

Engineering and Computer Science Graduate Association
Agenda of Council Meeting
May 27, 2016
EV9.221

Attendees: Durai, Bhavreet, Amit, Mahsa Moosavi, Timir, Jaipuneet, Mahsa khoshab, Thungashree, Nirmal vinayagam

Date and Timing: 27th May 2016, 18:00 to 20:00

Call to order: 6:12pm

1. Approval of May 6th 2016 Council minutes:

The meeting minutes has been approved with the recommended changes by the council members through emails.

- 2. Website Presentation by VP Finance:** The storage of the mail id has to be verified by Mahsa, we will be creating email ids sooner. Another thing to add is the by-law and the meeting minutes on the website. CSE Representative & CIISE Representative will be part of the website team. Council proposed to add meeting minutes of the bylaw committee meetings link on the website.

3. Conference Subsidy:

It was proposed to the council to split the conference subsidy into two parts:

Part 1- conference

Part 2- to give scholarships for M.Eng students

Council unanimously decided not to split conference subsidy budget. Council suggested to have CV Clinics and job fairs instead of giving scholarship to toppers of every department.

4. Committees (Funding Committee, Hiring Committee):

Conference Subsidy Committee: All the executives are must, open for all representatives.

Hiring committee for workshops: 4 executives plus 1 rep from the department (depending upon which Representative is organising the event)

- 5. ECE Representative Appointment:** Suggestions: interview requirement: Volunteer Experience should be counted.

Deadline to apply, hiring committee will be conducting interviews. Hiring committee will comprise of all the council members.

Task: Council members need to discuss the requirement (CV, cover letter, unofficial copy of Transcript, Volunteer Experience, should be available for another one year till winter 2017)

6. Timesheet and Honorarium: (at the end):

\$325 honorarium for Departmental Representative: which will be detailed as 15 hours of work for the month [15*15=225], departmental council meeting and ECSGA council meeting = [225+50+50] = \$325

\$500 honorarium for Executive: which will be detailed as 20 hours of work for the month [20*15=300], faculty council meeting, executive meetings [2], ECSGA council meeting = [300+50+100+50] = \$500

By-Law committee and Budget committee will be paid as per meeting honorarium.
Accepted & Adopted by everyone.

- 7. Proposals for Workshops for all departments:** Council resolved to have an open call for hiring instructors for peer group workshops, however, for ECE and CIISE first workshops the instructors, who have been proposed by respective department representatives, has been approved.

ECE: Accepted.

CIISE: Accepted

CSE: two set of workshops, a survey will be conducted, one workshop in fall and one in winter.

BCEE: a survey is still on; students are voting still. MATLAB is required much (collaborated with CSE & ECE), SAP 2000 and REVIT-Autodesk, Students are voting for September for having the workshop.

MIE: 4 workshops including 1 special workshop planned for industrial students. Only 50 people responded to the email. Survey is still on. Recommended time is September for workshops.

- 8. Job and Housing Bank for students on the Website (VP Internal):** a forum should be created on the website to help students find part time jobs and housing.

Adjournment: 8:45pm