



Fédération canadienne des étudiants et étudiantes en génie
Canadian Federation of Engineering Students

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About CFES

The Canadian Federation of Engineering Students serves and represents 47 undergraduate engineering student societies from across Canada. Since in 1969, CFES has provided a network for the exchange of information, experiences and ideas between members. CFES delivers a variety of programs, services and activities, in addition to providing a voice for over 55 000 Canadian engineering students at both the national and international level.

Message from the National Executive

The past few months have been busy and exciting for the Canadian Federation of Engineering Students. With the first of our major events only weeks away, our team has been working diligently to ensure that this year provides the most value to our members.

CFES aims to provide bilingual opportunities in support of an all-encompassing education for engineering students in Canada to become unparalleled professionals in their field. In support of this vision, we outlined three keys goals for our terms:

1. **Accountability and Transparency:** Developing an organizational culture in which accountability and transparency are both inherent.
2. **Structure and Stability:** Through proactive execution and strategic planning, guaranteeing the organization's future success.
3. **Communication:** Clear and consistent communication both internally and externally.

We are half way through our terms and we are happy to say that we have made significant strides towards meeting these goals. This report outlines what our team has accomplished in these past months and what we plan to achieve moving forward.

We recognize that these are ambitious goals and there are still lots of work to be done. However, we are confident that with our excellent team of officers and the support of our member schools, these goals can be realized. We encourage you to stay connected, involved and up to date. Keep in touch. Let us know what you think and what we can do to further your CFES experience.

Regards,

Rob, Kevin, Charlsie and Darshni
nationalexec@cfes.ca



President

Rob Stalker

As President of the CFES, my objectives for the year include actively engaging our members to increase participation in the Federation, developing plans and internal documentation to ensure the continuing success of our organization in the areas of transition and memory and maintaining and expanding the strong relationships we've developed at the national level. At the end of my term I hope to leave a stronger and better balanced CFES.

To date I've been working heavily with my team to coordinate the activities of the Federation. The National Executive has been working hard on streamlining and updating CFES Documents, in particular the Policy Manual. Additionally, planning is heavily underway for reaching out and engaging CFES members who haven't been involved in recent years. I've had regular communication with our professional partners and attended the appropriate meetings while exploring opportunities for increased cooperation. The Canadian Association of Business Students, a likeminded organization, also contacted the CFES and I have been following up with discussing possible collaboration between our groups.

In the future, I plan on continuing to execute on my mandates, responsibilities and personal objectives. I also aim to complete updating the CFES Constitution and other documentation to aid future CFES Officers.

Vice President Finance and Administration

Kevin Liu

As Vice President Finance and Administration, my goal this year is to bring the CFES closer to financial stability through the strengthening of budget and cost control, and the development and use of financial organization assets. In addition, I was also mandated to lead a committee to evaluate membership and Congress fees.

Upon taking my role as VPFA, I've been working on numerous projects to meet my overall goals. An internal process that I have introduced this year is the use of expense reports for CFES Officers. Officers now must seek approval in advance of a purchase and then file a report to the VPFA for final approval, recording and reimbursement. The second project I've focusing on is the creation of a budget spreadsheet with a more detailed breakdown of expenses. This record will detail each expense and associated payment and allows for easier budgeting in the current year and moving forward. Coordinating with CEC 2011, I've been able to reallocate funds to fully restore the CEC reserve account, where previously it was \$9,000 below the threshold. Finally, I have been following up on the mandate for the fee evaluation committee; the committee has been formed, and will provide an update for PM 2010 with a final report to be delivered at Congress 2011.



Moving forward I plan on continuing to develop and refine methods to ensure CFES financial stability as well as carrying out all mandates assigned to me.

Vice President Services and Development

Charlsie Searle

Since the position of Vice President Services and Development has seen some vacancies in the past few years, my main goal is to reestablish the position and its role in the Federation. This encompasses creating a variety of new, sustainable services, including an online swag shop, a CFES Alumni network, monthly Eng Soc Services 101 eBulletin submissions and a National Engineering Month children's poster contest. It is further my goal to see a successful National Conference on Women in Engineering (NCWIE) this year and in the future. Additionally, I would like to ensure that the four commissioners I work with have the support they need in order to attain their own goals.

The CFES swag shop is online and operational. I have researched how other organizations' alumni networks function and have created a plan for the CFES Alumni Network. The first Eng Soc Services 101 submission went out to members in the September eBulletin. A plan has been created for the National Engineering Month children's poster contest. I have been in regular contact with the organizers of NCWIE and the four commissioners in my portfolio.

I will continue to work towards implementing each of the new services and encourage members to get involved with them. I will continue to be in contact with the four commissioners in my portfolio and the organizer of NCWIE to ensure their success. To make the position better prepared for the future, I intend to spend a great deal of effort creating new and organizing past documentation related to my portfolio.

Vice President Communications

Darshni Pillay

As Vice President Communication, my goals include developing documentation to aid future executives, contributing to the creation of a sustainable organization and supporting my team in all their communications needs. Additionally, I am committed to supporting all of my commissioners in achieving their goals as well as providing high level guidance to the Project Magazine team. Overall, in my term, I hope to help lay the foundation for the next group of officers and establish long term structure and stability with in the organization.

The first few months of my term have been eventful and productive. In addition to providing high level communication guidance to the CFES Team, I have completed many of the tasks outlined by the Policy Manual including sending out regular communications and eBulletins, helping develop the CFES Comprehensive Survey and assisting with updating the CFES Official Documents. Additionally, this past June, I hosted CFES Summer Meeting in Banff, AB.



In the coming months, I plan to continue to complete my portfolio as described in the Policy Manual and Constitution while also laying the ground work for the next VP Communications. I hope to develop documentation to assist them with the portfolio and in support of the rest of the team.

Atlantic Ambassador

Vacant

The Atlantic Ambassador elected for the 2010-2011 term has been dismissed on resolution of the Board of Directors. This decision was based on the ambassador's attendance, communication and execution of their responsibilities as outlined by the CFES Constitution and Policy Manual and as per motion 42-CFES-16-CP.

The CFES is currently seeking a person to fill the position of Atlantic Ambassador. The BoD will be leading this initiative with the aim of selecting the best qualified candidate as soon as possible. Information regarding the selection process will be going out shortly to the members of the Atlantic Region.

Question should be directed to National Councilors Shaunvir Sidhu and Sean Walsh at national.councilors@cfes.ca.

Quebec Ambassador

Athena Fotiou

As Quebec Ambassador, my main goal this year was to help encourage small schools to be involved with CFES. At the very least, my goal was to ensure that they knew of CFES, what it has to offer and the benefits of being members, so when their engineering programs grew enough, they would feel comfortable joining. This was to encourage Quebec participation in CFES events like the Annual Congress and President's Meeting. My secondary goal came in response to the incident at the Canadian Engineering Competition this year, and therefore I would like to help make sure that bilingual judges are selected so that Francophone schools are properly respected at the Canadian Engineering Competition.

So far I have been able to mostly achieve the first goal, as I have managed to collect registration fees from active schools and talk to representatives from most non-active schools about the means of them joining CFES. I believe that I have also managed to keep Quebec schools up to date on current CFES events such as Office Hours

As for the second goal, as CEC 2011 approaches, I hope to be more involved in the process concerning judge selection as well as encourage Quebec schools at the Annual Congress to come up with concrete ideas about how to ensure judging consistency from year to year. I also hope to do school visits in the upcoming school year, and continue to keep the Quebec schools updated on CFES events.



Ontario Ambassador

Brendan Wood

As Ontario Ambassador, my goals include: having full attendance at all CFES Board of Director meetings and ESSCO Council meetings; increasing communication with Ontario member schools; and ensuring every Ontario member school is represented at both CFES PM and CFES Congress in person or via proxy. I will also be working on a CFES Elections Manual.

I have attended every ESSCO and CFES meeting to date (except one ESSCO teleconference), acted as a resource for information for both ESSCO and CFES, and provided timely updates of each group's activities. I have been unable to deliver ESSVs this semester due to a lack of time and funding.

I plan to continue moving forward with my current activities, complete a draft of the CFES Elections Manual by Congress. I will work to ensure all Ontario members are fully aware of the CFES either by ESSVs or another method.

West Ambassador

Morgan Tien

As the West Ambassador to the CFES, my main responsibility as outlined by the policy manual is to ensure that communication between CFES and the Western region is maintained and effective. To do this, I've been focusing specifically on increasing the involvement of the Western region within CFES. My goal of increasing involvement can be quantified in a number of ways: more CFES conferences hosted in the West, more CFES Officers and Executive from the Western region, more sessions hosted by Western delegates at Congress 2011, and more schools from the West joining the CFES family. Outside of tangible increases in involvement, my goal is to get Western schools interested and excited in what CFES is doing, as well as demonstrate that we as the Western region have a lot to offer our national organization.

The best thing about being the West Ambassador is that the schools which fall under the Western constituency are all incredibly active and responsive to inter-regional communication. Harnessing this enthusiasm and translating it to our national organization is a fun and interesting job. Currently underway is the planning for the first regionally-hosted CFES Congress: Yukon 2012 in Whitehorse. As well, I'm proud to support and participate in the planning of CEC 2012, which will be hosted by the Engineering Undergraduate Society at the University of British Columbia.

In the remainder of my term I hope to continue to further the West-CFES relationship by introducing new member schools to CFES, continuing the collaborative planning of Yukon 2012, and ensuring that the West region is contributing to the national organization through Congress sessions and/or CFES positions. I will also guarantee that the communication between our regional engineering competition organizers and the upcoming CEC organizers is kept consistent so the Western Region can provide strong representation at the national level.



CEC Activity Manager

Courtney Lessard

Over the upcoming year, my goal is to improve communication between the CFES, the CEC organizing committee, and regional competition organizing committees. Better integration between these three bodies will improve CEC planning and make the transition from regional competition to national competition smoother for competitors.

In addition, I plan to work closely with the Officer's team to update CFES members about relevant CEC information. It is my goal, and the goal of my organizing committee, to make CEC 2011 a great event for all involved. We are expanding the CEC experience by including a Panel Discussion, where we will invite competitors, sponsors, judges, and special guests to discuss the engineering profession.

I have been investigating possible changes to the CEC Advisory Board, to improve planning and communication for CEC organizers. I have looked into similar structures, such as the Ontario Engineering Competition Advisory Board (OECAB), to get a sense of what works for regional competitions. I have gathered information about all regional competition structures and rules.

I have acted as Co-Chair of the CEC, overseeing day-to-day planning of the competition. In my role as CEC Activity Manager, I have acted as a liaison between the CEC organizing committee and the CFES. I have also represented the CEC voice as a member of the CFES Board of Directors.

To complete my mandate, I plan to continue to represent CEC on the CFES Board of Directors and be an active member of this committee. I hope to interact with member schools and inform them of any CEC updates/revisions at both PM and Congress. I would like to have a concrete recommendation on any CEC Advisory Board changes by Congress, to be presented there if necessary.

For CEC planning, I plan to continue working in my role as the External Chair (alongside the Internal Chair) to oversee day-to-day planning of the competition. I will help to supervise our executive committee to make CEC 2011 great!

Congress Activity Manager

Suzanne Smith

As Activity Manager and Chair of Congress 2011, my goals include planning and hosting a memorable congress for all attending delegates, achieving and exceeding our sponsorship goals and effectively executing the CFES vision for improvements toward a more bilingual and sustainable Congress.

The Planning Committee is formed and they have been working diligently on their assigned responsibilities. The hotel is booked and pending confirmation of final numbers, the daily sessions



will be held in the hotel's conference space. The distribution of Sponsorship packages has begun and will be completed by Aug 20th. Support from the Dean of Memorial's Engineering Faculty has been confirmed. The meals have been determined and are in the process of being confirmed with each respective host. The conference website is started and the launch date is early September. We have been in contact with and received quotes from an in house AV company as well as a potential company to perform the live language translations for a minimum of 2 ½ days.

I will continue forward with completing my portfolio as described in the policy manual. My plans to complete my portfolio consist of working closely with the confirmed sponsors as well as the potential sponsors to ensure a good relationship is maintained. Confirm the number of attending delegates by holding registration from October 1st through to the 31st. Work with CFES to finalize the sessions and schedule. I will also work with the appropriate CFES officers to increase sustainability as well as enhance the bilingualism at congress. The individual selected to perform live language translations will be screened by the CFES Official Languages Commissioner prior to the event to ensure there are no unforeseen issues.

Project Magazine General Manager

Jeet Zandawala

As the General Manager of Project Magazine, my goal is to facilitate the production of the magazine. With the help of an editorial team, my prerogative is to cover all aspects of the publication, including financing, editing, translating and distributing to ensure smooth production of the semi-annual issues.

An editorial team has been formed which includes reviewers, translators and a layout designer. Financing has been facilitated by CU Advertising and the fall issue is expected to be completed by September 30th and ready for distribution.

I plan to continue to complete my portfolio as described in the Policy Manual while striving to make the publication sustainable.

Commissioner of Academic Issues

Kathryn Marcynuk

As Academic Commissioner, one of my goals for the year is to complete the work started last year to provide suggestions for Engineering Societies looking to run High School Outreach programs. I also aim to complete a position piece for CFES on the merits of non-technical courses in engineering curricula, as mandated at CFES Congress 2010.

I have established an Education Committee to look into High School Outreach programs conducted by Engineering Societies. The committee was formed by a nation-wide open application process, and consists of six members from the University of Toronto and the University of Manitoba. The



Education Committee has created a survey to distribute to all CFES member schools. Through this survey we will gather information about High School Outreach programs currently offered, and look to address questions that member schools have about Outreach.

I have started searching for resources for the report on non-technical electives in Engineering, and have also completed an interview consent form that will be used when conducting research for the report.

I plan to continue to meet with the Education Committee to collect the data from our survey. We will use the responses to present suggestions about outreach to member schools by Congress.

I also plan to conduct interviews and research regarding the success of non-technical electives in Engineering curricula. This information will be compiled into a position piece for the CFES, which will also be distributed to member schools.

Commissioner of Charity

Alexandra Dozzi

As CFES Charity Commissioner, my goals for this year include planning a successful charity event, with participation from most, if not all member schools. In addition, raising money for the chosen charity organization, and initiating communication between member schools regarding their charity initiatives. My final goal is to continue to sell the Iron Ring Chef Cookbooks.

Thus far, I have been in contact with a few member schools regarding the sale of charity cookbooks. I have started to plan this year's charity event, and have established a contact with the chosen organization, Movember. Our contact, Jesse, is the Canadian campus coordinator and will be available for all member schools, if there are questions or concerns regarding the event. Members will be notified shortly of the plans for this year, and provided Jesse's contact information and Movember registration details.

I have started to compile a document and information package for member schools, which will include all the information necessary to run the CFES charity event. Prior to and during the event, I will be a resource for member schools if they have any questions or concerns regarding the planning or running of the event at their respective schools.

Although this year's event will become my primary focus, I will also continue to market, sell, and distribute the Iron Ring Chef cookbooks.

To help foster communication between schools with regards to charity, I will act as a resource for member schools. I will produce articles for the monthly e-bulletin, and upon request for Pro-Mag and individual school newspapers to encourage communication between schools.



Commissioner of Social Issues

Zac Trolley

As Social Issues Commissioner I plan on educating the general engineering student population about issues pertaining to minority groups within their population. I want to make sure that everyone is aware of who their schoolmates are and understand their point of view. I am also working with the CFES on becoming more sustainable while using fewer resources without lessening our effectiveness.

I have attended the CWESST conference and learned about the difficulties facing engineering students. I have outlined a plan to facilitate communication between groups in different schools who may not have support within their school. I've outlined a sustainability policy that I will present to CFES members for review.

I plan on working with groups in schools that want to be heard by the general population. I want to ensure that everyone has a fair chance to have their issues addressed. We are going to be running a trail of an Internet forum where people can exchange ideas on what issues affect them, and solutions on resolving them.

Commissioner of Information Technology

Mike Seliske

As Information Technology Commissioner I will be working to develop a better way to view and store our files online. The current file storage system has potential but has not been used effectively and is not well organized. I will be investigating a replacement system as well as a way to effectively use the current system. Confluence, which has been implemented at Research in Motion and Rogers Communications, is a free, powerful and scalable system that can extend to things beyond file management. A complete overhaul is expected to be done before PM.

The CFES officer team has discussed an online forum to allow member schools to communicate freely. The forum will be set up before the end of August so member schools can begin using it as soon as school starts. Our intention is to do a six month trial and then re-evaluate. I will also be supporting the VP Communications, Congress webmaster and CE course commissioner in their website and IT related needs.

I have created all of the email accounts and permissioning for the new officer team as well as update and replace the email links and bios on the CFES website. I have also updated the backend of the website several times and ensured that the CFES website is up to date and secured with the latest security patches. It took a little bit of time to get up to date with the way the CFES website runs and gather the required credentials to some of the backend websites that don't get used very often. I have acquired and changed many of the administrative passwords and recorded them for transition to future commissioners.



Now that the roadblocks have been worked through future projects will be much faster and easier. I will be working diligently on the two major projects and will be acquiring help from other people who may have more specific skills in certain areas. This will ensure that things are done properly and efficiently. When school starts in September it will be difficult to get as much done, so I am working to get a very good head start on my major tasks before the start of classes.

Commissioner of International Relations

Samantha Pinto

As International Relations Commissioner, my goals include maintaining our relationships with our international partners, identifying new areas of co-operation and renewing our co-operation agreements with our two Official partners.

I attended the general meetings of BEST, bonding and NAESC. At BEST's General Assembly I helped ensure the renewal of our co-operation agreement. I have been in close contact with the BEST ambassador to ensure Canadians and Europeans are given opportunities to attend partner events. I met with bonding's international team at their general meeting (Camp), and along with a delegation of Canadians. We identified areas of growth in our co-operation. Most recently, I proposed the idea of an official co-operation with NAESC, and the idea has been warmly welcomed with both the NAESC and CFES executive.

I plan to continue to complete my portfolio as described in the Policy Manual while striving to make my position sustainable. I plan on achieving this by attending BEST Presidents Meeting, and NAESC Presidents Meeting. At NAESC Presidents Meeting I plan on creating the framework for a new official partnership. I hope to see this partnership approved in 2011 at Congress and NAESC Nationals. I will continue working with bonding to implement the ideas discussed at Camp. I also plan on keeping dialogue open with our partners and ensuring our members are aware of international opportunities.

International Relations Officer

Ray Chen

My position this year is International Relations Officer, a newly introduced role in CFES. My goals include defining the responsibilities of this new position, investigating potential opportunities of new cooperation with our partners, exploring new organizations to be partners with and, of course, representing CFES at partners' events by assisting International Relations Commissioner as necessary.

My mandate officially started on April 1st. However, I started my job as early as February. The first challenging task was to define the responsibilities of my own role. I have personally attended BEST summer courses where I saw a lot of great opportunities for CFES and BEST to cooperate. Therefore,



investigating new cooperation opportunities became the first responsibility that I wanted to pursue. In February, the first time as the official representative of CFES, I attended BEST International Projects Forum, where I learned lots about our partners. One of the most exciting outcomes was that I decided to investigate BEST training program and bring it back to CFES. I presented the investigation to the Officers at CFES Spring Meeting and was encouraged to continue the work. In the following couple of months, I attended more training related events, started writing a proposal for establishing a training system at CFES and planned to have the first experimental event in early 2011. By summer meeting, I finished the training proposal, presented it to the Officers and received strong support to plan the experimental event at Congress. From the events I have attended, Bonding, AEGEE, ESTIEM, EMPSA and other organizations all agreed to give their full support to help establish a CFES training system. Furthermore, 6 other student organizations are strongly interested in becoming partners with us in the future.

In the following months, I plan to continue investigating different training events and organizing the first training event at Congress. In September, I am attending BEST train-the-trainers event to gain a better understanding of organizing our first one. I will also continue to encourage communication between CFES and our 6 potential new partners and discuss possible cooperation in the future.

National Capital Liaison Commissioner

Kevin Atkins

As National Capital Liaison, I plan to investigate new relationships for possible professional partners, strengthen old relationships (Engineers Canada for example) and provide a positive image for the Canadian Federation of Engineering Students at events I attend.

I have portrayed a positive image for the Canadian Federation of Engineering Students at events I have attended. This has resulted in the continuing strengthening of our relationship with our professional associates.

I plan to continue my mandated representation of the Canadian Federation of Engineering Students to complete my portfolio and maintain the possibility of forming new professional partnerships.

National Councilors

Sean Walsh and Shaunvir Sidhu

As National Councilors, we have an advisory role in the CFES. Our goal is to do the best we can in providing guidance and a historical memory for the organization. We are committed to ensuring that the comprehensive survey is completed and to support any additional initiatives that we saw as appropriate for a national councilor.



To date we have served this role in the organization, being active in meetings as well as providing support for the CFES and its directional bodies. The comprehensive survey has been compiled and distributed to members, with results due on October 8.

We plan to implement the fees committee to review membership dues and the cost of Congress, review the strategic direction of the CFES, and continue in our present supporting roles