

Mathematics Society

Council

Thursday, 2018-10-11 at 6:30PM

MC 5417

Speaker	Alex Lee
Secretary	Kevin Li
Attendees	Alex, Krishna, Clayton, Ina, Bianca, Candice, Sofia, Junqiao, James, Arsheya, Harleen, Jing Yi, Liban, Saquib
Expected Absences	Jennifer, Kanan, Alisa

Open Session

Preliminaries

Call to Order

Be it resolved that the meeting is called to order at 6:30PM.

Consent

Approval of the Minutes

Be it resolved that Council approves the public minutes for 2018-09-27 meeting as presented.

Reports & Updates

Executive Reports

President

Vice President, Operations

Vice President, Academic

Vice President, Finance

Vice President, Internal

General Orders

Feds VP Education – Policy Draft (Ina)

- During the last Education Advisory Council (EAC) Meeting, Matt Gerrits (FED VPED) explained that he will write a policy draft for Winter 2019, to be proposed to the University. He is writing one topic out of the following: Cannabis and Teaching Assessment.

- If Matt chose to write on Cannabis, then he will draft a policy about regulations for cannabis on campus, in housing situations, on medical use, on public transportation, etc.
- If Matt chose to write on Teaching Assessment, he will draft a policy on teaching assessment guidelines, highlighting the importance of having students' opinions when assessing a professor/lecturers' teaching skills and qualities for that term. The main reason for this topic is that many in the university believe that students are an unreliable source to base professor evaluations on. Matt wants to argue against that.
- The EAC will make a decision during the next meeting; which will be next week or the following week. I'll be voting on behalf of the MathSoc council's decision.

Special Project – Revamping Games (Alex)

Whereas past games directors have gone through the current MathSoc games collection;

Whereas there are numerous games that have been suggested to be replaced due to poor condition;

Be it resolved that the Special Projects budget for the President is increased by \$1400 (from \$2200 to \$3600) to replace the games;

Be it further resolved that "securing the MathSoc Gmail account (\$200)" is removed as a comment to the Special Projects budget line and is replaced by "replacing games in poor condition (\$1600)."

New Business

Adjournment

Meeting scheduled to adjourn at 7:00PM.

Mathematics Society Council Meeting Minutes

MC 5479 UNIVERSITY OF WATERLOO

Speaker: President Alex Lee *Secretary:* Kevin Li

ATTENDANCE

The following voting members were present:

- Alex Lee
- Krishna Pasumarthy
- Clayton Halim
- Ina Wang
- Bianca Filip
- Sofia Lin
- Kanan Sharma
- Candice Lee
- James Bury
- Arsheya Jain
- Alisa Lin
- Harleen Bhandal
- Jing Yi Wang
- Liban Osman
- Saquib Shahzad
- Jennifer Lee

The following non-voting members were present:

- Kevin Li (Secretary)
- Rachel Vanheule (TSA)
- Gregory (BiC)
- Zichuan Wei (CSC)
- Zahidur Abedin (MGC)
- Catherine Tan (Stats)
- Alex Tomala (CSC)
- Patrick Melanson (CSC)
- Angelina (WiCS)
- Ben Zhang (DSC)
- Lily Wang (PMC)
- Daniel Molka (FARMSA)

The following members were absent

- Junqiao Lin*

* Excused with permission

PRELIMINARIES

CALL TO ORDER

A quorum being present, President Lee called the meeting to order at 6:33 PM.

MINUTES

Be it resolved that Council approves the public minutes for the meeting held on September 20, 2018 as presented.

Kanan Sharma, James Bury

Motion passes *unanimously*.

Regular Session

REPORTS AND UPDATES

PRESIDENT (ALEX LEE)

Executive report was brought up. No questions were asked.

VICE PRESIDENT, OPERATIONS (CLAYTON HALIM)

Executive report was brought up. No questions were asked.

VICE PRESIDENT, FINANCE (KRISHNA PASUMARTHY)

Executive report was brought up. No questions were asked.

VICE PRESIDENT, INTERNAL (KANAN SHARMA)

Kanan requested additions be made to his executive report regarding the resume critiques held on September 20th 2018. This resume critique was held in collaboration with the Data Science Club and experienced high attendance. Each of the volunteers for the critique were given a \$5 Coffee and Donut gift card for their participation. No further comments or questions were asked.

VICE PRESIDENT, ACADEMICS (INA WANG)

Executive report was brought up. No questions were asked.

GENERAL ORDERS

RATIFICATION OF FALL 2018 COUNCIL MEMBERS

Whereas the Mathematics Society held the nomination period for the Fall 2018 General Election between September 6th and September 17th, 2018;

Whereas the Mathematics Society received more nominations than positions available for First Year and Math/Business representative, and held a vote on September 20th and September 21st, 2018;

Be it resolved that Council ratifies the following individuals for first-year representative for Fall 2018 and Winter 2019:

- Alisa Lin
- Harleen Bhandal
- Jing Yi Wang
- Liban Osman
- Saquib Shahzad

Be it further resolved that Council ratifies the following individuals Math/Business representative for Fall 2018:

- Jennifer Lee
- Sofia Lin
- Bianca Filip
- Candice Lee

Kanan Sharma and James Bury

Motion carries *unanimously*.

BUDGET APPROVAL

Be it resolved that the Fall 2018 budgets for MathSoc club and affiliates be approved as presented.

Krishna Pasumarthy and Clayton Halim.

STATISTICS CLUB 6:38 PM

An overview of the budget was made by the club representative. Representatives from the Statistics Club noted that there were many events on their budget that they host in conjunction with other MathSoc Club affiliates.

It was noted that the Social spending cap was breached by \$114 by Alex Lee. Kanan Sharma requested further information on the budget allocated to the Stat Project Self-Starter Club. This is as \$120 was allocated to the event, and it was noted in the budget that the event expected around 20 people. Clarification was provided by the Statistics Club representative. It was explained that the funds allocated would be used to provide gift to the alumni volunteers for the event.

No amendments to the budget was made.

At a later time, during the ACT Sci budget presentation, Statistics Club requested a line item be added to their budget: Cookhouse AI be added to the ACT Sci budget for \$50.

VPA BUDGET 6:44 PM

An overview of the budget was made by the VPA. On the budget provided, funding was only requested for one event. As it is required of Vice Presidents to hold two events a term, Kanan Sharma asked whether VPA Ina Wang would hold two events this term. Ina responded that this is unlikely to happen, due to various personal reasons. In lieu of this, Ina Wang said that she would be holding office hours this term, from 10:00 AM to 11:30 AM Tuesdays and Thursdays. Though a requirement of a VPA, this task is generally left unfulfilled by those previously in the position. It was also said that mock interviews may be held later in the year. Alex noted that the 2-event requirement was no longer required for the VPA role.

A project to catalogue and update textbooks at MathSoc was brought up by Ina and a prior VPA noted that he has a list of textbooks.

Secretary Note: Budget request for VPO occurred at this time due to scheduling conflicts.

DATA SCIENCE CLUB 6:47 PM

It was requested by the Data Science Club that changes be made to budget submitted. They requested an additional \$800 for textbook acquisition. A similar amendment was proposed by Alex Lee.

Whereas the Data Science Club is relatively young and thus lacking in assets compared to its more mature brethren,

Be it resolved that \$900 be allocated for textbook acquisitions.

Alex Lee and Ina Wang.

Adopted by friendly amendment.

It was noted by the Data Science representative that generally high budget requests are due to the need for capital expenditure, and general startup costs. The need for a tripod was also explained, as the speakers hosted by the club are often streamed, or have their talks filmed and posted online.

Suggestions were made by members of council to request funding from the Capital Improvements Fund and the Math Endowment Fund for their capital expenses, instead of including it in their operations budget. However, Alex raised the fact that requesting funding from the Math Endowment Fund is quite difficult, due to the various requirements and high documentation level.

Various other items were discussed. A question was raised as to if the Data Science Club has a camera. Though the Data Science Representative answered that they do have a tripod, it was proposed that a camera be jointly bought by MathSoc to be shared among the clubs and

affiliates should the need arise. The Data Science Club also requested funds to buy a GPU, to be used as a shared resource amongst its club members. It was requested that this proposal be made to the Capital Improvements Fund, the Math Endowment Fund, or be discussed at a later date.

Questions were asked about the financial position of MathSoc. Alex responded that there is currently a \$9000 deficit, primarily due to capital expenditures planned for the year, such as club room renovations. However, Alex noted that this was not a concern.

ACT SCI 6:56 PM

An overview of the budget was made by the club representative. Clarification was requested over the line time Casino Night, and the specifics of the event. The representatives from ACT Sci stated that Casino Night would be an exploration of the probability of gambling and other such related items. The funds allocated, \$300, are a precautionary measure. The club is currently looking for a sponsor for the event. It was clarified that no gambling of money or monetary substitutes would occur. Alex proposed moving the event from to the Social Events section of their budget. The representatives opted against this, as the social budget for the club is nearing the cap. Budget remained as originally proposed.

Clarifications on Cookhouse AI event were made. The money allocated by the club is also listed as revenue and an expense. It was also asked whether CECA would complain about the Cookhouse event, to which club representative stated that the event is promoted on the CECA website.

CFSA 7:05 PM

An overview of the budget was made by the club representative. It was explained that social expenses are high for recruitment purposes, and that the club will run computing and finance events during the term. A Latex workshop may also be held, depending on future circumstances.

It was noted that the social cap was breached.

Candice Lee asked whether the club was limited to CFM students, to which the representative responded that the club was open to anyone interested in finance.

Kanan Sharma requested further information to how the money allocated to the Co-op Panel would be spent. It was clarified that the money was allocated for food and gift cards for the panelists. These panelists are likely to be upper-years. The reason for the large budget for the panel is the anticipated high attendance numbers and uncertainty regarding the event.

Alex Lee inquired to whether events would be held for Math CPA students, to which the representative replied that the club is aimed at inclusivity. An amendment was proposed by Alex regarding the title of a line item.

Whereas the budget reads *AFM 272 Study Session*

Whereas there exists an AFM 273 class,

Be it resolved that the *AFM 272 Study Session* be changed to the *AFM 272/273 Study Session*.

Alex Lee and Candice Lee.

Adopted by friendly amendment.

It was acknowledged that the initial line was a typo on the part of the club.

BIC 7:11 PM

The club representative requested the \$80 allocated to the Bicnic be moved to the Potluck. Alex Lee acknowledged that a mistake may have been made on his part. A breakdown of the proposed budget was given by the BIC representative.

It was mentioned that money had been allocated by MathSoc to provide new banners for all of the clubs. This statement was prompted by the mention that BIC changed their logo recently.

A request was made for a sequencer with estimated cost of \$100 000. It was suggested that this acquisition be made through contributions from the Math Endowment Fund.

FARMSA 7:15 PM

A general overview of the proposed budget was made by the club representative. It was mentioned that \$4 100 was requested, and that there are 170 members of the club. It was also mentioned that they charged a \$2 membership fee, which was pointed out to be the lowest possible fee by a council member.

Owing to a jump in funds allocated, questions arose concerning the Westcourt Capital Night, from around \$150 to roughly \$800. It was stated by the representative that this is owing to the fact that sponsorship has yet to be formally arranged. \$150 is anticipated to be covered by the company. The increase in expenses for this event is also tied to the increased duration planned this year.

It was clarified that the R and VBA tutorial are run in partnership with the Stats Club, with expenses shared evenly.

It was noted that the proposed budget exceeded the social cap by \$220.52. However, it was mentioned by Alex Lee that this was the first time that he was satisfied with a FARMSA budget.

TSA 7:22 PM

Kanan inquired to the status of the non-MathSoc member of the TSA, due to the discrepancy between total members and MathSoc members in the club. The representatives explained that this is due to a member in the double degree program.

It was mentioned that the TSA budgets are generally satisfactory, due to the small amounts requested. The representative proposed allocating funding for door decorations for the TSA room, however, talks were postponed to a later date.

Between budget sessions, Kanan Sharma made an announcement to all clubs, regarding room space. As there was recently formed a club without a room, audits on room use for all clubs are to be conducted soon. Dependent on circumstances, club rooms may be revoked. Alex Lee stated that a Space committee is likely to be formed to explore this further.

CSC 7:26 PM

An overview of the budget was made by the club representative. It was requested by the club representatives to increase the EOT budget from \$312.50 to \$400.

Clarification was requested on the honorarium. The representative explained that the \$600 was for 2 terms (\$300 per term), as no such payment was made the previous term. This line item is likely to become a recurring expense. It was also mentioned that the recipient of this honorarium must include this on their tax forms.

DOUBLE DEGREE CLUB 7:34 PM

An overview of the budget was made by the club representative. Clarification was provided on funding status, and it was explained that club currently does not get funding from Laurier. However, they are currently in talks with Laurier about this subject.

Kanan Sharma requested an email from Laurier be sent to him regarding this topic.

MGC 7:38 PM

\$5 000 allocated to the Graduation Ball. A general explanation of the purpose of MGC was given. It was noted by the representatives that due to funding from other sources, much of the funds allocated would not be spent.

WICS 7:42 PM

A request was made by Alex Lee to submit future budgets via spreadsheet. The representative from WICS requested to increase the Office Supplies budget to \$200, and the Blockchain

Workshop budget to \$100, primarily due to new information arising between the time the budget was submitted and the budget meeting. A line item was added, per the request of the representatives, for a potential future event to which \$100 was allocated.

WIM 7:45 PM

No members were present at the meeting. No budget was presented to the Council.

PMC 7:45 PM

No comments were made on budget by representative. Clarifications were made on the topic of events.

PRESIDENT

Alex Lee gave rationale for some of the various increases requested to the budget. First year affairs budget was increased, primarily due to an anticipated increased involvement of the First Year Representatives, as well as general fiscal reasons, such as inflation.

Among the line items, \$2200 was allocated primarily for new banners for both the clubs and MathSoc, though it is anticipated that a surplus will remain from this. Of the \$2200, \$200 was allocated to increasing MathSoc email security, via the purchase of security keys for each of the Council Members. \$300 allocated to Executive expenses, as a precautionary measure. No questions were asked.

Karan proposed an amendment to the budget, due to circumstances overlooked during the original creation of the budget.

Whereas the current budget for Executive dinner is based the expenses from the previous year,

Whereas the previous year's Executive dinner had one absence,

Be it resolved that the budget for the Executive dinner be increased from \$120 to \$150.

Kanan Sharma and Alex Lee.

Motion passes by *friendly amendment*

VPO

Increased budget generally due to increased operating costs in the seasonal term.

VPI

A general explanation of budget was made by the VPI. Increases to the budget are due to increased ambitions regarding the events for the term. A proposal to add Cards against Humanity as line item was made, but generally denied. Some debate arose regarding certain

increases in the budget. The budget remained as proposed. A question was raised on the time of the Director's Welcome. The event is to be held the first week of October, as the VPI clarified.

COUNCIL

Some debate over the amount allocated to council meetings commenced. It was proposed by James Bury to double the budget from \$500 to \$1000. Alex Lee countered with an offer of \$600.

Whereas the current council meeting budget is insufficient,

Be it resolved that the council meeting budget be increased to \$600 from \$500.

James Bury, Alex Lee

Adopted by friendly amendment.

Partially as an exercise in Council procedure, another motion was made by James Bury to increase the council meetings budget.

Whereas the current council meeting budget is insufficient,

Be it resolved that the council meeting budget be increased to \$650 from \$600.

James Bury, Sofia Lin

A roll call vote commenced at 6:58 PM.

Yea

Sofia Lin
Candice Lee
James Bury
Arsheya Jain

Nay

Alisa Lin
Krishna Pasumarthy

Abstain

Clayton Halim
Kanan Sharma
Harleen Bhandal
Jing Yi Wang
Liban Osman
Saquib Shahzad
Alex Lee

The following members were absent:

- Ina Wang
- Bianca Filip

Motion fails with 4 yea, 2 nay and 7 abstentions.

The motion to approve budgets was called.

(For clarification, the motion is: Be it resolved that the Fall 2018 budgets for MathSoc club and affiliates be approved as presented and amended.)

Motion passes unanimously.

NEW BUSINESS 8:05 PM

Introductions were made, for the benefit of the new members. Clarification were made on the process of voting and the reason for which the results of the elections were delayed. Validity of election results was reassured.

ADJOURNMENT

Seeing no new business, Alex adjourned the meeting at 8:15 PM.

Executive Report
President
Alex Lee

Continuing with working with the CSC regarding the key situation; a draft Memorandum of Understanding has been created and will be sent to the Dean's office for review before being signed by both parties.

Meeting with mathNEWS and the Deans' office on Friday, October 12th to discuss the relationship mathNEWS wants to have with MathSoc and the Dean's office.

Adding one special project: revamping the games collection. This will require an increase to the President special projects budget. Will also require a new MoU to be signed between Watsfic and MathSoc.

New website looks amazing and should be ready to go this term.

Implementing Mattermost for MathSoc communication; **please avoid using Facebook to contact me unless it is an urgent request**. If you haven't joined Mattermost yet (or need help with creating an account), message me on Facebook. To join: <https://mattermost.csclub.uwaterloo.ca/mathsoc/>. Please use your watiam as your username and add your name to your account by going to account settings -> full name.

MathSoc Board of Directors meeting coming up.

UW Smile Day is October 15th (Feds COPs event). Free apples and stickers; encouraging students to smile. Booths in various locations on campus (AHS, CPH, STC).

Thrive Week is October 22-26th. Walk for Mental Health is Thursday, October 25th, where there is a walk around Ring Road starting at 12pm outside STC. Pinkie and I will be there.

Feds student council AMA on October 18th on /r/uwaterloo. I'm participating, along with the math councillors and other Feds councillors.

Council Meeting #2 – Exec Report – VP Internal (Kanan Sharma)

October 9th, 2018

1. First Year experience Panel (tentatively on October 18, 2018)

A lot of first years have trouble transitioning to University and struggle in 1A term with the course load and their mental health. To help them deal with this stress, I am planning to host a First Year Experience panel, where some upper years can share their experiences and wisdom with the first years and let them know that they are not the only ones who went through this. I am also trying to get a representative from MATES. I am trying to hold this panel in collaboration with EngSoc (because of soft Eng students) and first year affairs (as it is mainly targeted towards First years). This will be followed by a board games night There is also going to be some comfort food along with a board games destress event.

2. Volunteer Updates

- a. There was a delay in sending out the acceptance for my volunteers.
- b. Due to this delay, there were problems with posting of posters
- c. Have met with most of them now
- d. Have Dedicated marketing directors handling the Instagram account and Facebook page and posting of posters.
- e. Meet with my Spirit Day directors
 - i. They will be organising small pick up events throughout the term, uplift the spirit for math students.
 - ii. This will most likely merge with destress week events.

3. Bonfire Event

- a. Held in collaboration with WICS and CSC

- b. Held at CIF pit2
- c. Had marshmallows, Smores and Hot Chocolate
- d. Around 40 ppl showed up
- e. Had a lot of leftover food, which will be used for events later in the term

4. Midterm De-stress week

- a. Events will be spread over October 15- 25th
- b. Will have food give away
- c. Therapy Bunnies
- d. Sticky notes with nice messages put around the Math buildings

5. Halloween

- a. October 31st is fast approaching
- b. Will have candy and cookies to give away
- c. Face Painting
- d. Photobooth
- e. Tic Tac Toe with Pumpkins
- f. Decorating MC 3rd floor hallway
- g. Will make sure our events do not clash with Feds Event timings

6. Meeting with Math Undergrad office and Faculty

- a. Gayle is no longer working at University
- b. In an effort to improve MathSoc – Faculty relations, I had a meeting with Donna Lutz (Director of MUO) and Ana Freitas (Dean's representative to MathSoc).
- c. Discusses the events being organised by the faculty and MathSoc and how we can complement each other and pool our resources together.
- d. Faculty is hosting a Pancake breakfast with Academic advisors and professors on October 16, in an effort to introduce the advisors in a more informal setting, so that the students are not afraid to go to the advisors when needed.

- e. Faculty is also going to be holding a destress event on Friday, November 30.
 - i. Open Mic Karaoke
 - ii. Board games event
 - iii. Animal therapy
 - iv. Trivia
 - v. Light Snacks
- f. Faculty has hired another counselor for MUO.
 - i. Have a total of 2 now.
 - ii. The new counselor can converse in Cantonese, in response to the large number of Cantonese speakers in Math faculty.
- g. Math Ball
 - i. Faculty wants MathSoc to organise it
 - ii. No alcohol should be served at the event
 - iii. Only UW students should be allowed
- h. Francis Poulin will send an email to all profs regarding helping out during Pi Day and showing up for Party with Profs and Games night with Prof
- i. Mates will be moving into MC next term
- j. Planning to have a meeting between VPI and MUO at the start of every term

7. Faculty Strategic Plan Implementation group: People

- a. Representing the undergraduate interest in the committee
- b. Had our first meeting last week.
- c. The committee is responsible for developing plans for improving the general wellbeing of all the Faculty personnel (Students, Staff, Professors) and making the Faculty a more inclusive place. The group is also responsible to develop strategies to attract & retain top talent students and faculty.
- d. If anyone has any suggestions, please feel free to shoot me a message.

8. Student Wellbeing committee

- a. Faculty has created a student wellbeing committee to improve the general life of Math students at UW.
- b. Representing the undergraduate student interest on this committee.
- c. Will be attending my first meeting next month.
- d. If anyone has any suggestions, please feel free to shoot me a message.

COUNCIL MEETING #3 – EXEC REPORT – VP ACADEMICS (INA WANG)

OCTOBER 10, 2018

During the period between the last council meeting and the upcoming meeting, I have attended several meetings with different individuals and committees/councils. These meetings include those with Kamal Rajab from Co-op Education, with the Education Advisory Council, and with the Senate Undergraduate Council.

1. MEETING WITH COOP EDUCATION (KAMAL RAJAB) – OCTOBER 2ND

Kamal and I discussed the potential collaboration between Co-op Education and MathSoc (and other faculty student associations). One proposed strategy is to have CECA refer students to their respective society after a mock interview or resume critique appointment, for more field specific advice.

2. EDUCATION ADVISORY COUNCIL – OCTOBER 2ND

WORK TERM REPORTS

The following two were the main important points brought to discussion:

- Mathematics is the only faculty that require students their work report by the end of the corresponding work term.
- There is a big difference on the format of work report across different faculties:
technical or reflective
 - o In certain faculties, such as Arts, it differs to department level.
 - o Often this difference cause problems between programs such as ARBUS/Psych students believe they need to follow the Arts format rather than the Psychology format.
 - o There are often math/science jobs that aren't suitable for a technical report due the area of work.

UNDERGRADUATE LEARNING PAPER

The Undergraduate learning paper is one of the strategic plan papers for the 2025 Strategic Plan. As the name states, it covers several important proposals for academic teaching. One main area is the support of exam banks within the different faculties and encourage professors to revise their exams termly.

OPEN POLICY DRAFT

FEDS is planning to propose an open policy draft for one of the two topics: cannabis or teaching assessment.

If cannabis is selected, the policy will discuss its prevalence in housing issues, medical use, co-op issues, and general uses across campus. It would potentially elaborate on the general regulations and treatment of cannabis in the university.

If teaching assessment is selected, the policy will discuss on the students' views on the guidelines for how a professor's teaching would be assessed. Since, students each term invest thousands of dollars on their education, they would like to be involved in the final evaluation of their professors' teaching abilities. The policy may highlight the importance of having students' opinions when assessing a professor/lecturers' teaching skills and qualities. The main reason for this topic is that many in the university believe that students are an unreliable source to base professor evaluations on.

Due to the importance that both topics carry, the council tabled the decision process until the next meeting. I will vote on behalf of the decision of the MathSoc council.

3. SENATE UNDERGRADUATE COUNCIL (SUC) MEETING – OCTOBER 9TH

There were two main components to the SUC meeting: updates to curriculums and the Fall Break.

CURRICULUM UPDATES

All faculty representatives proposed changes to their programs, majors, specializations, and options. Some of those changes include the creation of a new co-op stream (Engineering), others included more logistical changes to a program. Many were simply changing course requirements on the Undergraduate Calendar.

For Mathematics, the major changes made were to AMATH, CS, Math Studies. In AMATH, all of the different specific majors have now been removed and will be recategorized as "specializations" under AMATH. CS has undergone a similar change; many CS majors will be removed and be recategorized as "specializations". There has also been a new proposed

Business specialization for Math Studies students. Additionally, AMATH 251 has been proposed as an alternative for the AMATH 250 pre-requisite.

There were also proposed changes made to the requirements of communication courses. Previously the first communication course was required to be taken on campus. Now students may choose to take it online, but the Math Faculty, in collaboration with the Arts Faculty, will strongly recommend students to take it as an on-campus course.

FALL BREAK

The 2-Day Fall Break is a 3-year pilot program that is now in its last year. There was a discussion to change its name from "Fall Break" to "Fall Reading Week" to parallel with "Winter Reading Week", and to remove the confusion that this period is a "holiday".

The new proposed pilot program is to have a 4-Day Fall Reading Week, to match that with Laurier and many other Ontario universities. However, the trade-off is there will be more Sundays used for final exam days, where previously there were at most one Sunday used as a make-up day. Another trade-off would be shorter study days between end of classes and the start of Final exam.

4. UPCOMING EVENTS AND PLANS

I will be meeting with the Associate Dean of Undergraduate Studies for Mathematics, Francis Poulin on Thursday afternoon to discuss potential cooperation between the Deans office and MathSoc.

CSC Key Meeting

A meeting was held on October 1, 2018 between Computer Science Club, Christina McDougall, President Alex Lee, and me to discuss the number of keys CSC is allowed to have during a term. The current limit is currently 15 but concerns were brought up that it was too much and inconsistent with the 5 that all other MathSoc clubs have.

Christina feels that CSC should be allowed 10 because CSC provides services that others do not. CSC would like to retain the 15 key limit to maintain their long open office hours.

A memorandum is being written for the full agreements of the key situation.

For now CSC will get key forms signed by both a signing authority of CSC and either the president or VPO of MathSoc. Only the President and Systems Administrator will get a physical key to the office. All other members will get a key fob.

Office Workers

The office has now been moved to a permanent schedule that includes office workers. The first week went smoothly with no reported problems from the workers. From my observations, they seemed to pick up everything fine.

Novelties

Novelties directors Bob and Arsheya proposed to sell T-Shirts at a lower price of \$10 from the previous \$15. This is to encourage sales of the large inventory that we have.

Meeting with Akshay Kapoor

Akshay from the Waterloo Accelerator Center gave me a call to discuss about setting up a table on the MC 3rd floor to promote his TA service for MATH 135 students. According to him, he talked with Kanan and Ina and they directed him to me. He will send further details on how we want to go about the advertising.

Council Meeting 3 VPF Report

1. StarCon Meeting

A few meetings have been held with the StarCon Director of Finance, Chirag Gada. Things related to the partnership between StarCon and MathSoc have been discussed.

It has been verified with Gurpreet as well that StarCon can sell tickets on Eventbrite for their conference in January for which the revenue goes into the MathSoc account. StarCon can submit cheque request forms to MathSoc so that cheques can be cut for them.

All details related to raising invoices and giving honorariums as cheques to their guest speakers have been provided. Typically, it was confirmed that StarCon is similar to a club under MathSoc without any monetary support from us.

2. Student Fee Refund Form

The MathSoc student fee refund form has been closed after receiving responses from around 45 students. We'll be waiting until the end of the term for refunds to be processed to those who haven't used our services.

3. MathNews and CIF

MathNews has submitted all its financial activity from Spring 2018. Their budget for the Fall term is going to be discussed in the next Board Meeting and all preparations for that are being done.

A few proposals have been coming up from a few clubs for using the CIF money to purchase some items. They are all being documented to be presented at the next Board Meeting.

4. Cash Close, Cheque Request Forms and Invoices

The above tasks are being processed on a regular basis with the help of volunteers. All volunteers have been assigned to weekly schedules for their tasks and they've been given login identities for the Finance Director gmail account.