University of Waterloo Mathematics Society

Council

February 7, 2020

Location: Dean’s Boardroom (MC 5201)

<table>
<thead>
<tr>
<th>Speaker</th>
<th>John Hunte</th>
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<td>Secretary</td>
<td>Natalia Manturowicz</td>
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| Attendees: (Voting) | Ina Wang (President), Gavin Orok (VPA), Harleen Bhandal (VPF), Andrew Yates (VPO), Ken (VPI), John Hunte (ActSci Rep), Angela Wang-Lin (Stats Rep), Matthew Schwarze (Business Rep), Kanan Sharma (Business Rep), Andrew Gamble (CS Rep), Rachel Ou (First Year Rep), Jasmine Bal (First Year Rep), Gary Xin (First Year Rep), Catherine Dong (First Year Rep), Karl Zhu (First Year Rep), |
|                   | (For Ratification) Alsaigh, Zaid (CS), Stinson, Jordan (CS Rep), Moharir, Sameer (CS Rep), Lacson, Bryan (Business Rep), Lew, Caleb (Teaching Rep), Vincent Macri (PM/AM/CO Rep) |
| (Non Voting)      | Rose Penner (Business Manager), Sameer Zumot (Chair) |

| Absences         | Colleen Richter (Dean’s Designate), Wanda Song (SE Rep) |
|                 | (For Ratification) Caleb Lew (Teaching Rep) |

Preliminaries

1.1 Call to Order

Be it resolved that the meeting is called to order at 18:08.

Motion passed unanimously.

1.2 Approval of the Agenda

Be it resolved that the Speaker assumes the agenda.

Motion passed unanimously.
Approval of the Minutes

Be it resolved that Council approves the Minutes of the January 10, 2020 Meeting of Council, as presented.

Be it further resolved that Council approves the Minutes of the January 13, 2020 Meeting of Council, as presented.

Be it resolved that Council approves the Minutes of the January 23, 2020 Meeting of Council, as presented.

Motion passed unanimously. Kanan Sharma abstained.

Reports

EXECUTIVE REPORTS
President, VPA, VPI, VPF, VPO, Speaker

Please refer to the MathSoc’s official Winter 2020 Slack report thread here

PRESIDENT
President Wang spoke to her beginning-of-term tasks of recruitment of the VPO/VPI/VPF and Welcome Week, including the results of the feedback system. She discussed her meetings with club representatives, WUSA Council, COPs, MathSoc BOD and the Associate Dean of Undergraduate Studies, where issues such as the future of opt-in/opt-out, membership policing and the Society Fluctuation Reserve were discussed. The introduction of the new POS system was additionally presented.

Discussion emerged surrounding the Society Fluctuation Reserve and it being controlled by COPs. President Wang clarified that it is excess funds that are given to WUSA, and COPs is the committee of presidents of the university undergraduate societies. The investment fund is currently in progress of being discussed, and an updated report will come later in the term.

VP ACADEMICS
Vice President Orok spoke to his meetings with the WUSA CSC, University SUC, UAPC as well as planned events for the term and plans to improve academic resources.

Discussion emerged surrounding the proposed DarwinAI and WiCS event, whether it will be exclusively for women, or open to anyone, and the source of the funding. VP Bhandal confirmed that the event has not yet been included in the budget, and BoD Chair Zumot clarified that it is currently just for women, but will be a general event for all students in the future.
VP INTERNAL

Vice President Qiu spoke to his planned events for the term and the contents of meetings he has attended since assuming his role as VPI. He explained the details of the upcoming Valentines Day and Pie Day events, the financials of Math Socks, as well as his workings with the Mathematics Faculty’s communications team, WUSA Food Banks, and the Grad House Hospitality Manager.

Discussion emerged surrounding the amount of Math Socks to be distributed for each midterm destress event, and VP Qiu confirmed that they will distribute all of them on a first-come, first-serve basis.

VP FINANCE

Vice President Bhandal spoke to her actions as VPF so far in this term, the resolution of outstanding issues, and plans to execute throughout the rest of the term. Finance Directors have been selected and trained, cheques from the previous term have been signed and sent out, and outstanding balances with Grad House have been taken care of.

Speaker’s note: ‘MathSoc’ Speaking with Grad House is greatly appreciated

Discussion emerged surrounding the honorarium/”reimbursement” for the President of MathSoc. It was clarified that the Board passed a policy that would show more appreciation for Presidents through awarding them a scholarship or honorarium for their use to pay for academic fees. This is being worked on along with the other accountants of different societies and associations. President Ina clarified that this is not a cash payment, strictly tuition reimbursement for up to two courses.

Discussion emerged surrounding whether it was optional for the finance directors to process cheques, VP Bhandal confirmed this is correct.

VP OPERATIONS

Vice President Yates spoke to his actions thus far in the term, which included taking care of administrative tasks and purchasing items and supplies for offices.

Discussion emerged surrounding the booking process for clubs and whether it pertains to just clubs or all of MathSoc. It was confirmed that the process pertains to all of the Mathematics Society.

SPEAKER

Speaker Hunte spoke to the conclusion of the WUSA elections as well as their results with respect to what was expected. Everyone got the 50% they required to take office, and they are all active members of MathSoc.
PMATH/AMATH/CO

Representative Macri spoke to the issues that his constituents have brought to him up until this point in the Winter 2020 term. These propositions concerned academics, clubs, mental health, and administration. It was additionally brought up that the Mathematics Society should do more to promote the Mates program, as students expressed concern over availability and awareness of these sorts of resources.

Discussion emerged surrounding whether or not a Chair report should be incorporated into the Representative Reports portion of the meeting. It was concluded that a written report can be given in and read afterwards by the Council.

*Business Representative’s Note to the Chair*: Students would like for it to be mandatory that companies include salaries in their job postings on WaterlooWorks.

### Consent Agenda

4.1 Ratification of W2020 By-election - Speaker Hunte, Councilor Sharma

*Whereas* the results of the Winter 2020 By-election have been received as shown in the attached correspondence; and

*Whereas* the Chief Returning Officer has advised that Vincent Macri was acclaimed as the PM/CO representative for the same period, but due to an error in the WUSA system was not included in the original correspondence; then

**Be it resolved that** the results of the Winter 2020 By-election for council are ratified as follows:

- Computer Science Representative:
  - Alsaigh, Zaid (in the call)
  - Stinson, Jordan (in the call)
  - Moharir, Sameer (Sameer Moharir)
- Business Representative:
  - Lacson, Bryan (Bryan Lacson)
- Teaching Representative:
  - Lew, Caleb
- Pure Mathematics / Combinatorics & Optimization
  - Vincent Macri

There was discussion to the effect of including the Software Engineering representatives, however it was not known at the time how many seats were available to that constituency. A councilor clarified that only one empty seat remained, for a total of 2 seats for the Software Engineering constituency.
A motion was made by the Speaker to move this item to general orders so that it may be amended. Councilor Sharma seconds.

With the motion now in General Orders, Speaker Hunte moves to amend to add the ratification of Aariana Singh as a Software Engineering Representative. President Wang seconds.

The amendment is taken as friendly to the assembly.

Motion passed unanimously.

General Orders

5.1 APPOINTMENT OF COUNCILOR DIRECTOR - Speaker Hunte, Councilor Sharma

Angela Wong nominates herself for the Councilor Representative to the MathSoc Board of Directors. Kanaan Sharma nominates himself for the Councilor Representative to the MathSoc Board of Directors.

Be it resolved that Angela Wong is appointed as the Councilor representative to the MathSoc Board of Directors for the Winter 2020 term.
Speaker Hunte, Kanan Sharma

Be it further resolved that the ballots are destroyed.
President Wang, Speaker Hunte

Motion passed unanimously; Angela Wong abstains, Kanaan Sharma votes in favour.

5.2 COUNCILOR DISCOUNTS - Speaker Hunte, Councilor Sharma

Be it resolved that Council approves, and requests the board consider an item to bring into effect the provision of a 10% discount at the CnD for all Councilors.

Discussion emerged surrounding discounts for other individuals that do extensive work for MathSoc. Chair Zumot concluded that this will be taken into account by the Board.

Motion passed; VP Orok in favour; President Wang against; VP Bhandal, VP Yates;
5.3 WUSA COUNCILOR - Speaker Hunte, President Wang


A secret ballot is held. Matthew Schwarze has the majority.

**Be it resolved that** Council appoints Matthew Schwarze as a WUSA Mathematics Councilor for the remainder of the WUSA governing year, due to the removal of a Councilor at the WUSA Council January regular meeting.

**Be it further resolved that** the ballots are destroyed
Moved by Speaker Hunte, Councilor Wong seconds.
*Motion passed; Karl Zhu and Kanaan Sharma abstain.*

5.4 MEMBER DUES AND RIGHTS - Speaker Hunte, President Wang

**Discussion item** regarding the rights of Mathematics students who do not pay the MathSoc fee. Please refer to bylaws 6.1, 6.4, 7.1, and 7.6 [here](#).

President Wang spoke to the increase in opt-out rates, and continuous use of MathSoc benefits by individuals that have opted out. MathSoc should start checking membership fees with *services* of lockers, free foods, and other benefits. Pi Day should remain for everyone in the Mathematics Faculty, but otherwise students need to understand that their payments allow them to have a full term of service, and otherwise they are feeding off of other people’s payments.

Chair Zumot spoke to the lack of awareness of what individuals are opting out of, and that a distinction needs to be made so students understand, particularly on Quest.

Councilor Sharma spoke to the financial perspective of this issue. He contested that MathSoc should consider, for instance, the actual costing for printing, and whether excluding non-MathSoc members will make a difference. Access to board games and candy should also be for everyone, although access to textbooks, events and exam banks should be only available to those who pay the fees.

President Wang responded to Chair Zumot and clarified that information pertaining to MathSoc fees cannot be added to Quest, but in lieu of this more emails and promotions should be sent out. In response to Councilor Sharma’s comment, President Wang brought up the point that board games are expensive to purchase and maintain and should thus be only available to MathSoc members.
VPF Bhandal spoke to the lack of strictness surrounding opting-out, since policy used to entail physically coming into the office to pick up the refunded cheque. Now that students only require the click of a button to opt-out, it is easier for students to do so. She stressed the need to decrease this rate, as it is membership fees that allow for crucial events such as midterm destressors.

Councillor Sharma brought up the question of cutting off non-undergraduate students from MathSoc services, such as graduates and professors. Although it is important for MathSoc to remain focused on undergraduates, it is equally important to maintain good relationships with other members of the university.

President Wang spoke to resolving certain issues by making it mandatory to come into the office and be verified as a MathSoc member, such as obtaining a Locker or purchasing tickets to an event.

_Councilor Matthew Schwarze entered the meeting at 19:31._

Representative Macri spoke to the perspective of his constituents, who are mostly graduate students. He asserted that policy should ensure the right of graduate students to be members of clubs without paying a membership, but agreed on their payment of other services such as printing.

President Wang spoke to bylaw 6.12 to emphasize that clubs should have MathSoc members pay a different fee to be a part of the clubs in order to differentiate them from the rest of the general university community.

Councillor Sharma attested that MathSoc should charge non-members more to be a part of clubs underneath the Mathematics Faculty since the academic and social event budgets do not reflect a difference.

Councillor Zhu spoke to his experience of his peers being unaware of MathSoc benefits, and suggested the difference is made aware, similarly to the way WUSA emphasizes what their fees allow their members to be a part of.

Speaker Hunte spoke to clarify that as of right now, the differences are not clear and need to be discussed and outlined.

**Be it resolved that** “Member/Affiliation right for services” is moved underneath 5.4.1.

_Speaker Hunte_  
_Motion passes._
5.4.1 MEMBER/AFFILIATION RIGHTS FOR SERVICES

*(Secretary's note: this was changed from 5.5.1)*

**Discussion item** regarding the rights for services of MathSoc members and affiliations.

Discussion emerged surrounding non-MathSoc Affiliated “Organizations” paying a rental fee for large equipment such as projectors, projector screens, the cotton candy machine and popcorn machines. Although there is a deposit, the more the equipment is used, the more long-term damage arises. It was also argued that non-MathSoc Affiliated Organizations should be considered for these rental fees, although it was noted that most WUSA clubs are small and do not have the means to pay a fee.

Speaker closes this discussion, and it will be ongoing offline in this Slack channel.

5.6 MATHSOC CAREER FAIR - *Councilor Schwarze, Angela Wong*

**Be it resolved that** the MathSoc Career Fair be allocated a total of $970 for running & marketing the event, with budget as presented.

_Councilor Schwarze, Angela Wong._

**Be it further resolved that** the budget is amended to $1105 due to parking permits not being taken into account, and slightly higher web domain fees.

_Councilor Schwarze, Angela Wong._

Motion is amended.

Motion passes unanimously.

5.7 MIDDLE-OF-TERM VOLUNTEER APPRECIATION - *President Wang, Kanan Sharma*

**Whereas** our volunteers work hard for the first half of the term and it is important to constantly show them our appreciation; then

**Be it resolved that** the MathSoc Council allocates $500 to mid-term volunteer appreciation.

_President Wang, Kanan Sharma_

Motion passes unanimously.

5.8 WINTER 2020 EXECUTIVE EVALUATION COMMITTEE APPOINTMENT -

**Whereas** we need 2 council representatives for the Winter 2020 Executive Evaluation Committee.

**Be it resolved that** Council appoints Angela Wong and Karl Zhu to the Winter 2020 Executive Evaluation Committee.

_Speaker Hunte, Kanan Sharma_

Motion passes, Angela Wong and Karl Zhu abstained.
Be it resolved that the discussion of the donated arcade game is brought to New Business.

*Speaker Hunte, Kanan Sharma*

*Motion passed with ⅔ majority.*

**New Business**

**ARCADE GAME IN MC COMFY**

Business Manager Rose Penner spoke to the issues with the arcade game offered by a Software Engineering Student. Although it is interesting, there are various flaws: its components are not secured to the housing and it can be easily removed; the electrical wiring is easily accessible and consequently easily to be played with; it may not be a fit within the upcoming improved MC Comfy renovation, and the cost is $700 which is an investment that may be cost-inefficient in terms of implementing it in a secure manner.

Speaker Hunte agreed with the above comment, and that it would not be worth it to purchase the arcade game.

Councilor Schwarze explained the arcade game in fuller detail for Council members that were unaware of the proposition. He spoke to his enthusiasm over it prior to the meeting, but upon further analysis it does not seem worth it.

*Secretary's Note: Councilor Schwarze ended his comment with “teeheehee”.*

A vote was taken to see the amount of individuals interested in placing the arcade game in MC Comfy. 50% of voting members were not interested, and 50% voted to place it in a different area.

**Adjournment**

The meeting was adjourned at 20:01.

**Relevant Documents**

Please refer to the pre-meeting email for any hard copies or hyperlinks above.
Hi Council, my name is Ken, I'm the VP of Internal at Mathsoc. This is the report I created in reflection of the events I have planned and the meetings I have attended since I became the Mathsoc VP of Internal. I look forward to discussing any specific details with you if you are interested.

**VP of Internal directors recruitment and meeting**
I have finished all the recruitment of my VPI directors. There are 14 directors/coordinators in total. Among them, there is 1 volunteer coordinator, who is in charge of all volunteers who signed up for the events and the volunteer coordinator will help me to send out volunteer confirmation emails. There are 6 event directors and 2 event coordinators. Their main tasks are to attend the events and make sure the events are running smoothly, they are leaders for the volunteers. There are 1 marketing coordinator and 3 marketing directors. They are responsible for creating posters and promoting the events on Mathsoc social media accounts. There is 1 game night director and he is responsible for the weekly game night and the 24-hours game night. My expectation is that coordinators should hold more responsibility than the directors. We will have a meeting tonight and there will be a directors appreciation event next Wednesday.

**Midterm distress events**
I plan to have two midterm distress events. The first one will be on Feb 24th and the second one will be on March 5th. The first one will have an archery event at PAC and there will also be free distress kits and food available for people to grab. The second
one will be a destress event with exotic animals and I have already contacted Hands on Exotics and expect them to be at MC on March 5th at 3pm.

**Valentine’s Day event**
Valentine’s Day event will be on Feb 14th, Friday. The event will be held at MC 3rd Floor hallway and it will begin at 12pm to 2:30pm. The event includes photobooth, flower grams and we will also give away pouch which has chocolates and candy in it.

**Pie Day event**
Pi Day planning process will begin during the reading week and for the budget this year, we plan to have it consistent with last term. The volunteers recruitment might not be enough, but I will ask all directors to promote the events on their social media accounts, I will also reach out to the faculty communication team to ask for their help.

**Math Socks Purchase**
The price after negotiation is 150-200 pairs at a price of $8.5 each plus tax. If we order 500 pairs it’d be $6.5 each plus tax. Due to the budget is not enough, I plan to order 150-200 pairs and it will be put in the destress kits at the first destress event.

**Meeting with Math faculty’s communication team**
I would work closely with the faculty’s communication team Colleen, Caity and other members. Because they have a lot of great resources for me, i.e items purchasing and event planning.

**Meeting with WUSA food banks**
I had a meeting with WUSA Food Banks. Their intention was to raise awareness of their service and they would like to partner with Mathsoc. We both agreed to ask people who join our events to donate canned food and other non perishable food. I plan to partner with WUSA Food Banks this term on events such as midterm destress events Pi Day and juggling with profs at the end of this term.

**Meeting with Grad House Hospitality Manager**
I plan to have the end of term food supply provided by the Grad House. The food in total would be around $1300, alcohol included. The event will be held on March 23rd Monday at DC main floor, the UW juggling club will also be there!
Here's my report with updates from committees I attend, events I have run, progress on improving academic resources and my strategic plan for this term. Please let me know if you have any questions. You can contact me at vpa@mathsoc.uwaterloo.ca or see me at my office hours 1:20-2:20 Monday, 10-12 Thursday.

WUSA

Coop Students Council (CSC)

1. The Co-op Student Experience team is developing a new interface to display current data on employment rates during the co-op cycle, with data updated daily. The graphs can show data for all programs in Waterloo and different terms. **Action items:** The team is looking for student input on how the graphs appear. Also, they are somewhat concerned that in smaller programs this release of data may allow people to identify students who are still unemployed. They are looking for suggestions on how they could prevent this anonymity issue.

2. The Co-op team is working on plans to recover co-op students in China and have contingency plans for their co-op credit if they need to return.

3. According to Jamieson PD1 is still in development with some discussion about adding a new mental health module to the course for students to work through, and the specialization to different faculties.

4. Mariko Shimoda is considering plans to incentivize workshops or services that make employees safer for students by offering badges for reaching certain goals. She is also trying to make co-op connection ambassadors more reliable by paying them, training them in mental health awareness, and connecting them with alumni and other universities.

5. I advocated for a slightly longer round 1 co-op application period and reported math students’ suggestions to improve the Rate My Work Term system.

University

Senate Undergraduate Council (SUC)

Upcoming February 11. Topics I may want to discuss: ACTSC 371 and ACTSC 372, Calculus 3 variants for business math, courses with strange names and suffixes (A and B).
Undergraduate Academic Plan Committee (UAPC)

I am not serving on his committee this term, instead I found Andrew Yates to be the representative in my place. He is a computer science student thus is a much better fit.

Undergraduate Affairs Council (UAC)

1. Discussion about repeat rule: conclusion reached that students are still only allowed to take the same course 3 times, but they will draw a line in the sand at Fall 2020 and nothing before that date will count against the students. There has been little communication with the students who have been taking courses multiple times to warn them about their repeated course attempts. I think a good solution might be to reach students immediately after the first WD, either automatically or in person, if there is enough time. I advocated for reaching out to students who had accumulated a lot of extra course attempts in Quest by Fall 2022.

2. MTHEL 206A: the suffix means nothing anymore so it was passed to remove it. The teaching program also added a new description explaining it can be combined with many other options to customize one's degree.

3. Borderline grades: there was some discussion about how to decide whether or not students with grades in the 47-49 range should be dropped to a 46 if they deserve to fail and a 50 automatically if they are lower to pass. Some options mentioned in place of this system were the supplementary exams currently used in engineering to let a student progress with a failing grade and a possible credit recovery system during the semester break I advocated for. No definite motion was reached.

4. Math Finance will have its calendar changed to amend ACTSC 371 and ACTSC 372 to become the new ACTSC 372 course with the overlapping curriculum.

5. MATH 106 will be added as a prereq for AMATH 350, in addition to the MATH 136 and MATH 146 linear algebra courses. I want to follow up on why there is no equivalent "CALC 3 with applications" course like there is for linear algebra, right now students have to take either MATH 237 or MATH 247 as a prerequisite for AMATH 350.

I am still looking for an undergraduate CS representative to also serve on this committee.

Events

Resume critiques: reasonable turnout of about 30 people. There was a high CS demand. In the future it will be important to hire more CS students or team up with the CSC for this event.
Mock interviews: low turnout of 6 people. In a Facebook poll students expressed interest in running them again closer to continuous, which I will do if I can find someone to run it for me. All of the mock interviews requested were for CS jobs.

Study party: Potential event for MATH 1(3/4)8 or CS 1(3/4)6 midterms. I will send out a poll soon to see the popularity of the event.

Directors:

I have hired a textbook library director. He is starting to work on an organizing system and collect some recommendations from students.

For the exam bank so far I have heard from one professor interested in contributing and will reach out again after midterms are finished. I have briefed my exam bank director already on the position.

I have hired a surveying assistant to help me improve my representation of first-year students in meetings. He will attend events and reach out to students in his classes and on social media to get their opinion on issues presented in the agendas and in the news.

Others:

I reached out to Giuseppe Sellarolli about possibly having student artists work on illustrations to explain math concepts visually. These would be focused on problem concepts in popular math courses. I am reaching out to students to find people interested in helping.

The Mentorship program is nearly independent from the VPA file now, we are just waiting for an update from WUSA.

I may cooperate with a group to organize an event for WiCS with DarwinAI near the end of February. I will reach out to the director of this group this weekend.
VPO REPORT FOR COUNCIL MEETING

VPO Interview
- Was interviewed

Keys for me and others
- Got key to offices from Christina, have been signing some key forms and inputting into spreadsheet for clubs/office workers

Signing Authority/ cheque signing
- Got signing authority for mathsoc CIBC account, have been signing and checking check requests

Lockers
- Lockers cleaned out, given new codes which were updated on the website, redistributed. Locker items left behind will be held for another week or two.
- Got replacement batteries for lockers, working on checking all those labeled “broken” to see if they can be fixed/batteries replaced

Volunteer getting, training
- Have enough volunteers to run the office

Budget Making/meeting
- Made budget for term, got approved at budget meeting.

Got office supplies
- Eway order for pencils, paper, notebooks, erasers
- Disinfectant wipes for office
- Tissue

Candy
- Purchased through Walmart and Rose/CnD

Bookings sorted/ getting done
- Updated process for bookings, will send out message for clubs clarifying what to do
- Working on understanding booking process for outside groups better

New pos
Andrew  
MathSoc  
Exec Report  

- Testing/modification phase, still more work to do to ensure that needs are met  

**Toner**  

- Purchased a black from eway, will get the others I need purchased through wusa from brother
SIGNING AUTHORITY

Every term signing authorities must be transferred so that the incoming President and VPF have control over all 3 Mathsoc accounts and Mathsoc Chair and VPO have access to relevant accounts. A form was developed to be used in the future and, in discussion with Rose, it was agreed that the duty of having outgoing President, VPO, Chair and VPF sign said form before the term ends would be added to the responsibilities of the VPF to allow for a smoother transition. Signing authority was transferred on January 21, 2020.

FINANCE DIRECTORS

This term’s VPF has chosen to consolidate the position of Finance Director and Accounting Assistant. As of January 23, 2020, Finance Directors have been selected and as of January 25, 2020, most Finance Directors have been trained. Finance Directors have begun closing cash and are adjusting to a new procedure as a result of the new POS.

NEW POS

The new POS has been in its parallel testing phase. The VPF has been working with Rose Penner, business manager, in order to develop a procedure for closing cash using the new POS which will allow the Mathsoc Office to continue to be flexible in its service of math students while also being respectful of the Finance Director’s time. Rose has been integral in making a smooth transition to the new POS.

BOT BUDGET APPROVAL

At the first council meeting of the Winter 2020 term, a motion was passed to allow the VPF and Business manager to approve BOT budgets without consulting council provided they were the minimum of $500 or the same amount requested last year. In order to accommodate this motion, the VPF developed a form to allow for easy organization and to provide a clear record of budget approval. Only a few clubs utilized this avenue to have their BOT budgets approved prior to the budget meeting.

CLUB SIGNING AUTHORITIES

In order to provide a good paper trail for auditors, a new process for obtaining club signing authorities was developed. From now onward, the two signing authorities for each club must sign their club’s form in the VPF binder so that their signatures may be sent to the societies accountant and passed on to auditors. This procedure shall provide clarity to record keeping and confidence in Mathsoc’s financial practices.
Cheque Requests

The VPF has signed all cheques from the end of last term and has sent out emails for students to come pick up their cheques. Some cheques have been mailed out at the request of reimbursement recipients. The VPF has made inquiries on the behalf of students who have not received their cheques. The VPF has set up the infrastructure for recording cheque reimbursement requests and has handed over the first batch of cheque requests and invoices to the societies accountant, Gurpreet Saini. The VPF has answered any questions the clubs, affiliates and executives may have about the cheque reimbursement process.

Meetings with Society’s Accountant

The VPF has completed their introductory meeting with Gurpreet and has set up weekly meetings to discuss changes to the financial practices of Mathsoc as well as to process cheque reimbursements. Gurpreet has been sent the budget for the Winter 2020 term. The VPF noticed discrepancies between the list of accounts in the master budget and those used by Gurpreet. Gurpreet fulfilled the request made by the VPF by sending a list of accounts currently being used for Mathsoc and its clubs and affiliates. The vPF matched the accounts to improve accuracy in Mathsoc’s financial records.

Club Space Improvements

Last term, a budget was approved by council as a special driver project to improve the functionality of club and affiliate spaces. Items requested and still available have been ordered. Items requested but no longer available have not been ordered and affected parties have been notified. Once items have been ordered, the VPF shall reach out to the business manager to begin a work order for the installation of certain items.

Budget Meeting

The Winter 2020 Budget Meeting was held on January 23, 2020. Prior to the budget meeting, the VPF made a presentation at the clubs meeting to outline important policies as well as the budget request procedure to clubs and to answer any pressing questions. Additionally, the VPF was available by email, through slack and through her office hours to provide clubs with support in order to ensure the budget was ready in time for the budget meeting. The budget meeting was an overall success, barring the suspension of collaborative event proposals as clubs and affiliates failed to meet the requirements outlined by policy 20.7. A process for clubs and affiliates to have these budgets approved through the VPF and Business Manager as per the motion made during the budget meeting is being developed.

Grad House Payment Investigation

As the VPI was preparing for this term’s Party with Profs event, he was made aware of an outstanding balance on Mathsoc’s account with Grad House. He brought it to the attention of the VPF who reached out to both Grad House and Gurpreet in order to resolve the issue. The VPF is happy to report that the outstanding balance has been paid and Matshoc is now able to once again host events at Grad House.
February 7, 2020
Harleen Bhandal [Vice President of Finance]
Council Executive Report

MOVING FORWARD

The VPF hopes to complete the club improvement project.
The VPF hopes to refine the cash close process with the new POS.
The VPF hopes to transfer the funds required by Mathsoc Policy to be placed into the CIF account.
The VPF hopes to begin working on the implementation of a policy recently passed by Mathsoc Board to thank the Mathsoc President for their dedication to Mathsoc and to their position.
The VPF hopes to develop and refine the process for clubs to have the budgets for their collaborative events approved.
The VPF shall continue carrying out her daily duties such as processing cheque requests, overseeing cash close and proper storage of the till and depositing Mathsoc profits.
Winter 2020 President’s Report

Council #02 - February 7th, 2020

Past Items

Office Keys

On the first day back (Jan. 6th), I was able to collect my keys (exec key, M3 fob, MC 5501 fob) from the Dean’s Office and gain signing authority for MathSoc key forms.

For distributing keys under MathSoc, I continued an (updated) implementation of book-keeping method that I implemented in Spring 2018. There is a spreadsheet that keeps track of all the key distributions. Club executives can only have their key form signed if they have provided me a list of their keyholders. Note that not all clubs require keys. Similarly, not every appointed keyholder has received their keys.

Recruitment of VPO/VPI/VPF

Rose and I began the interview process for VPO and VPI candidates in the first week. By Thursday, January 9th, we had an Emergency Board Meeting to ratify Andrew Yates for VP Operations and Harleen Bhandal for VP Finance. On January 16th, we hired Ken Qiu as VP Internals.

BOT Clubs’ Meeting [01/15/2020]

Harleen and I met with the majority of the clubs’ representatives, with a few missing due to improper communication. I began the presentation by introducing me, Harleen, and Rose; then describing my goals for MathSoc and Club’s relationship. These goals include future collaboration in marketing events, stronger communication, and achieving similar goals to improve student life. I have also introduced the MathSoc & Clubs’ event calendar that I will be using to help organize all the events run by students and faculty wise.

I plan to run another meeting after reading week to reinforce some announcements such as Feet on the Ground Training.

January WUSA Council Meeting [01/19/2020]

Documents for Reference

Based the VP Operation & Finance report:

❖ there has been an increase in opt-out rates across the faculties’ societies and WUSA;
❖ The SLC/PAC expansion opening has been pushed back to March;
There is a proposed investment fund, titled Society Fluctuation Reserve. It’s overall goal is to prevent the societies and WUSA from losing its Non-For-Profit status. It’s execution will be highly determined by the Committee of Presidents.

There was a discussion with the President’s Advisory Committee on Student Mental Health (PAC-CMH). The PAC-CMH has begun reinforcing a list of 36 recommendations to promote and assist the importance of students’ mental health. These recommendations range from campus policies, mental health communication, to campus culture and early intervention. Some of those recommendations have been completed, while some have yet to begin. A key recommendation is that the new professor evaluation will contain questions associated with mental health (e.g. work-load) and high amount of negative comments will impact the professor’s appeal for tenure. Other councillors asked about potential improvements for providing support for students during work-terms and exam scheduling.

One of the main business of the council meeting was the approval of Student Fee increases by $14.70. The main issue is that many of the full-time/part-time staff of WUSA are “underpaid” based on their new pay-grade. This motion is to compensate for that loss, otherwise the WUSA executives would need to pay it out of their personal pockets.

**WINTER 2020 WELCOME WEEK [01/20/2020 - 01/23/2020]**

We did four days of Welcome Week Events, starting from Monday and ending on Thursday. We were fortunate to have gotten feedback everyday and so there were 5 lucky MathSoc students that won a $10 coupon per day.

1. **Monday (Jan 20th): Breakfast boost**

   The breakfast boost occurred from 10:00 AM to 12:00 PM. However, food ran-out ahead of time, approximately around 11:00 AM. The feedback commented on the lack of marketing, which was difficult due to the busy nature of the previous weeks. There were comments about the lack of food diversity, which made sense because we began later in the morning.

2. **Tuesday - Wednesday (Jan 21st - Jan 22nd): Clubs Day**

   Clubs Day booths opened from 11:00 AM - 3:00 PM. We prepared trays of snacks for each of the attending clubs, for their enjoyment purposes. On average, there were 4-5 clubs that showed up per day.

   It was harder to collect feedback those days because we had less direct control. The feedback that were collected mostly commented that the clubs could have done more individual marketing to promote themselves. One of FARMSA co-president, Bill Shu, advised me later is to have Clubs Day planned later in the week, such as on Wednesday and Tuesday, to be less hectic.

3. **Thursday (Jan 23rd): Afternoon Tea**

   We began serving food out around 1:00 PM. At first, there was too much food and too little attendance, so we were more lenient towards our attendees and the amount of food per person. When 2:30 PM...
came, there was a large increase in customers so we had to re-start checking WatCards to limit it Math Students only. All the food was gone by 3:00 PM.

We also received a large amount of feedback for that day because Ken made the smart choice of having their laptops available for attendees to use, rather than just asking them to scan it. Most of that feedback was about having more food, because they were submitted after 2:30 PM.

The feedback was a project that I wanted to test to increase student engagement. It worked really well when incentives are given, even if there is a low uncertainty for receiving it. I’ll try to implement a larger scaled version of the whole term, where we will be giving coupons during (and only during) at the GM. The form will be asking for general feedback that could be related to our events, our services, our clubs, and even general volunteer experience and interaction.

**COMMITTEE OF PRESIDENT (COPS) MEETING [01/25/2020]**

Due to the business of the month, only a few society presidents were able to attend the first Committee of President meeting for the Winter Term. We started off the meeting by providing simple reports about each of our societies and asking each other for simple advice and suggestions. We later moved onto further discussion about the society fees, such as the future plans and how each club plans to make changes due to the new opt-in/opt-out situation. Below are some main points from the discussion:

❖ Future of opt-in/opt-out
   ➢ The Budget Appointment Committee will be discussing with each society/student-union about their individual fees. This will likely occur during the Spring term;
   ➢ Current plan is to keep all society fees optional\(^2\);
   ➢ Student Advocacy fees will remain mandatory;
   ➢ The increase of opt-out may lead to a negative cycle of: less service ↔ more opt-outs;
   ➢ It seems unlikely that the society fees will be splitting into its optional and mandatory component because there’s already so many lines in the fee breakdown.

❖ Membership Policing
   ➢ Not all events will require scanner, such as those related to:
     ■ mental wellness
     ■ exchange
   ➢ It’s hard to offer one-time event fees because it would be necessary to include that at the budget.

We’ve also discussed more about the proposed *Society Fluctuation Reserve*. Below are some summary of the reserve:

❖ The goal is to avoid losing Not-for-profit status for the societies and WUSA;
❖ Societies can withdraw without question as high as they originally deposited;
❖ If the amount requested is more than the deposited, then they need to request a loan with the others’ society approval;
❖ It is also an emergency reserve;
❖ The COPS will be the main management of the fund and will be receiving monthly updates.

\(^2\) available for opt-outs
Lastly, there will be a new MOU released about the relationship between the Societies and WUSA. It provides details about the auditing process, governing procedures, and responsibilities of WUSA and Society.

Both the MOU and Fluctuation Reserve have been provided to all the execs and the board for revision and commenting.

**NEW POINT-OF-SALE (POS) SYSTEM (PARALLEL TESTING PERIOD) [01/29/2020 - PRESENT]**

We began parallel-testing with the new POS on January 29th. During the testing period, every purchase and rental transaction will be processed by both the old and new system. This double processing will allow us to identify any issues that the new POS may present in our day-to-day tasks. All occurring issues will be directly reported to WUSA to prevent any serious changes once the system goes live.

Prior to that, Andrew, Rose, and I had an opportunity to play with it. During which, we discussed specific procedures that MathSoc had in the past such as free printing for all club-purposes.

**MATHSOC BOARD OF DIRECTORS (BOD) MEETING [01/31/2020]**

The following are the main points from the January 31st Board Meeting:

❖ **Business Manager Report:**
   ➢ The MathSoc Office renovation is still scheduled for April 2020. Rose has scheduled a meeting with Plant-Ops about the display case to present all novelties and stationery available for sale. The redesigned models will be soon available in the shared drive.
   ➢ Rose has met with Plant-Ops to discuss overall plans for the CnD and Comfy areas. Both The new Comfy will consist of a designated space designed for the Pool table, where it will be screwed to the floor. We submitted $160k to WUSA’s Capital Improvement Project Funding, currently for approval.
   ➢ After all renovations, there are plans to include cameras for security considerations.
   ➢ There is an ongoing project that compiles all the verbal rules of the MathSoc Office to a written code of conduct.

❖ **General Order:**
   ➢ The board tabled the appointment of the Community representative due to a lack of proper understanding of the role. I was appointed to reach out for potential candidates once a clearer definition for given.
   ➢ A maximum honorarium of $475 per guide was approved for volunteers who took their time out to compile a ‘handbook’ for each of the executive roles.
   ➢ A total of $3600 was approved for the purchase of 4 new microwaves for the C&D.
   ➢ Approval for the purchase of a new popcorn machine with $50 sponsored by SciSoc.
   ➢ A discussion occurred for the appropriate amount and action regarding honorariums for certain volunteer roles such as the Chair and the Speaker. This was originally a motion, but it was tabled until the exact criterias for those role evaluation is determined.
   ➢ We briefly discussed the procedure for consistent unexcused-absent board members.

❖ **New Business:**

\[3\] Either in the Board Drive or the Council Drive

\[4\] $475 per guide
The board assigned Garrett Hildebrandt to chair the committee and Colleen Richter to be the Dean’s delegate for the Spring 2019 Executive Evaluation Committee.

➢ The board appointed Ina Wang, Garrett Hildebrandt as two of the seating members for the Fall 2019 Executive Evaluation Committee, with me as Chair. Similarly, Colleen Richter was appointed to be the Dean’s delegate on the Committee.

MEETING WITH ASSOCIATE DEAN OF UNDERGRAD STUDIES [02/03/2020]

Most of the executives and I had a chance to discuss our plans with Benoit Charbonneau, the Associate Dean of Undergraduate Studies. He was able to express his concerns and suggestions to the team regarding more student-faculty collaboration. For example, he believes that the instructors should be aware of upcoming events that are related to their course and have the option to promote if they wish.

ONGOING/UPCOMING ITEMS

FEBRUARY WUSA COUNCIL MEETING [02/09/2020]

Please view the agenda for the topics that will be discussed in the upcoming WUSA council Meeting.

MATHSOC BOARD OF DIRECTORS MEETING [02/13/2020]

This board meeting will be discussing and deciding on the following:

❖ Honorarium for past Chair of the Board of Directors
❖ CnD Discount for Council Members
❖ The appointment for Winter 2020 Executive Evaluation Committee
❖ The removal procedure of the Inactive Board Members
❖ The Society Fluctuation Reserve Proposal
❖ The new Society/WUSA Memorandum of Understanding

Please note the last two items will be discussed in a confidential session.
These are the representative nominations.

Yuqian (Ina) Wang (she/her)
President, Winter 2020
Mathematics Society
Ext. 32324
Mathematics & Computer, Room 3039/3035

Begin forwarded message:

From: "James Brocklebank via RT" <rt@rt.uwaterloo.ca>
Subject: [UW-RT #1033953] MathSoc W2020 Council By-elections
Date: January 23, 2020 at 10:55:21 PM EST
To: fedappt@uwaterloo.ca, k63sharma@uwaterloo.ca
Cc: president@mathsoc.uwaterloo.ca
Reply-To: rt@rt.uwaterloo.ca

Computer Science Representative:
Alsaigh, Zaid
Stinson, Jordan
Moharir, Sameer (Sameer Moharir)

Business Representative:
Lacson, Bryan (Bryan Lacson)

Teaching Representative:
Lew, Caleb

<URL: https://rt.uwaterloo.ca/Ticket/Display.html?id=1033953>
# MathSoc Career Fair

## Logistics Budget

### Food for Students

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
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</thead>
<tbody>
<tr>
<td>Chips</td>
<td>40</td>
</tr>
<tr>
<td>Cookies</td>
<td>40</td>
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<tr>
<td>Beverages</td>
<td>25</td>
</tr>
<tr>
<td><strong>Total for Food for Students</strong></td>
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### Food for Companies

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<tr>
<th>Item</th>
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<tbody>
<tr>
<td>Cutlery</td>
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<tr>
<td>Sandwiches</td>
<td>150</td>
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<tr>
<td>Potato Salad</td>
<td>30</td>
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<tr>
<td>Fruit Platter</td>
<td>30</td>
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<tr>
<td>Dietary Restrictions Meals</td>
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<tr>
<td>Beverages</td>
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<tr>
<td><strong>Total for food for company reps</strong></td>
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### Other Expenses

<table>
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<tr>
<th>Item</th>
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</thead>
<tbody>
<tr>
<td>Volunteer Appreciation</td>
<td>$150</td>
</tr>
<tr>
<td>Website domain fee</td>
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<tr>
<td>Name Tags</td>
<td>60</td>
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<tr>
<td>Miscellaneous Expenses</td>
<td>100</td>
</tr>
<tr>
<td>(i.e. food costing more than expected, printing for promotions, parking tickets etc.)</td>
<td></td>
</tr>
<tr>
<td><strong>Total Other Expenses</strong></td>
<td><strong>$390</strong></td>
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</table>

### Total Expenses for This Event

<table>
<thead>
<tr>
<th>Item</th>
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</thead>
<tbody>
<tr>
<td><strong>Total Expenses for This Event</strong></td>
<td><strong>$860</strong></td>
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<tr>
<td>MathSoc Career Fair</td>
<td>Marketing Budget</td>
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<tr>
<td>--------------------</td>
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<tr>
<td>Posters</td>
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<tr>
<td>Pamphlets</td>
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<td>Bookmarks</td>
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<tr>
<td>Maps and Directory</td>
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<tr>
<td><strong>Total Marketing Expenses</strong></td>
<td><strong>110</strong></td>
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</tbody>
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