idea of provided a scheduled update for teams showing existing project balances, rather than login approach.

### 7.3 WEEF Policy Manual items

Katherine has started the policy items. So far, there are proposals, refunds, and proposal council meetings. Addition of Funding Policy item for next BOD meeting. This is to be in addition to the By-Laws and is to help interpret the document (interpretation document).

## 8 Other Business

### 8.1 WEEF office renovations

Heads up to the board, that there is an effort to update the office to a more professional looking office. This will be fairly minimal since it will send the wrong message if it's a very posh office. Something will be proposed at the next board meeting.

### 8.2 Orientation Week and Student Life 101

- WEEFCom – Chris (B-Soc Student Member), who is also a member of EngFOC, is looking for new sources of sponsorship. After talking with Mike in W06 about

including WEEF into frosh week, some ideas were suggested. This will be a great way target a large market by getting the information out to all the students, and will start a cycle of information.

- Ideas include: event in Scavenger Hunt (WEEF Price is Right), directors in WEEF clothing (WEEFCom), handing out the WEEF shirts, logo/slogan on the frosh shirt (“sell” at reduced cost), and WEEF in “the Book”, table set aside at the Student Teams lunch, etc. Rose asked about the exposure of the architecture students to WEEF. Dr. Vannelli commented on the effort by Chris.
- Katherine will be at Student Life 101 as student panel. This is also to focus on the parents, so they are aware of the benefits of WEEF. SL 101 will take place in ML and HH. Dr. Vannelli will also include WEEF in the introduction address.

## 9 Adjournment

**Moved by** Katherine Chiang, seconded by Jeremy Taylor.

**Motion carried.** All in favour.