ESSS Regular Meeting Agenda: Thursday, July 23rd, 2020
5:00PM-6:00PM held online over Discord

1. Roll Call and Ratification of Regrets

President – Nicolas Ramirez: PRESENT
VP Administration – Boris Perdija: PRESENT
VP External – Joaquin Gabriel Manansala: PRESENT
VP Finance – Peter Zhang: PRESENT
VP Social – Rajnesh Joshi: PRESENT
VP Academic – Matthew Whitehead: PRESENT
SFSS Council Representative – Jordan Alvin David: PRESENT
Director of Diversity – Paniz Najjarrezaparast: REGRETS
Director of Sponsorship – Jim Pimentel: PRESENT
Director of Common Room – Tony Kooliyath: PRESENT
Director of Merchandise – Kaleigh Toering: PRESENT
Director of Spirit – Sarah Raisuddin
Director of OpFair – Jennifer Gu: PRESENT
Director of Resource Centre – Valeriya Svichkar: PRESENT
Director of Publications – N/A: X
Director of Website – Laura Flood: PRESENT
Associate Director of OpFair – Bruce Yan:
First Year Representative – Vacant: X
First Year Representative – Vacant: X
First Year Representative – Vacant: X
First Year Representative – Vacant: X
Second Year Representative – Piyush Khurana: PRESENT
Second Year Representative – Sukha Lee: PRESENT
Computer Engineering Representative: Dexter Bigueta PRESENT
Engineering Physics Representative: Karan Kakkar REGRETS
Systems Engineering Representative: Marychelle Bitoon PRESENT
Electronics Engineering Representative: Samuel Kwon PRESENT

Members:
Yogesh
Ece

MEETING CALLED TO ORDER AT 5:01pm
2. MOTIONS

MOTION 2020-07-23:01
Title: Adoption of the Agenda
Raised: Boris Perdija
Seconded: Dexter Bigueta
Be it resolved to adopt the agenda as presented.
Discussion:
Motion passed unanimously

MOTION 2020-07-23:02
Title: Ratification of Previous Minutes.
Raised: Boris Perdija
Seconded: Jim
Be it resolved to ratify the previous regular meeting minutes.
Discussion:
Motion passed unanimously

MOTION 2020-07-23:03
Title: CFES Membership Fees
Raised: Gabe Manansala
Seconded: Peter Zhang
Whereas ESSS owes the CFES $730.30 in membership fees for the 2020-2021 term
Whereas ESSS pays the membership fee on behalf of MSESS
Whereas the CFES charges membership fees based on the number of students at a rate of $0.67 per student
Be it resolved that ESSS writes a cheque to the CFES for $730.30
Discussion:
Motion passed unanimously

1. OLD BUSINESS AND REPORTS

1. Executive Council Reports and Updates
   a. President
      i. In communication with the CFES about how the membership payment was made
      ii. James Liu reached out to Nicolas about an alumni of SFU who developed a tutoring app who can get paid to tutor other students. Currently in the works and up for discussion
      iii. Reached out to various groups of people, specifically Arvin from SFU. He gave some ideas regarding our website, including promotional material, gathering an audience for each student society to increase engagement, and gave input on how to acquire software licenses. Will relay this information to relevant team mates.
   b. VP Administration
      i. Working with Yogesh to gain access for Padlock Passwords. Looking into transferring to a cloud based password manager system.
ii. Researching on Bitwarden and Last Pass
iii. Reducing G Suite Costs. Currently costs $7.80 per ESSS email.

c. VP External
   i. Working on membership fees since due dates are coming up. Working with Alvin, Nic and Peter about that.
   ii. Working with Matt regarding TechSoup. Reached out to UofT regarding software that we can use.
   iii. Attending CFES and WESST Monthly meetings

d. VP Finance
   i. Currently working with the director of website for payments with services.
   ii. Currently working on collecting everyone’s email address so it’ll be easier to reach out to everyone on the team.
      1. Wishes to collect SFU emails because it’s difficult to reach previous execs and members without their emails. Will make a link on discord and can be found at: https://forms.gle/JuSvQfSudgkqEjdA6
   iii. Delegating and recording our annual subscriptions including our website. We want to stay on top of payments.
   iv. Our cheque book will be here soon so we can reimburse!

e. VP Social
   i. Working with Peter to send out an email to new first year students to get them to follow our social media channels. We will revamp our Instagram and Facebook to get more posts on there
   ii. Brainstormed for Frosh yesterday and is currently communicating with other schools to see what they’re doing for their Frosh events.

f. VP Academic
   i. Working with Gabe on TechSoup
   ii. Looking into how we can better transition academically and how to get first years to know what options they have at SFU and how to make their move to SFU exciting.
      1. Will get input and comments from ESSS members
      2. Starting up a podcast for first years and getting industry members/professors/students involved, topics regarding stresses, engineering topics and things for first years to get excited about.
   iii. Sending out emails to department regarding students expectations regarding the fall semester (including exams)
   iv. Yogesh: Knows a friend who started a podcast talking about engineering (called “Fazling“(?)!), could bring one of them on board for the podcast Matt was thinking about.
      1. Yogesh: Reach out to Matt to connect.

f. SFSS Council Representative
   i. Contacted Corbett about our non profits status, we are under the SFSS and they have already contacted TechSoup regarding their access to software.
   ii. Regarding Frosh and merchandise: Talking with the SFSS to see if we’re allowed on campus to give packages to first year students. This means that documents, supplies and merchandise might be given on campus!
   iii. The board has created a motion to approve several constituency groups into the SUB building, and allocating space to: CJSF (radio) SFPIRG, SOCA, DNA (Disability and Neurodiversity Alliance) , First Nations groups and others.
iv. The SFSS board is examining exam invigilation and it’s place at SFU. Let Alvin know if your class has invigilation so he can bring it up.

v. UPASS: 3500 responses, 51% in favour of UPASS, 49% not in favour

vi. Regarding the engineering options document, could reps finish writing down by July 31st so he can edit that for first years.

vii. Send out a COOP survey, hitting different points of coop experience. Keeping it in ESSS and different clubs and friends. Would prefer quality responses than a mass email at the moment. Survey is meant for anyone who has a coop, looking for coop, or has not yet had a coop. Will send survey in meeting chat:
   1. [https://forms.gle/pTAjMSXmwjsYbU3w5](https://forms.gle/pTAjMSXmwjsYbU3w5)

viii. Matthew: Regarding distribution of Merch for FROSH: What stops us from doing it at Starbucks right outside? It’s technically not on SFU property.
   1. Alvin: Since we operate under SFSS, we’re bound by their orders and rules. Their rules took place around March so we’ll have to check if their rules are still in place regarding in person events. We are bound to their rules regardless if it's on campus or not.

ix. Yogesh: They had a grocery pickup in Convo mall, if they did something like that then we can probably get permission to do something similar.

x. Ece: For in person item pickups, there's a people limit, so maybe we can do an appointment system so people come at certain times of the day. This would be safer than letting people come at any point.
   1. Alvin: requiring masks, appointments, an open space, limit to 50 people, and social distancing are all being taken into account.

2. Director and Representatives
   a. Director of Diversity – Paniz Najjarrezaparast:
      i.
   b. Director of Sponsorship – Jim Pimentel:
      i. Thinking up of FROSH ideas.
      ii. Looking into seeing if we can get sponsorships or monetization for software.
   c. Director of Common Room – Tony Kooliyath:
      i. No updates
   d. Director of Merchandise – Kaleigh Toering:
      i. Working on Frosh and looking into merch possibilities for that event
      ii. Working on patches and reached out to a few companies, including a patch company in the states. The quote has helped figure out the price to make and ship them. Currently looking at 5$ per patch, including the donations that go towards the various charities and Black Lives matter movement. Prices were in USD so the exchange rate might be a concern. Looking at reaching out to Canadian companies but they've been low to reply.
      iii. Questions about payments; we’ve done cash sales in the past but are we leaning more towards e-transfers now?
         1. Nicolas: Yes, we accept e-transfer with our bank account but we’d like to stick to digital forms of payment.
   e. Director of Spirit – Sarah Raisuddin
      i. No updates, but will brainstorm as we get closer to Frosh.
   f. Director of OpFair – Jennifer Gu:
i. Setup a test discord, to see what kinds of features and bots we can use for an online OpFair (which is looking like a final decision). Will discuss this more with Peter and Nicolas, as we won’t be charging people as much for joining an online event when compared to an in person event.
   1. This will have an effect on our finances
ii. Looking at another software - GatherTown - which hosts a virtual conference setting.
   Not sure about the pricing for that and is waiting on a response from them. Most likely OpFair will be on discord.
g. Director of Resource Centre – Valeriya Svichkar
   i. Emailed a couple of companies about licenses for software - so far unsuccessful. 
      Talked to Jim, director of sponsorship.
   ii. Kaley emailed back and said we needed a professor for ________ pro
   iii. For software, like fusion editors, need to make a list as Matt mentioned earlier.
   iv. Also talked to Dexter, interested in Adobe Softwares but they’re only available until August 14th, maybe we could extend those dates.
h. Director of Website – Laura Flood:
   i. The google sheet that was sent out last meeting still exists and would like to get feedback on it. A link to the sheet:
      1. https://docs.google.com/spreadsheets/d/1ri8fT6y0_XOGhxMcdRMqQvSxtBm5OM5VYc1AxmKbN4o/edit#gid=0
   ii. Website is down since we didn’t pay but will look into it, wants to change the website provider. Looking specifically at squarespace.
   iii. Whatever website builder we do use, we won’t have to pay for hosting anymore. We only have to pay for a domain (which is about $20-$25 a year)
   iv. Some website builders have a partnership with GSuite, so maybe we can connect them together.
   v. Needs a budget to see how much we can actually spend on the website.
i. Second Year Representative – Piyush Khurana:
   i. Students didn’t like the method that midterms were taking in classes such as ENSC 280. ie, students don’t like spending 10-20 minutes for a question and then having 5 minutes to upload.
j. Second Year Representative – Sukha Lee:
   i. Calculus 3 midterms were given back, higher average than midterm 1. This midterm was closed book and proctored, which might explain the higher average compared to the first midterm being open book. In open-book cases, there’s either too many questions or it’s created to be too difficult.
   ii. Laura: mentioned half of her classes have been open-book and half have been closed-book. Feels cheated when exams are closed-book because some students could easily cheat with the current circumstances.
k. Computer Engineering Representative: Dexter Bigueta
   i. Talking to Val about the free software that was suggested.
   ii. We should have a section for each of the class reps to discuss their faculties during Frosh - could include a brochure.
l. Engineering Physics Representative: Karan Kakkar
   i.
m. Systems Engineering Representative: Marychelle Bitoon
i. Finishing up the document about systems engineering so I should complete that soon. Also I’ve been asking several students about what software we may use for the next few semesters. Planning to brainstorm more ideas to help incoming 3rd year students that have recently declared.

n. Electronics Engineering Representative: Samuel Kwon
   i. Had a midterm for an electric circuits course yesterday. It was an all open exam, from notes, assignments and the internet. The prof made the midterm nearly identical to the first assignment and it was too long. Most of his peers could not finish the exam on time. From his experience, it might be nice to advise future incoming students of what to expect.
   ii. A couple of students have reached out and have stated that they’d like professors to continue making pre-recorded lectures. It helps them pause and go over material and learn at their own pace.
   iii. Ece: For that electric circuits midterm: Also noticed people struggled to finish, the instructor may not have known how to assess the students knowledge or find a good way to assess students abilities.
   iv. Yogesh: Also finds that it was stressful to scan your work after the exam, since you’re given only a small amount of time to finish that. If profs could find a way to have exams on canvas, it would help.
      1. See: Anita Tino’s method of examination, will write down later and contact her
   v. Matthew: with regards to recording lectures, a good idea but currently lecture halls don’t all have working cameras to record lectures. AV department has been lacking at looking into that, and professors rarely enforce that.
   vi. Ece: Regarding recorded lectures, instructors didn’t want to record lectures since some of them are concerned whether SFU goes through those recordings, and they didn’t feel comfortable being recorded. For online recordings, it’s still difficult for them to set up recordings. It might be a better option to go with streaming lectures.

4. Open Discussion
   1. Alvin: If possible, could people send alvin (council-rep@esss.ca) textbooks, assignments and lab work regarding courses to get resources out.
      a. Laura: Looking at BPK site, they have a BPK facebook page that gives out textbook pdfs. We could maybe do the same.
      b. Matthew: For assignments, do you want the assignments completed or just the questions?
         i. Alvin: Whatever you’re comfortable with. Up to the submitter.
   2. Ece: Where can we find Frosh meeting minutes?
      a. Link: https://docs.google.com/document/d/1J6s7we9LDtQItpva4EhHqZOUmzy7c_OLUbq5w-c50Jl/edit?usp=sharing
   3. Peter: What’s going on with the WEC cash prize?
      a. Alvin: $100 per participant and will write that out when we get OpFair money
      b. Gabe: We had two 2nd place teams from WEC, $100 for each person on each team. Haven’t been able to give out cheques yet.
4. Peter: Wants everyone input on the potential canvas course we’re creating. Wants more input from everyone. If you want to see any particular feature, let Peter or Alvin know!
   a. Jen: If we’re doing a canvas course for engineering in general, could we have demos for canvas tests, canvas labs? Would be great for new students to see that before they start studying at SFU.
      i. Matthew: It would be really useful to practice uploading submissions especially for exams.

5. Ece: For merch, could we get ESSS face masks?
   b. Ece: Most facemasks are okay since they go through regulations when being created, but will talk more about it.

5. ADJOURNMENT
   MOTION 2020-07-23:03
   Raised: Boris Perdija
   Seconded: Ece
   Whereas we like meetings to end
   Be it resolved to adjourn the meeting at 6:05pm