

**WATERLOO ENGINEERING ENDOWMENT FUND**  
**BOARD OF DIRECTORS MEETING**  
**MEETING MINUTES – FALL 2008**

**DATE:** November 18, 2008

**TIME:** 6:00-7:15 pm

**CHAIRS:** Brandon DeHart

**MINUTES:** Jay Shah

- **Attendance: Dean of Engineering** - Adel Sedra (here)
  - **WEEF Director** (Society A) - Brandon DeHart (here)
  - **WEEF Director** (Society B) - Matthew Bester (proxy to Brandon)
  - **President - Engineering Society A** - Tyler Gale (here)
  - **President - Engineering Society B** - Cat Hay (proxy by Sarah)
  - **Student Representatives:**
    - Ellen Kaye-Cheveldayoff (Society A) (here)
    - Jaclyn Sharpe (Society A) (here)
    - Vacant (Society A)
    - Maria Arshad (Society B) (proxy to Mathieu P)
    - Mathieu Poirier (Society B) (here)
    - Vacant (Society B)
    - Mark Zupan (Architecture) (here)
  - **Alumni Representatives:**
    - Denis Viens (here)
    - Matthew Stevens (here)
    - Timo Vainionpaa (Dean-Recommended) (here)

**1 – APPROVAL OF AGENDA**

- Modifications of agenda
  - 1.2 Is now Introductions
- Motion to approve agenda: Denis Viens
- Motion seconded: Matt Stevens
- Agenda approved: Unanimous

**2 – APPROVAL OF MINUTES FROM MARCH 20<sup>TH</sup> 2008**

- Motion to approve minutes: Brandon
- Motion seconded: Tyler
- Minutes approved: 4 abstained, did not read minutes (Ellen, Denis, Poirier, Maria)

**3 – WEEF DIRECTOR REPORT**

**3.A Discussion on 4<sup>th</sup> Year Projects**

- Sarah suggests making it a policy that all 4<sup>th</sup> year funded projects must materially stay within the school.
  - Point: Denis says that policy already exist re: capital
  - Point: Brandon says it's a matter of getting the word out there, so 4<sup>th</sup> years know what the guidelines are
  - Point: Brandon says it's been 7terms since council has funded 4<sup>th</sup> year projects
  - Question to Board: How do we go about getting the info out?

- Point: Denis says make three different application packages, dept, team, and project function. The project funding package would outline the details of what would or would not get funded specifically on the first page.

### 3.B New office.

- Seen a shift to more first year returns because of the increased visibility and fewer upper years for the same reason.

### 3.D Approval of funding decision

- Discussion on funding decision
  - WEEF is goodness
- Motion to approve Funding Decision: Denis
- Motion seconded: Matt P.
- Funding decision passed unanimously

## **4 – NEW BUSINESS**

### 4.A – Discussion on naming the Arch Workshop the “WEEF Architecture Workshop”

Being handled by Andrea Murphy

### 4.B –New Board Members

- Point: Brandon says that many of the current undergrad reps. will be graduated soon, need to replace them in the B-Soc term
- Point: Are there things that these new members can take-on and do?
  - Brandon: A and B Soc connect with Nunoai (SPL?) to keep publications and WEEFs face out in the open
- Point: Check on End of Term dates for current members

### 4.C –Approval of Jay Shah as the new WEEF Director

- Motion to approve Matthew Bester as the new WEEF Director by Denis
- Motion seconded by Matt S.
- Passed unanimously
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### 4.A – Discussion on doing tours of WEEF funded facilities

- Have a “WEEF” day where labs are toured and shown off to re-enforce to students what WEEF does for them
- Try to get WEEF mentioned and discussed in all departments concepts course, tie this into the above point.
- Get department funding lists printed and **out in the open**

## **5 – FINANCIAL STATUS**

- As of beginning of the term the fund was at \$7 375 660. 00
- Gained \$880 794 this year, @ aprox. \$8.2 right now
- Effective Financial Slow down of 1 million donation
  - Not a problem, estimated 8.3 by this time, so not too far of
  - Point: Be careful with payout because of the slowdown, Timo say’s track this closely, watch the guidelines of the finance people

## **6 – ADJOURNMENT**

- Motion to adjourn by Denis
- Motion seconded by Timo
- Passed unanimously