

# EDT Captains Meeting Minutes

Date & Time: November 19, 2019, 5:00pm

Location: Kaiser 2020/2030 (Tesla & Volta Room)

## I. Introductions and Attendance – Wilson Hsu

## II. APSC Finance Updates – Christina Tan

- Speed chart
  - 4 letter code that each team should have either under APSC Dean's office or Department
  - PAF funding has a separate speed chart compared to team's speed chart
- Transferring funds between departments
  - Other groups in UBC use either speed chart or journal voucher (JV)
    - There can be a direct transfer from one speed chart to another
    - If JV is required, finance team can send one on your team's behalf
- Invoices
  - All invoices must be approved by Captain as well as faculty advisor (2 signatures)
  - Need original signatures as well as original receipts
- Donations
  - All money regarding donations should be dealt with DAE office (Ana Merino) then transferred to respective accounts
- Lead times
  - ECE purchasing and shipping may have additional tax or freight charges on top of original charges and there can be a delay for it to appear on financial account
- Obtaining ledgers (PAF fiscal year cutoff)
  - APSC related account ledgers can be obtained through email requests such that teams can confirm that they are within budget
  - PAF fiscal year cut-off is August 31<sup>st</sup> and will reflect in ledger

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## III. Safety – Richard Colwell

- Student Enhancement Fund Update
  - There has been a reduction in funding from \$8000 to \$4000
  - \$3100 spent on PPE
    - Order has been sent and Richard will update the teams when the order comes in
  - \$400 spent on fit-testing
  - Once other fees have been accounted for (expected \$500 remaining) it will go into first aid training for teams
- Safety Procedures
  - Composite Room
    - Reminder to clean up after you are done
    - There is a proposal in place to enhance air handling
  - Storage of aerosols and flammables
    - Pressurized containers (i.e. paint cans) should not be stored in the flammables cabinet as they are pressurized
    - It can be stored on top of the cabinet just not inside
  - Recycling
    - Carbon Fiber, Epoxy mixed with Hardner, Plywood, MDF
      - Goes into the dumpster
      - Richard can take the wood off your hands contact him
    - Metal
      - Goes into red container outside of Mech Machine shop
    - Plastic
      - Go into campus recycling
    - Glass
      - Complicated campus recycling talk to Richard
    - Cannisters
      - Uncontaminated containers can be specifically recycled through Richard

### Action Items

- **Richard** will release the reduced PPE request that has been ordered to all design teams

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## IV. Misumi Sponsorship – Mary Koburi

- MISUMI University Program
- (<https://blog.misumiusa.com/misumi-university-program/>)
- Presentation slide deck can be obtained from Wilson Hsu
- Contact is Mary Koburi ([mkoburi@misumiusa.com](mailto:mkoburi@misumiusa.com))

## V. Coordinator Updates – Wilson Hsu

- Reminder to email Wilson for ongoing roster update specifically for EDC, CHBE, LMRS access
- Confirmation that all necessary members are on Captain's Slack and Email List
  - EDT Mailing list
    - Should be used for news distribution for everyone not personal update
- EDC 211 3D Printers (3DISON Rokit H7000, Makerbot Replicator 2X)
  - Brought up last meeting and no teams want to dedicate their time fixing it
  - Wilson motioned for a vote on scraping existing two printers
    - Majority voted in favor, 2 abstained
    - Motion approved
  - Gabriel (Aerodesign) has offered to donate a Makerbot Replicator
    - Concerns were brought up regarding maintaining the printers
      - Solution is to have rotating teams to maintain but also have a subcommittee to keep teams in check regarding its maintenance schedule
    - Moved forward with a subcommittee to do the following
      - Create and maintain the system for teams' usage of 3D printers
      - Look at other existing 3D printers on the market for all teams to purchase

Initial Team:

- **Gabriel Robinson-Leith** (*Aerodesign*)  
[gabrielrobinsonleith@gmail.com](mailto:gabrielrobinsonleith@gmail.com)
- **Reece Haberstock** (*Formula Electric*)  
[reecehaberstock@gmail.com](mailto:reecehaberstock@gmail.com)
- **Christian Wilson** (*Formula Electric*)

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[c.19wilson20@gmail.com](mailto:c.19wilson20@gmail.com)

- Proposal for the purchase of a new lathe (Julian from Orbit)
  - Specs:
    - Harrison V 280
    - \$3000
    - No deficiency
    - Does not include chuck and tooling
  - Concerns on storage
  - Wilson motioned for the formation of a subcommittee to look into the feasibility of buying the lathe
    - 11 in favor, 6 apposed, 10 abstained
    - Motion passed and subcommittee is formed
- Beneficial Professional Development (PD) session in 2020
  - Wilson's suggestions include: Succession planning, member retention, recruitment, finance, etc.
  - Captain's suggestions:
    - Workshop regarding having difficult conversations with team members
    - Steps to find sponsorship support
    - Member retention (September)
    - Succession planning and writing transition documents (April)
  - Overall consensus that having more sessions spread out instead of back to back sessions in one day would be more helpful
- Design Team Adjudication
  - Clarify general guidelines and rules for maintaining design team status as well as adjudicate new teams
  - Formation of 10 members chosen by Wilson randomly
  - Requested that as the guidelines form, there should be a transparent form for people to submit their comments
  - Final guideline will be approved by the captain's meeting

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- Wilson will set a timeline and update teams when the two existing 3D printers can be taken apart by teams
- Wilson will host the initial subcommittee for the 3D printers' group to start on the process of dismantling old printers, validate the new system for 3D printer usage, look at buying new 3D printers
- Wilson will host initial subcommittee for lathe with Julian in there
- Wilson will send reminder to teams regarding the money in EDTC fund and add a channel for it on Slack
- Wilson will send out a poll to ask for available dates as well as the specific workshop design team captains want first
- Wilson will confirm the list of randomly generated 10 teams on the design team adjudication subcommittee and setup process to be as transparent as possible

## VI. Supporter Appreciation Night – Wilson Hsu

- Occurring on March 11<sup>th</sup>, 2020 at EDC
- Wilson will send more info as the dates get closer but please clear calendar

## Action Items

- Wilson will compile supporters on Google Sheet, distribute invitation letters, draw up floor plan, confirm catering, and send out Qualtrics for official invites for people attending

## VII. 14 Not Forgotten – Richard Colwell

- Encouraged to attend both events
- Occurring on November 27<sup>th</sup>, 2019 4:00pm by ESC hosted by EUS
- Campus wide occurring on December 6<sup>th</sup>, 2019 1:30-3:00pm Chan Center (<https://engineering.ubc.ca/event/2019/beam-of-light-ceremony-30th-anniversary-memorial>)

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## VIII. Feedback

- APSC Open House
  - Presentation on each team was too short
  - There needs to be more guidance on the tours
    - People were not sure what to do with group at end of the tour
    - Tour was very disruptive to presentations as each presentation was too short to pitch
    - Team leads signed up presenting their team info and had trouble explaining what other teams worked on
  - Suggestions:
    - Have tour guides as general volunteer that leads group around the teams
    - Have team pitches at a specific scheduled time so there's a bigger crowd and not have teams repeat it multiple times throughout the day
  - General teams wanted to have APSC data regarding how attendees felt when they attended the tours
- Engineering Design Team Coordinator
  - Look into potential space and funds allocated for design teams
  - Reach out to previous or new APSC connections and sponsors for teams (including past alumni and industry support)

### Action Items

- Wilson will reach out to Erin Fehr for design team feedback and ask about APSC data regarding the APSC Open House
- Wilson will reach out and see if there are additional support as well as connections for design teams

## IX. Miscellaneous Information

- Other sources of funds  
<http://teams.engineering.ubc.ca/student-resources/finances-funding/funding/>
  - Add IEEE, AMS Sustainability Projects Fund on the website
- Generating news and publicity  
<http://teams.engineering.ubc.ca/student-resources/news-and-publicity/>

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## **Action Items**

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