



Today's Meeting: August 5, 2020, 6:00PM, Virtual Zoom Meeting

Regina Engineering Society Annual Meeting Agenda

Time	Item
6:00	Reading the notice calling the meeting.
6:00	Reading of the minutes of the previous Annual Meeting.
6:10	Reports of the Secretary; Treasurer; and Committee Directors.
6:25	Auditor's Report.
6:35	President's Address.
6:40	Installation of new officers.
6:45	Correspondence, new business, notice of motions.
7:00	Close of meeting.

Housekeeping item: this meeting is being recorded, to track for the minutes, and then will be deleted

Please state your name in the chat for attendance.

Brit Sippola, President - RES	Chris Geinow, P,Eng
Mitchell Pockett - Past President RES	Robert Jones - University of Regina Representative
Dustin Unger, Vice President - RES	Adam Tilson - IEEE Representative
Kelsey Wells, Treasurer and Merchandise Executive - RES	Andrew Lockwood, P. Eng. APEGS President, abstain from voting
Chantel Kryzanowski, Secretary - RES	Jackie Cutter, P. Eng.
Sarah Yeo, Social Executive - RES	Eduardo Salas - Engineer-in-Training
Goke Rafai, Communications Executive - RES	Ramanpreet Kaur Grewal - Engineer-in-Training
Nicole Barber-Geinow, APEGS Liason	Zahra Jeiraini

1. Call To Order

- a. Meeting called to order at 6:00 PM
- b. Chair: Dustin Unger
- c. Secretary: Chantel Kryzanowski

2. Reading of the 2018/2019 AGM Meeting Minutes

- a. **Whereas the 2018/2019 AGM Meeting Minutes have been presented, be it resolved that the Minutes be approved.**
 - Moved by: Sarah Yeo
 - Seconded: Chantel Kryzanowski
 - Discussion: No
 - Result: In Favor

3. Reports

a. Secretary's Report - Chantel Kryzanowski:

In the year of 2019-2020, RES had a total of 10 monthly meetings from September 2019 – June 2020. Eight of these meetings occurred mostly over the lunch hour, where the RES provided a meal to those in attendance, and the other two meetings occurred before social events (Beer & Billiards, and the Holiday Mixer), where a meal was also provided. The RES spent an average of \$175.82 for the eight lunchtime meetings for a total of \$1406.52. On average, there was an average of eleven RES members at each meeting. This year, the RES introduced two new subcommittees to help with tasks. These committees were the RES Funding Application Committee, where we developed a new process for applicants to apply for funding from the RES. This committee analyses and reviews the sponsorship applications that the RES receives from a Google Form and makes recommendations to the RES Board based on the reviews. The other subcommittee that the RES created this year was the Financial Review Committee to help create new forms to track financial changes, reimbursement, and creating a new format for the budget report.

b. Treasurer's Report - Kelsey Wells:

In the 2019-2020 financial year the Regina Engineering Society (RES) achieved a net profit of **\$7,398.82** due to an increased grant from Association of Professional Engineers and Geoscientists of Saskatchewan (APEGS) and reduced expenditure from cancelled events due to Covid-19. This is a difference of **\$14,358.82** from the 2019-2020 approved budget as the approved budget had planned on a deficit of **\$6,960.00**. The RES income this year was funded 100% by the APEGS member grant, and only 41% of the planned budget expenses were used. Figure 1 below illustrates the percentage of budget used for each respective expense category while Figure 2 illustrates the allocation of expenses used for 2019-2020.

This year we were proud to increase our funds distributed to local events and community sponsorship. Events and clubs sponsored this year included the GeoCelebration hosted by the RGG, EYES youth camp, EWB U of R Chapter, and the Saskatchewan Scholastic Chess Association. In future years we hope to be able to distribute a higher percentage of the funds set aside for sponsorship through the sponsorship program that was developed this past year.

c. Merchandise Report - Kelsey Wells:

In the 2019-2020, the Regina Engineering Society (RES) did not purchase new merchandise and distributed very little of the existing merchandise due to cancelled events due to Covid-19. Merchandise is typically distributed as prizes at our social events such as the Horizon's Dinner. We still possess approximately \$762.22 worth of merchandise including USB flash drives and ballpoint pens. Approximately 10 pens were given away to committee member and no other items were distributed. The purchase of additional merchandise will be reviewed in the 2020-2021 financial year.

d. Social Director's Report - Sarah Yeo:

The Regina Engineering Society had a few events before we shut down. The Beer and Billiards Night was held on October 16, 2019 at the Broken Rack in Regina. The night included the monthly meeting, dinner and professional networking over friendly games of pool. There were 58 people registered for the event and 20 people who attended.

The Holiday Mixer was held on December 11, 2019 at Leopold's Tavern - East in Regina. The night included the monthly meeting and professional networking. There were 65 people that reserved tickets online and approximately 22 people who attended the event.

The 3D printing workshop was organized through and held at the Regina Public Library - Central Branch. We had 17 participants register and 10 people who attended. The event seemed well received by the people who attended and had no cost for the RES.

The remainder of the events for the year were cancelled because of Covid-19 state of emergency (Bowling Day, IMAX and Science Centre and Annual Golf Tournament and AGM).

e. Technical Director's Report Brit Sippola on behalf of Kyle Masson:

On January 28, 2020 - the RES held an Understanding Your Legal Risks and Obligations as an Engineer Session presented by Jeremy Ruseel and Andrew from MLT Aitkens. This event was sold out pretty early. The RES got lots of positive feedback and are looking at holding another session in the future. There was supposed to be a second talk to be presented by James Blats from the University of Manitoba, called Research and Application of Temporary Flood Protection on March 18, 2020, however, it was cancelled due to COVID - 19 pandemic. A Law and Ethics Seminar was also planned to be presented by Jolene Arthur from APEGS for April 16, 2020, however, this seminar was also cancelled due to COVID-19 pandemic. Throughout the year discussions, we had to raise the budget for technical presentations on a few occasions. On the 2020-2021 budget, the line item was doubled from \$750 to \$1,500. Going forward, the RES plans to explore new and dynamic ways to bring technical presentations to our members in the upcoming year.

f. Communication Director's Report - Goke Rafai:

The RES currently operates social networking accounts on the following platforms:

LinkedIn: www.linkedin.com/in/regina-engineering-society

Facebook: www.facebook.com/reginaengsoc

The new RES LinkedIn page added during the 2019-2020 period provides another option to improve the way RES communicates with its members. As more individuals gravitate towards LinkedIn for

professional networking, the RES has been able to progressively grow its presence on the platform, with 154 of our members subscribed and engaging with the RES page.

In addition, the RES website can be found at www.reginaengineeringsociety.com and includes information pertaining to the objectives of the RES, upcoming and past events, the current executive committee, links to other engineering related sites, the RES bylaws, contact information and awards/scholarship information.

The RES is looking to update its website in the next year to enable a better experience for our members and allow for mobile compatibility.

For privacy reasons, the RES continues to utilize APEGs for email communications to its members.

g. Audit Report - Kelsey Wells:

The Regina Engineering Society chose an external audit to be done by Emma Yeo.

Emma did not find any discrepancies with the spending and income but it should be reviewed in 6 months again. Emma would recommend that for future audits, all receipts are included as well as check stubs and display a more detailed budget in order to verify spending and income.

4. President's Address

Since joining the RES in the fall of 2018, I have seen some significant positive change. We have made big strides in our communication and event planning, in the layout of our budget and our bylaws, and we have recruited many fresh faces who bring excited new ideas to the table. We have never been in a better position to grow our worth in whatever form it make take. I would like to thank our committee and our volunteers for their hard work this year. You have helped me grow in my first year as president and you have done a great job in serving our community. The 2019-2020 Regina Engineering Society Executive Committee existed of Brit Sippola - President, Mitchell Pocket- Past President, Dustin Unger - Vice President, Kelsey Wells - Treasure and Merchandise, Sarah Yeo - Social, Chantel Kryzanowski - Secretary, Olegoke Rafai - Communications, and Kyle Mason - Technical Presentations. The 2019/2020 Constituent Societies and their representatives are as follows: APEGs - Nicole Barber, CSCE - Brent Miller, IEEE - Adam Tilson, RGG - Jasyn Henry, RESS - Brandon Clarke, the University of Regina - Rob Jones, Doug Wagner, and Doug O'Brien. Just to note, the APEGs representative is an elected member from the APEGs Council.

5. Installation of New Officers

- a. No new officers are to be installed at this meeting as all positions are filled and are entering their second year of their two year term.

6. Motions

- a. **Whereas the Financial Report and the 2020/2021 Budget have been presented, be it resolved that the 2020/2021 Budget be approved.**
 - Moved by: Sarah Yeo
 - Seconded by: Brit Sippola

The 2020/2021 Budget was presented on screen to view for participants by Kelsey who also spoke to the budget. The Second column was from the 2019/2020 budget for comparison. We did not change anything in regards to income or Awards and Scholarship. We did see some change in regard to our Sponsored Programs in relation to how we have decided we are going to award sponsorship money

now. It's been changed so that half of the money will be distributed in the fall, and the other half in the Winter.

Social events stayed relatively the same, the only thing that was changed was that we split up the golf tournament and AGM to separate line items to be separate events instead of combined events. The AGM line item got slightly more money, so that the RES can host an actual event for this. No other line items were changed in this category were changed.

In terms of operating expenses, we did increase some of our expenses to try and keep up with the modern technology. We've increased the line item for online meetings to pay for services like Zoom, and we have bumped up our website development fees a little bit. With a larger executive committee, we have bumped up our monthly meeting budget as well. The RES is planning for a deficit of \$12,000, also to help with our surplus from this year.

Discussion: No discussion

- Results: In favor

b. Whereas the Committee has proposed revised bylaws for the Society, be it resolved the Draft Bylaws, Revised June 2020 be accepted as the new bylaws for the Society.

- Moved by: Chantel Kryzanowski
- Seconded by: Kelsey Wells
- Discussion: see video

Request to see the revised bylaws. Wording was changed in the bylaws. One of the clauses that got changed was Mission statement, we took out the word "major" from the last sentence to reflect "engineering employers". The RES changed the wording in the clauses of the RESS and Constituent societies regarding funding, to reflect our new application procedures.

Clause 6.d. - The wording was changed to reflect better understanding on how officer terms shall be written in the bylaws. Amendment to Clause 6.d. below.

i. Amendment to the Clause 6.d in the Bylaws: Officers shall continue in office until the end of their term or until written notice of resignation is received.

- Motioned by: Brit Sippola
- Seconded by: Sarah Yeo

c. Whereas the Motion 6.b. and 6.b.i. Amendment have been presented, be it resolved that the Motion and Amendment be approved

- Results: in favor

7. New Business

Andrew Lockwood - APEGS: Thank you RES on behalf of APEGS. Hopefully some breathing room is coming in the future with COVID-19, and things can go back to the new normal, and continue with professional development, student engagement, etc.

Q: Strategic movements that hoping to do?

A: the RES is doing website refresh to provide valuable information to our members, strategic refresh happens in the fall for the RES, we are looking at lunch and learns (possibly virtually) and hosting virtual events.



APEGS: major undertaking that may involve RES in the future with the governance review, APEGS will be reviewing their bylaws. The annual meeting September 18, 2020. Some bylaws will involve the interactions with the constituent society.

Kelsey: We would just like to highlight for people who don't follow our meeting meetings regularly. With our cancelled social events, one of our executive members suggested donating \$1,500 to the Regina Food Bank, which was voted on and approved.

Motion to adjourn the meeting:

Motioned by: Sarah Yeo

Seconded: Kelsey Wells

8. Close of Meeting

- a. This meeting was called to a close at 6:45 PM by the Chair.