

# Mathematics Society General Meeting

**November 18th, 2014**

The meeting was called to order at 5:01pm

Ty Rozak, with second from Elana Hashman, moved to make Tristan speaker for the meeting

The motion passed

Lauren Hurley gave a report as President

Anthony Liu gave a report as Vice President of Finance, including the special report on the feasibility of the current student fee he was tasked to give at the last GM

Ty gave a report as Vice President of Operations

Nancy Yang gave a report as Vice President of Events

Kevin Shi gave a report as Vice President of Academics

Nigel gave a report as chair on the Executive Evaluation Committee

Edward moved to adopt the report as an appendix of the minutes. It was seconded from Lauren.

Edward made a point of order, wondering if the motion should be held by a secret ballot

Tristan found the point of order not well founded

The motion passed

Ty gave an Office Services Manager report

Edward moved to renew the Office Service Manager's contract for the Winter 2015 Term, it was seconded by Sean Harrap

The motion failed

Ty moved, with second from Edward, *"To approve the following allocation of seats for MathSoc Council for the 2015 Year:*

- *Software Engineering: 3*
- *Math/Business: 4*
- *Statistics: 2*
- *Computer Science: 5*
- *First Year: 5*
- *Actuarial Science: 3*

- *Math Studies and Other: 4*
- *Computing and Financial Management: 1*
- *Pure Math, Applied Math and Combinatorics and Optimization: 2*
- *Math Teaching: 1*

The motion passed

Edward moved, with second from Lauren:

*“To amend Bylaws Section 7.2 to read:*

*Notice shall be delivered to the voting members of the society via their official university email no less than 10 business days before the meeting*

*The complete agenda, including the full text of any motions for which notice shall be required, shall be delivered to the voting members of the society via their official university email no less than 5 business days before the meeting.*

*Posters detailing the time, place, and tentative agenda shall be posted in physical and visible locations within the Faculty buildings (currently DC, MC, M3) no less than 5 business days before the meeting.*

*The society should endeavor to publish notice of a meeting in the appropriate student publications.*

*Instead of:*

*Notice shall be publicly posted in visible locations within the Faculty including the time, place, and agenda of a general meeting for the duration of the ten business days leading up to the meeting.*

*Notice shall also be placed in appropriate student publications.*

*The complete agenda, including the full text of any motions for which notice is required, shall be made available publicly no less than five business days before the meeting. Prior to this, items can be added to the agenda by the President, by Council, or by any twenty five voting members, upon petition in writing.”*

Edward moved to amend the motion to add “Prior to five business days to the meeting, items can be added to the agenda by the President, by Council or by any twenty five voting member, upon petition in writing.” to the end.

The amendment passed

The motion passed

Ty moved, with second from Lauren, to approve the changes outlined in the attached document.

Sean moved to split the question into Appendix A + item 1 of Policy 10.3 change and everything else. It was seconded from Keegan

The motion was passed with no objection

Keegan moved, with second from Lauren, to add “, this does not require the approval of a General Meeting” to the end of the proposed change to item 1 of Policy 10.3

Sean moved, with second from Keegan, to change “The following table shall be used as a standard list” to “The following table shall be used as a suggested list”

The amendment was passed without objection

Keegan moved, with second from Ty, to add “Any report they make must be reported at the next General Meeting”

The amendment was passed without objection

The motion passed

Nic motioned to split the question Points 2 and 4 from the amendment to Policy 10.3 with everything else, with second from Nigel

The motion was defeated 7-9

Sean moved to call the question, with second from Ty

The motion to call the question passed

The motion passed

Ty moved to appoint the Executive Honorarium Committee

Sean Harrap nominated Sean hunt to the position of past exec

m.Abdul Rehman Naeen nominated himself to the position as a full member of the society

Sean Harrap nominated himself to the position as a full member of the society

The positions were acclaimed, seeing no other nominations

Keegan moved, with second from Ty, to approve the changes council made to Bylaw section 5.6.4 during the September 30<sup>th</sup> council meeting

The motion passed

Edward moved to adjourn, with second from Keegan

The motion passed and the meeting was adjourned at 7:02pm

### 3) Executive Honorarium Bylaw and Policy Changes

**Motion:** To amend Policy 10.3 – Powers and Duties (Executive Evaluation Committee) to read:

The committee shall:

1. Follow and update Appendix A as a set of objective metrics for use in evaluating Executive performance;
2. Evaluate the current Executive against these metrics, meeting with them, in person, at least twice during their term;
3. Report the overall findings of these evaluations to the regular General Meeting for the subsequent term;
4. Provide a confidential report to each Executive ~~at an in-person meeting with the chair of the committee~~, detailing feedback and recommendations for improvement

Instead of:

The committee shall:

1. Construct a set of objective metrics for use in evaluating Executive performance;
2. Evaluate the current Executive against these metrics;
3. Report the overall findings of these evaluations to the regular General Meeting for the term;
4. Provide a confidential report to each Executive at an in-person meeting with the chair of the committee, detailing feedback and recommendations for improvement

And to add Appendix A (below);

And to amend Bylaw VI.4 – Renumeration of Executives to read:

This honorarium will be awarded through a single payment within two weeks of the report on their performance being presented to a General Meeting.

Instead of:

This honorarium will be awarded through a single payment, to be made in the first month of the subsequent academic term.

## Appendix A – Executive Evaluation Criteria

The following table shall be used as a standard list of metrics to evaluate the Executives. It shall be maintained and updated by the Executive Evaluation Committee as defined in Policy 10 of this document.

Executive	Metrics
All	<ul style="list-style-type: none"> <li>▪ Attends most council meetings.</li> <li>▪ Attends most meetings with the Executive team.</li> <li>▪ Attends most committee meetings of which they are a member.</li> <li>▪ Attends any meetings with the Dean (unless available).</li> <li>▪ Maintains office hours or is otherwise regularly available to students.</li> <li>▪ Makes best effort to attend “core” MathSoc events (e.g. Pints with Profs, Pi Day, etc.).</li> <li>▪ Ensures that volunteers are selected and ratified.</li> <li>▪ Ensures that all incoming communication is responded to in a timely manner.</li> </ul>
President	<ul style="list-style-type: none"> <li>▪ Must run a general meeting, following all relevant bylaws, that is well advertised and organized.</li> <li>▪ Sends out regular communication to all students.</li> <li>▪ Meets with the C&amp;D Manager during their term.</li> <li>▪ Meets with the Federation of Students during their term.</li> <li>▪ Coordinates meetings with the Dean and other Faculty members for the Executive team.</li> <li>▪ Coordinates regular meetings with a representative of the Dean for the Executive team.</li> <li>▪ Coordinates regular meetings with the Executive team.</li> <li>▪ Present at most MathSoc events.</li> <li>▪ Meets with each Club/Service executive at least once per term.</li> <li>▪ Ensures smooth transition between Executive teams.</li> </ul>
Vice President, Finances	<ul style="list-style-type: none"> <li>▪ Prepares a budget for the term and ensure it gets approved by the Federation of Students.</li> <li>▪ Presents a financial report at the general meeting.</li> <li>▪ Ensures that clubs and services receive reimbursements in a timely manner.</li> <li>▪ Enforces proper cash handling practices for the Society.</li> <li>▪ Ensures that the MathSoc Office cash drawer is appropriately managed every day.</li> <li>▪ Ensures refund requests for the MathSoc fee are open for the first 3 weeks of classes.</li> <li>▪ Meets regularly with the Federation of Students Society Accountant.</li> </ul>

Executive	Metrics
Vice President, Operations	<ul style="list-style-type: none"> <li>▪ Meets regularly with the Office Manager.</li> <li>▪ Ensures Office Workers/Volunteers are properly trained.</li> <li>▪ Ensures MathSoc Office has consistent hours.</li> <li>▪ Ensures all keys and FOBs are issued in a timely manner, pursuant to Policy 7.</li> <li>▪ Ensures all online MathSoc services are working properly.</li> <li>▪ Ensures posters are posted in a timely manner.</li> <li>▪ Ensures MathSoc Office inventory is up to date and stocked.</li> <li>▪ Ensures equipment and room bookings are handled in a timely manner.</li> <li>▪ Ensures that the MathSoc Office is clean and organized.</li> <li>▪ Makes sure the MathSoc website is up to date.</li> </ul>
Vice President, Events	<ul style="list-style-type: none"> <li>▪ Completes event forms for all MathSoc Events.</li> <li>▪ Informs clubs/services how to complete event forms.</li> <li>▪ Present at most MathSoc events.</li> <li>▪ Provides advertising for all MathSoc events.</li> <li>▪ Plans Charity Ball [Spring and Fall VPE].</li> <li>▪ Runs a Welcome Week and Clubs Day at the start of term.</li> <li>▪ Runs Pints with Profs (or equivalent).</li> <li>▪ Runs Pi Day (or equivalent).</li> <li>▪ Organizes some form of volunteer appreciation.</li> </ul>
Vice President, Academic	<ul style="list-style-type: none"> <li>▪ Run at least two academic events of some sort.</li> <li>▪ Gives Council an update on academic meetings.</li> <li>▪ Solicits student feedback about upcoming academic changes.</li> <li>▪ Meets with the Associate Dean at least once a term.</li> <li>▪ Attends (or sends alternates to) all meetings of the Undergraduate Affairs Committee.</li> </ul>

## *Executives Evaluation Committee Report*

### Report

The Executive Evaluation Committee was created by the General Meeting to assess the performance of the MathSoc executive, and provide a recommendation as to whether or not the executive should be awarded their honoraria for the term.

For Fall 2014, the members of the committee are:

- Nigel Cheung
- Gayle Goodfellow
- Simone Hu
- Febrian Sidharta
- Josh Tsai

The committee met two times over the course of the term. Our methodology was to evaluate the performance of the current executive team based on previously established metrics and their individual goals. The members of the committee then voted on which recommendation to make in this report. Members of the committee would like the General Meeting to know that the votes were not unanimous.

#### *President: Lauren Hurley*

The committee recommends the General Meeting award the honorarium, as the committee sees no reason that it should be withheld from Lauren Hurley for the Fall 2014 term.

- The committee recognizes the President has:
  - Made progress in the renovation of the MC Comfy Lounge
  - Improved the relationship with the Math Faculty
  - Held two successful General Meetings
  - Sent out regular communications to the members of the Society
- The committee has concerns regarding:
  - The timing of notice in communications
  - Co-opting of major MathSoc events
  - Delegation of tasks

#### *Vice-President, Academic: Kevin Shi*

The committee recommends the General Meeting award the honorarium, as the committee sees no reason that it should be withheld from Kevin Shi for the Fall 2014 term.

- The committee recognizes the Vice-President, Academic has:
  - Held resume workshops and mock interviews for the Society
  - Held academic integrity workshops
  - Created a list of textbooks available in MathSoc's library
  - Represented the Society in Undergraduate Affairs Committee meetings
- The committee has concerns regarding:
  - Progress of the MathSoc exam bank update

### *Vice-President, Events: Nancy Yang*

The committee recommends the General Meeting award the honorarium, as the committee sees no reason that it should be withheld from Nancy Yang for the Fall 2014 term.

- The committee recognizes the Vice-President, Events has:
  - Organized holiday and spirit day events
  - Attempted to increase interaction with and between students during MathSoc events
- The committee has concerns regarding:
  - Completion of the VPE guidebook

### *Vice-President, Finance: Anthony Liu*

The committee recommends the General Meeting award the honorarium, as the committee sees no reason that it should be withheld from Anthony Liu for the Fall 2014 term.

- The committee recognizes the Vice-President, Finance has:
  - Budget was prepared and approved
  - Improved internal cash control
  - Processed expense reimbursements in an acceptable time

### *Vice-President, Operations: Ty Rozak*

The committee recommends the General Meeting award the honorarium, as the committee sees no reason that it should be withheld from Ty Rozak for the Fall 2014 term.

- The committee recognizes the Vice-President, Operations has:
  - Effected Office policy change
  - Made progress on website development
  - Reviewed results of website security audit
  - Worked with the Office Services Manager to better define the Office space
- The committee has concerns regarding:
  - Implementation of security audit feedback

### Recommendations

- Increase delegation of tasks among executive
- Greater focus on Marketing & Communications

## Appendix: *Proposed Reporting for future Executive Evaluation Committee*

This report features recommendations to the future committee and the proposed metrics for evaluating the MathSoc executive.

### Recommendations

- Current metrics are too rigid for VPE
- Request executive goals by sixth Tuesday of the term
- Hold a midterm meeting before the end of the second month of the term
- Request progress reports throughout term

### Evaluation of the Executives

#### All Executives

- Attends most council meetings.
- Attends most (all) committee meetings, of which they are a member.
- Attends any meetings with the Dean (unless unavailable).
- Maintains office hours.
- Meet routinely with with MathSoc Advisor (Gayle Good fellow), on a weekly or bi-monthly basis as needed.

#### President

The President is the chief executive of the Society, and shall:

- Arrange for, advertise, and, absent a decision of the assembly to the contrary, chair general meetings;
- Represent the Society at social functions and public occasions;
- Serve as an ex-officio member of all committees and boards of the Society, except for committees whose purpose is primarily to nominate or recommend persons for an award or office;
- Verify the validity of petitions of the Society;
- Work with affiliated organizations on behalf of the Society;
- Where not provided otherwise by a decision of the Society, make appointments of members to external bodies on behalf of the Society, and in any case communicate the appointments to those bodies;
- Represent the Society and its members to other organizations;
- Work with the other Executive to ensure that the transition from one term to the next goes smoothly; and
- Oversee the Math C&D and the C&D Manager
- Ensures that communication to all MathSoc members are clear and concise.

For greater certainty, the President need not seek election to external bodies in order to satisfy the requirement that he represent the Society and its members.

#### Metrics

- Must run a general meeting that is well-advertised, organized, and meets quorum.
- Follows the by-laws for calling the General Meeting and publishing an agenda.
- Sends out regular communication to all students.

Metrics cont.

- Meets regularly with the C&D Manager.
- Meets with the Federation of Students during their term.
- Meets with the Math Senator as needed.
- Meets with the Feds Math Councillors as needed.
- Present at most MathSoc events.
- Meets with each Club/Service executive at least once per term.
- Ensures that the Facebook page is up-to-date (with the Vice-President, Events).

#### Vice-President, Academic

The Vice-President, Academic is responsible for academic operations of the Society and shall:

- Represent the Society and its members to the Faculty, to the University, and to the Federation of Students on academic issues;
- Ensure that members have access to up-to-date academic information;
- When changes are made to the programs offered by the Faculty, if necessary, suggest changes to the way that Council seats are allocated to accommodate the changes.
- In conjunction with the other Executives, organize events and manage services of an academic nature.

For greater certainty, the Vice-President, Academic need not seek election to external bodies in order to satisfy the requirement that represent the Society and its members

Metrics

- Run at least two academic events of some sort.
- Gives Council an update on academic meetings.
- Solicits student feedback about upcoming academic changes.
- Meets with the Associate Dean at least once a term.
- Attends (or sends alternates to) all meetings of the Undergraduate Affairs Committee.

#### Vice-President, Events

The Vice-President, Events is responsible for overseeing Society events and shall:

- Ensure that all Society events have the appropriate documentation, including insurance coverage and/or event forms;
- Encourage members to become more involved in the Society and ensure that the opportunity exists for them to do so;
- Oversee all volunteers of the Society, including selection of directors;
- Ensure that volunteers within the Society are appropriately recognized for their efforts; and
- Ensure that the spirit of Math does not leave the Society.

Metrics

- Ensures that directors are selected and ratified.
- Completes event forms for all MathSoc Events.
- Informs clubs/services how to complete event forms.
- Present at most MathSoc events.
- Provides advertising for all MathSoc events.
- Ensures that the Facebook page is up-to-date (with the President).

#### Metrics Cont.

- Plans Charity Ball [Spring and Fall VPE].
- Runs a BOT and MOT event (or similar).
- Runs a Clubs Day at the start of term.
  - Coordinates this event with clubs/services.
- Runs Pints with Profs (or equivalent).
- Runs Pi Day (or equivalent).
- Organizes some form of volunteer appreciation.

#### Vice-President, Finance

- The Vice-President, Finance is responsible for the financial affairs of the Society and shall:
- Keep accurate and complete records of the finances of the Society;
- Prepare a budget, an opening financial report, and a closing financial report for the Society for each term and present them to Council;
- Present up-to-date financial reports to termly general meetings.
- Manage the accounts and funds of the Society;
- Within two weeks of a request, present the financial records of the Society to any member; and
- As soon as possible at the start of the term, check the accuracy and consistency of the previous term's financial records.

#### Metrics

- Prepare and approve a budget for the term.
- ~~Prepare an opening financial report (when?).~~
- Prepare a closing financial report for the previous term, as soon as possible at start of term.
- Present financial reports at the general meeting.
- Ensure that clubs and services receive reimbursements in a timely manner.

#### Vice-President, Operations

The Vice-President, Operations is responsible for the day-to-day operations of the Society and shall:

- Oversee and manage the services operated by the Society;
- Oversee and manage the Society Office;
- Allocate and manage the use of any space allocated to the Society; and
- In conjunction with the other Executives, arrange suppliers for the Society and ensure that the Society is stocked in any supplies it needs.

#### Metrics

- Meets regularly with the Office Manager.
- Makes sure the MathSoc website is up-to-date.