



THE ENGINEERING SOCIETY
OF QUEEN'S UNIVERSITY

Council Meeting Agenda

Engineering Society of Queen's University
Thursday, March 10th, 2016
6:00 pm, Dunning Hall 12

- | | | | |
|-------|--|--------|--|
| I. | Attendance | ix) | Human Resources |
| II. | Adoption of the Agenda: Motion 1 | x) | Information Technology |
| III. | Adoption of the Minutes: Motion 2 | xi) | Internal Affairs |
| IV. | Speaker's Business | xii) | Professional Development |
| V. | Discussion Period: Summer IT
Position | xiii) | Services |
| VI. | New Business: Motions 3 - 7 | XI. | Question Period |
| VII. | Break | XII. | Faculty Board Report |
| VIII. | Discussion Period: Executive
Summer Plans | XIII. | Alma Mater Society Report |
| IX. | Executive Reports | XIV. | Senate Report |
| | i) President | XV. | Engineering Review Board Report |
| | ii) VP (Student Affairs) | XVI. | Advisory Board Report |
| | iii) VP (Operations) | XVII. | Club Reports (Happy Group) |
| X. | Director Reports | | i) Eng Phys |
| | i) Academics | | ii) ECE |
| | ii) Communications | | iii) Mechanical |
| | iii) Community Outreach | | iv) Mining |
| | iv) Conferences | XVIII. | Year Reports |
| | v) Design | | v) Sci'16 |
| | vi) Events | | vi) Sci'17 |
| | vii) Finance | | vii) Sci'18 |
| | viii) First Year | | viii) Sci'19 |
| | | XIX. | Statements and Questions
by Members |

Speaker: TBA
Secretary: Allison Kondal

Motion List

Motion 1

Whereas: We have many things to talk about;
& whereas: we should probably get started;

BE IT RESOLVED THAT

Council approve the agenda of the Council meeting of Thursday, March 10th 2016 as seen on the EngSoc website.

Moved by: Lianne "Look I made an agenda!" Zelsman

Seconded by: Taylor "It's so exciting!" Sawadsky

Motion 2

Whereas: Caitlin got to be a secretary again last Council;
& whereas: she did a lovely job;

BE IT RESOLVED THAT

Council approve the minutes of the Council meeting of Thursday, February 25th 2016 as seen on the EngSoc website.

Moved by: Allison "I've started doing finger exercises" Kondal

Seconded by: Lianne "Have you tried CrossFit?" Zelsman

Motion 3

Whereas: Many engineers want to learn about consulting;
& whereas: the Queen's Consulting Association already has many engineering members;

BE IT RESOLVED THAT:

Council ratify the Queen's Consulting Association as an Engineering Society club.

Moved by: Nathaniel "Carpe per diem" Wong

Seconded by: Lianne "Seize the check" Zelsman

Motion 4

Whereas: It was decided last year that all discipline clubs must have constitutions;
& whereas: they have had a year to create these constitutions;
& whereas: It has been a year;

BE IT RESOLVED THAT:

Council approve the Departmental Club constitutions of Apple Math, Civil, Electrical and Computer Engineering, Engineering Physics, Geological, Mechanical and Materials Engineering, and Mining as seen in APPENDIX "NATIONAL-TREASURE".

Moved by: Evan "I'm going to steal the Declaration of Independence" Dressel

Seconded by: Julianna "No Evan, you're not Nicolas Cage" Jeans

Motion 5

Whereas: The Committee on External Communications needs new people;
& whereas: we should decide on who those people are;

BE IT RESOLVED THAT

Council elect _____, _____ and _____ to sit on the Committee on External Communications.

Moved by: Taylor "I love my new team" Sawadsky

Seconded by: Taylor "Taylor, that's so sweet" Sweet

Motion 6

Whereas: There's a hierarchy between the Internal Records Officers;
& whereas: we wish to create a more collaborative environment;

BE IT RESOLVED THAT:

Council approve the first reading of the changes to By-Law Section 8 (Engineering Society Directors) as seen in APPENDIX "MAKING-OLD-THINGS-NEW".

Moved by: Heather "I love IRO's" Simmons

Seconded by: Evan "What's an IRO" Dressel

Motion 7

Whereas: Queen's Conference on Business and Mining (QCBM) was unexpectedly de-ratified from the Commerce Society;
& whereas: QCBM has recently been ratified by AMS;
& whereas: QCBM is a conference in its inaugural year;

BE IT RESOLVED THAT:

Council allow the outgoing co-chairs of QCBM to sit on the hiring panel of the new co-chairs during the spring 2016 hiring period, with the Director of Conferences acting as the chair and the Vice President of Student Affairs as a member of the panel.

Moved by: Phillip "We couldn't think of an appropriate shaft joke" Gillam

Seconded by: Taylor "We gotta keep this PG" Sweet

Executive Reports

President – Taylor Sawadsky

president@engsoc.queensu.ca

Hello Council!

Wow! Isn't this exciting! My first council report! I hope everything is going well with all of you reading this. Many exciting things have been going on recently and want to share all that has happened so far in my presidency! I've had a wonderful time so far!

ED Team

I met with all my directors to talk about our plans for the year, and the ED team has been getting acquainted with each other and learning all about their roles. In the coming two weeks we'll all be working together to make sure we're transitioning into our new roles smoothly and they are transitioning everyone else smoothly as well. Each of our directors have has an opportunity to review their position and set the direction of their portfolio.

Transitioning

I've been doing a lot of transition with JT, and it's been going quite well. I am feeling very prepared for my role thanks to her dedication and support. I've also been working on transitioning Jill Reid onto her role as EngLinks Coordinator! I know she'll do a fantastic job!

AMS

I started attending the Presidents Caucus meeting and have started to get to know incoming/outgoing presidents from other faculty societies. During AMS assembly, we passed a motion approving the AMS to participate on a lobbying effort to the federal government in Ottawa. A motion regarding hiring was brought forth proposing that a hiring panel will have to refrain from discussing any candidates until after all interviews have been conducted. This motion was tabled due to its large impacts on orientation week and services hiring. Another motion was passed that says that the presidents caucus now acts as the main decision making body when school isn't in session.

Tyler, Evan and I also had Tyler, Carolyn, and Dave (the incoming AMS exec) join us at Ritual. Fun times were had by all!

External Relations

Over reading week I was visited McGill and met with their Engineering Undergraduate Society president, Jean-Louis Shi. It was fascinating to learn about the similarities and differences between the two schools. They do something like ritual on Fridays, but their version of the ED team acts as security and beers sell for \$1.50 or \$2. I look forward to seeing how to integrate their best practices into our operations.

Frosh Week and Sci Formal

I've begun working on our two corporate initiatives and have learned about the planning that goes into each event. I am very excited to work with Pippa and Brent in the coming year! Each of them presented to Advisory Board last week, and their planning is well on its way!

Dean Woodhouse

Tyler, Evan and I had our first meeting with the Dean along with the outgoing exec, I'm looking forward to getting to know her better this summer! Some highlights include discussion on non-academic misconduct and the implementation of the new art project in the ILC atrium.

Summer Plans

Speaking of the summer, I've been working on my summer plan! More of that to come later!

Hiring

This past weekend I was hiring the Clark assistant managers, and before that, all the service head managers. Congratulations to everyone coming into their new role, I know you'll do great!

There are lots of involvement opportunities opening and closing in the coming weeks so make sure you keep your eyes peeled for that if you're looking to get involved next year!!

A couple important dates to keep in mind:

March 18th - Tabs Night to appreciate the volunteers in the engineering society

March 19th - Spring open house (be extra friendly to scared looking high school students on this day!)

Have a great week everyone!

Taylor

VP (Operations) – Tyler Bennett

vpops@engsoc.queensu.ca

Hello Everyone,

This is the first of many council reports, just an update on me and where I'm at now! Please let me know if you have any questions. I also just want to say that I'm pretty new to this role, and council in general, so please let me know if you'd like to see more in these reports, or from me as VP-OPS in general.

The Past Two Weeks:

- TRANSITION, TRANSITION & TRANSITION: Working with Andrew to learn anything and everything.
- Hiring Head and Assistant Managers for all our services (congrats to everyone, I know you'll do great!)
- Clark MoD Practice – Shout-out to Stew Jensen who showed me the ropes on how to use the dishwasher in Clark, and for running an awesome Staff Appreciation Night!

The Next Two Weeks

- Much more transition to come, Andrew's still helping out!
- Working with Tyler, Andrew and Service Managers on Capital Fund!
- Summer plans: If anybody has any ideas of what they'd like to see me do over the summer, please send me an e-mail or come talk to me. We work for you over the summer, I've got lots of ideas in the works right now, and I'd love to talk about them.
- Training: As Robert, Connor and Tyler all transition into their new roles, I'll be planning training with each of them to run with our Directors, Service Managers and others. We recognize this will be crucial to kick-starting all we want to do in the next year!
- Meetings: I'm just getting to know everyone that we interact with as a society and all our contacts by sitting down and talking to them. This includes our BMO Rep, the Faculty Offices, PPS, our accountant (after tax season) etc.!

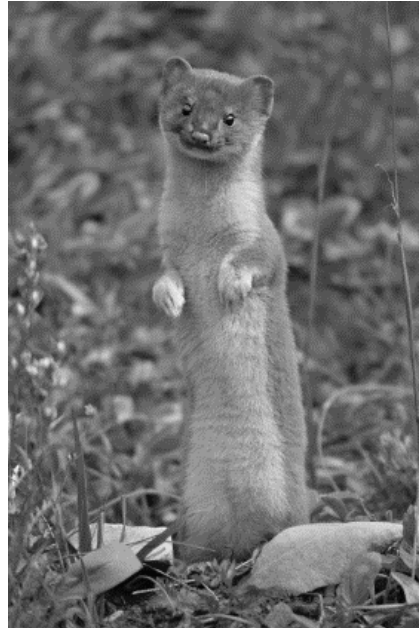
Cheers,

Tyler Bennett (Tynado)

Vice-President Operations

"Eagles soar, but weasels don't get sucked into jet engines."

- *Steven Wright*



*Important note: Tyler converted this photo to black and white because he thought that it was necessary in order to print the agenda in monochrome.

VP (Student Affairs) – Evan Dressel

vpsa@engsoc.queensu.ca

Well hello there Council, fancy seeing you here!

Things that I've been doing over the past while:

- Transitioning with Alex Wood
- Hired all the directors (If you haven't noticed)
- Hiring

- AGM and got all the directors ratified
- Hiring training

Things that I will be doing over the next 2 weeks:

- Hiring Events and Conferences!
- Working on summer plans!
- Consulting discipline club presidents on how to implement a bursary
- Consulting members on probationary policy
- Organizing the old hiring files
- Reviewing overlooked policy

I AM BACK WITH A NEW TITLE

Evan Dressel

Vice President of Student Affairs

VPSA@engsoc.queensu.ca



#IAMSCAREDRIGHTNOW

Director Reports

Academics – Daniel Tamming

academic@engsoc.queensu.ca

Hello Council!

Shout out to Jacqueline, or “Jacademiceline” as I call her, for being so helpful and informative with transitioning. She’s done an amazing job with the portfolio and I’m so excited to keep it moving forward.

Hope everyone’s had a good couple weeks! Here’s what I’ve been up to lately:

- I’ve hired the EngLinks Coordinator, and we are currently hiring the Management team.
- I’ve met with several of this year’s BED Fund and EngLinks managers to get their perspective on the inner workings of their portfolios.
- Jacqueline and I have been having transitioning meetings; she has shown me the ins and outs of the portfolio and being a director in general.
- I shadowed Jacqueline at an AMS Academic Caucus Meeting.

Some things I’ll be working on over the course of the next couple weeks:

- Getting the word out about EngLinks tutor applications, and ensuring the hiring process goes smoothly.
- Meeting with the soon-to-be hired EngLinks management team to discuss the upcoming year.
- Advertising for, and hiring the BED Fund coordinators.
- Attending the AMS Academic Caucus and establishing a closer relationship with the commissioner and each faculty’s representative.

If you have any academics related questions please give me a shout! PS being an EngLinks tutor is an amazing experience so feel free to spread the word.

Until next time,
Dan.

Here’s a photo of a hedgehog wearing a shark fin.



Communications – Heather Simmons

comm@engsoc.queensu.ca

Hello Council!

Here's what I've been up to in the last few weeks:

- Finishing transitioning with Laura. Huge shoutout to her for all the wisdom she's passed on.
- Created hiring applications and an All Eng message for photography, videography, and graphic design managers. If anyone has friends with a passion for photography, videography, or graphic design, please tell them to apply!
- Created a template design for E/D team profiles to be released on our Facebook page to help people get to know the team.
- Created a history month video to get people pumped for all the history month goodness coming to their newsfeeds in the next few weeks.
- Learning that I can no longer like EngSoc posts on my phone or I end up liking them as the Engineering Society. Awks.

Over the next two weeks here's what I'll be working on:

- Continuing releasing history month segments via Facebook and Twitter.
- Creating a promotional video for Comm Manager positions.
- Creating a promotional graphic for Comm Manager positions.
- Filling day to day Comm requests.

That's all for now folks!

Heather Simmons



This is my cat Newton (named after the scientist, not the cookie). His favourite activities include: standup paddleboarding, being vacuumed, terrorizing my dog Roxy, and sitting in sinks.

Community Outreach – Emma Howard

outreach@engsoc.queensu.ca

Salutations Engineering Society council!

Most of you probably haven't heard of the Director of Community Outreach before, which is totally normal, because this job did not exist before this year. You may be wondering who I am and why my job exists, so here's a brief explanation of the new and exciting Director of Community Outreach position and portfolio, conveniently organized in a question and answer format!

Confused Engsoc Council Member: Who the heck are you and what is your job?

Emma: I'm the Director of Community Outreach, and my job is to oversee all the work that EngSoc does in the Kingston community. I work to ensure that EngSoc continues to have a positive impact and reputation in Kingston. I also work to ensure that engineering students get opportunities to give back to the community, so I oversee many things from Fix 'N Clean to the External Relations Committee to other charitable or outreach events that Engsoc decides to run.

Confused Council Member: But what does 'Community Outreach' entail?

Emma: Community outreach can be broadly defined any Engineering Society activity that involves people that aren't a part of Queen's Engineering.

Confused Council Member: OK, how does the Community Outreach portfolio help the typical Engineering Society constituent?

Emma: One of the primary goals of Community Outreach is to maintain good terms with the City of Kingston, which is super important because we use the City's resources for so much, like City Park for Highland Games. By maintaining good community relations, we can keep running our events, and are more likely to get municipal approval for new ones. Plus, the Community Outreach portfolio has tons of fun events, like Fix 'N Clean and the 24 hour snow fort competition, that help engienners give back to the community and have a good time!

Confused Council member: What have you been doing over the past two weeks, and what are you doing before next council?

Over the past two weeks:

- Met with Taylor (Prez), Jay (General Manager), and Alex Wood (outgoing Vice President Student Affairs) to review the three-year plan and develop ideas for this portfolio
- Met with ASUS Community Outreach Commissioner to get acquainted with Community Outreach at Queen's
- Put up applications for ERC (External Relations Committe) chair and Fix 'N Clean Co-chair on Engsoc Apply

Over the next two weeks:

- Meet with AMS Municipal Affairs Commissioner and Campus Activities Coordinators to get even more acquainted with Community Outreach
- Hire ERC chair and Fix 'N Clean Chair to help me run fun community outreach events

Confused Council Member: Community Outreach sounds super cool, how do I get involved?

Emma: You can apply for ERC chair or Fix 'N Clean chair, which are both roles that make awesome community outreach events happen! The applications are on EngSoc Apply and they're due March 18th. You can also apply for the External relations committee, those applications will come out in the fall of 2016. Also, I'm always open to suggestions, so shoot me an email at outreach@engsoc.queensu.ca !

Thank you so much, I hope you're stoked for an amazing year of community outreach!

Stay classy EngSoc Council,

Emma Howard, Director of Community Outreach

Conferences – Taylor Sweet **conferences@engsoc.queensu.ca**

Hey Council! I'm Taylor and I am the Director of Conferences. I am incredibly excited to take on this role and to help promote the growth of the fabulous conferences that the engineering society runs. Since being hired I have gone through a fair amount of transitioning with my upper and now I am ready to tackle the challenges ahead. Shout out to Loralyn Blondin for all of her hard work! In the past few weeks I have attended two conferences, the Queen's Global Energy Conference (QGE) and the Commerce and Engineering Environmental Conference (CEEC). My objective in attending these conferences was to learn as much as I could about them so that I may be better equipped to help them succeed in this upcoming year. By the time you read this report I will have already conducted co-chair interviews for the Queen's Space Conference (QSC), the Queen's Global Energy Conference (QGIC), and the Queen's Engineering Competition (QEC). If you have any questions or suggestions pertaining to my portfolio, please don't hesitate to contact me. My e-mail is conferences@engsoc.queensu.ca.

Until next time,

Taylor Sweet

DoConf 2016-2017

Design – Max Lindley-Peart

design@engsoc.queensu.ca

Hi Everyone!

Since I got the job, I've been meeting with team heads in order to get a feel for the resources I can give them to make them as successful as possible in the upcoming year (which is to say, running safely and smoothly, but most of all happily).

I've met with every team except Concrete Toboggan, Baja SAE, and MAST, who I'm meeting tomorrow. On top of that, I've been transitioning with the previous director and trying to glean information from him before he realizes he is a free elf.

In the next two weeks, I'll be;

- Continuing to transition with the previous director
- Arranging to meet with the final few teams
- Compiling my notes from these meetings into the beginnings of a strategic plan
- Assisting my co-directors with hiring
- Transitioning QBET into a team should they be ratified

I'm trying to build a really solid foundation of information before I start taking action on anything big, so if you have any feedback or information on how I can help the teams, please please let me know!

Looking forward to a great year,

Max Lindley-Peart



Events – Francesca Feldman

events@engsoc.queensu.ca

Hello Council!

Things that I've been doing over the past two weeks:

- Posted applications for the following positions:
 - EngWeek Chair
 - EngVents Chair
 - Movember Chairs
 - December 6th Memorial Coordinator
 - Carol Service Coordinator
 - Terry Fox Run Coordinator
 - Movember Committee (hiring 3 members this semester and the rest in September)

Things that I will be doing over the next two weeks:

- Hiring the above positions
- Meeting with ASUS to discuss the possibility of having them hire a second Terry Fox Run Coordinator to work on the event with EngSoc
- Meeting with the Engineering Wellness Centre to discuss mental health initiatives for next year

Have a great week everyone,

Francesca Feldman



#Sloth

Finance – Connor McMillan

finance@engsoc.queensu.ca

Hey everyone!

I'm very excited to be working with all of you over the next year as the Director of Finance. After collaborating with Jane Ferguson over the past few weeks, I feel well prepared to oversee the Society's Operating Budget.

I will be putting together a financial training timeline by the end of the month. I have several exciting ideas to streamline the Society's financial system which I hope to implement by September.

Looking forward to working with you,
Connor McMillan
Director of Finance

First Year – Alan Goodman

firstyear@engsoc.queensu.ca

Greetings, all.

Super happy to see everyone and, to those of you assuming new roles, I feel a “kudos” is in order.

Now, I'm sure you're all super stoked to hear about the exciting things that I've been up to, so here they are!

Things that I've been doing over the past two weeks:

- Transitioning with Evan!
- Putting up FYC Chair and FYPCOCO applications on EngSoc Apply
 - Please, please, please apply for these positions
- Helping people in the 2020 groups
- Cheered on YOOTH HOCKEY #BigBadBus

Things that I will be doing over the next two weeks:

- Interviewing FYC Chair and FYPCOCO applicants
- Helping people in the 2020 groups
- March Break tours on March 19th
 - I am very excited to see the little ones
- Writing the Primer letter

Also, are you looking for new ways of getting involved? Do you yearn to become more immersed in the Engineering Society? Then you should hit up EngSoc apply, where you can

apply for some cool, hip jobs! There are some great positions available, including (but not limited to) FYC Chair and FYPCOCO!

Best wishes,
Alan Goodman

Human Resources – Rachel McConnell

hr@engsoc.queensu.ca

Recent Accomplishments

- Transitioning into the role of Director of Human Resources
- Creation and posting of equity officer application

Current Projects

- Researching into alternatives for EngSoc Apply
- Managing EngSoc Apply for the March hiring rush
- Making connections and plans for next year
- Hiring equity officer

Future Projects

- Solidify plans and budget for next year
- Project ideas (tentative)
 - Implementation of exit surveys/chats and general feedback restructure
 - Extend training requirements to corporate initiatives (i.e. Science Formal, Orientation Week)
 - Integrate conferences into hiring structure better

Information Technology – Robert Saunders

doit@engsoc.queensu.ca

Hey Council!

First of all, I just wanted to say that I am super excited to work with everyone to make the Engineering Society better and that I am very grateful for the opportunity I have been given.

Here are the things that I have been working on so far are:

- Transitioning w/ Richard
- Transitioning Emails
- Posting Application for IT Team Manager
- Improving Interview Skills

And here are the things that I will be doing in the coming weeks:

- Hiring IT Team Manager
- Posting Application for IT Team Members
- Hiring IT Team Members

- Transitioning / Learning System
- Finding Design Solutions / Research

I would like to take this opportunity to thank Richard for all the help he's been in transitioning me, he's been great this year and I hope I will be able to follow suit.

Wow, that was fun, my first agenda report, I hope you guys liked it and that you all have a great couple of weeks.

-Robert

Internal Affairs – Lianne Zelsman
iaffairs@engsoc.queensu.ca

Hey beautiful humans,

Things I've been doing:

- Transitioning with Julianna!
- Hiring the new Council Secretary
 - Congratulations Allison!
- Preparing for this Council
- Becoming BFFs with the EngSoc printer
- Helping Julianna with banquet and award things

Things I will continue to do:

- Gain more wisdom from Julianna
- Hire the new CRO and Gurus
- Update all of the award displays after banquet
- Prepare for the next Council

A few reminders:

- Banquet is this Saturday, March 12th. Get hyped.
- CRO and Constitutional Guru applications are up. Tell your friends to apply!

Enjoy your lives,

Lianne Zelsman

And just something to brighten your day



#TynadoSmoulder

Professional Development – Nathaniel Wong
pd@engsoc.queensu.ca

Greetings Humans.

Past 2 weeks:

- Transitioning
 - o Talking to President, previous director, alumni and industry relations chairs, FYPCOs
- Planning new committee structure

Next 2 Weeks:

- Hiring new alumni and industry relations chairs
- Hiring new alumni and industry relations committees
- Planning out the goals for next year

Reminder that there is the Alumni Networking Summit coming up on March 19th.

Cheers,

Nathaniel



Services – Tyler Snook

services@engsoc.queensu.ca

Shalom Council!

These past few weeks have been absolutely bananas. We hired head managers two weeks ago so huge huge congrats to:

Tea Room: Eleanor McAuley

Clark: Marc Fleck

iCon: Heather Joannou

CEO: Ryley Dewar

GW Editors: Leah Petersen and Alex Green

GW Ops: Lucas Rooyakkers

GW Business: Emily Ritson

Really excited about this awesome team we've assembled. They're great people and will all do a killer job. We're looking into some cross-service collaboration this year and I'm sure that with this team we will be successful.

Another cool thing I've learned a lot about is the capital fund! The capital fund will increase the amount of interaction our services have with each other which is nice. This is actually a really cool project with a lot of layers to it and way too much to fit into one report but if you've got questions about it let me know!

We've also probably announced assistant managers at this point too so talk to me about that if you're curious. Other than that I have been working on transitioning into the role and setting up meetings and all of that fun stuff.

Last thing, I found this while going through my old tweets, so if you think it's funny let's be friends.



That's all from me! Until next time,
Tyler Snook
Director of ~~Static Meetings~~ Services