

WATERLOO ENGINEERING ENDOWMENT FUND
BOARD OF DIRECTORS MEETING
MEETING MINUTES – SUMMER 2008

DATE: July 22, 2008

TIME: 5:30-7:00 pm

CHAIRS: Alex James

MINUTES: Matthew Bester

1 – APPROVAL OF AGENDA

- Modifications of agenda
 - 1.2 Is now Introductions
- Motion to approve agenda: Amanda Hoff
- Motion seconded: Alex James
- Agenda approved

2 – APPROVAL OF MINUTES FROM MARCH 20TH 2008

- Motion to approve minutes: Matthew Stevens
- Motion seconded: Alex James
- 4 members abstain (did not read minutes)
- Minutes approved

3 – WEEF DIRECTOR REPORT

3.A Rise in funding proposals

- There has been a rise in proposals in the past few terms, in particular Architecture, Mechanical and Civil
- It would be a good idea to continue to encourage more proposals

3.B Funding council request that the board provide guidelines for funding

- Point: This is not a decision that should be made at the BOD level.
- Point: The board is to define the boundaries and ensure that the council stays within these boundaries. That is, the BOD decide what can and can't, not what should and shouldn't be funded.
- The funding council could make one on their own, update it term to term & document all changes.
- The funding council could meet at the beginning of term to decide what they would like to focus on for that term
- The funding council could ask the BOD to approve the guidelines
- Some things that could be mentioned in the guidelines:
 - Shirts
 - Laptops
 - Uniforms
 - Furniture

3.C Funding council has decided to concentrate more on department funding.

- The funding council had a discussion during the funding decisions and has decided to focus on department funding rather than well established large student teams.
- The funding council would also like to fund smaller new teams that need a boost of funds to get started.

3.D Approval of funding decision

- Discussion on funding decision
 - No money to Civil 2011 classroom, not what WEEF does
 - Mechanical department actually received full funding since it was matched by department and professors.
 - Clickers were not funded since they were unsure of source/cost of the clickers
 - Money for first year books to be kept in library
 - UWAFI asked for way to much money, an alumni board member is not impressed
 - Midnight Sun did not submit a proposal
 - Nano Robotics group became a research group and still received funding. They are using expensive equipment and the lab was not going to let them use the equipment unless they were all trained. They had to become a research group to ensure that all members are trained.
 - Point: WEEF funds the educating of students
 - Student design projects were recommended to be put in funding guidelines
 - A design project could be merged into a student team or with a professor's research.
 - Point: There is no rule against travel expense but very rarely funded
 - Point: Keep copies of directors funding booklets to make sure there is documentation of discussion during proposal presentations
- Motion to approve Funding Decision: Alex James
- Motion seconded: Leo Rothenburg
- Funding decision passed unanimously

3.E "The Book" Article

- The Book is given to all frosh in their frosh kits. What should The Book say about WEEF?
- List something that was given to every department
- Overall numbers of how large the fund is and how much it funds
- Textbooks for 1st years are available in Library
- Projectors in WEEF lab were funded by WEEF

3.F Moving the Office

- Iron Warrior and WEEF are to swap office locations
- WEEF will be there until it moves into its new office in E5
- History: WEEF used to run out of the back room of the Orifice

3.G How do Nano Students fit into the Board?

- Nano students constantly switch stream
- Could have a Nano rep., but other disciplines may complain that they do not have a dedicated rep.
- Could give them a title of Undergraduate Member at large

4 – NEW BUSINESS

4.A – Architecture Workshop naming concerns

- Concerns that the WEEF name might create restrictions on how it is operated.
- The WEEF name will not create any restrictions
- This could be tied into a WEEF information forum in Cambridge.

4.B –New Board member nominations

- Nomination for Yvonne Cheng

- Motion to nominate Yvonne Cheng to the BOD by Alex James
- Motion seconded by Amanda Hoff
- Passed unanimously

4.C –Approval of Matthew Bester as the new WEEF Director

- Motion to approve Matthew Bester as the new WEEF Director by Alex James
- Motion seconded by Matthew Stevens
- Passed unanimously

5 – FINANCIAL STATUS

- As of July 21, 2008, the fund was at \$8 027 561. 65

6 – ADJOURNMENT

- Motion to adjourn by Alex James
- Motion seconded by Amanda Hoff
- Passed unanimously
- Tyler Gale opposed (who proxy his vote to Amanda Hoff)