

Council Meeting Agenda

Engineering Society of Queen's University Thursday, March 2nd, 2017 6:00 pm, Dunning Hall 12

I.	Attend	lance		xii)	Professional Development
II.	Adoption of the Agenda: Motion 1			xiii)	Services
III.	Adoption of the Minutes: Motion 2		IX.	Question Period	
IV.	Speaker's Business		X.	Faculty Board Report	
V.	Break		XI.	Alma Mater Society Report	
VI.	New Business: Motions 3 - 6		XII.	Senate Report	
VII.	Executive Reports		XIII.	Engineering Review Board Report	
	i)	President	XIV.	Adviso	ory Board Report
	ii)	VP (Operations)	XV.	Club F	Reports (Sunny Group)
	iii)	VP (Student Affairs)		i)	Geological
VIII.	Director Reports			ii)	ChemEngChem
	i)	Academics		iii)	Applied Mathematics
	ii)	Communications		iv)	Civil
	iii)	Community Outreach	XVI.	Year Reports	
	iv)	Conferences		v)	Sci'17
	v)	Design		vi)	Sci'18
	vi)	Events		vii)	Sci'19
	vii)	Finance		viii)	Sci'20
	viii)	First Year	XVII.	Statem	nents and Questions
	ix)	Human Resources		by Me	mbers
	x)	Information Technology	XVIII.	Discus	ssion Period: Gift Ideas
	xi)	Internal Affairs			

Speaker: Kevin Corey **Secretary:** TBD

Motion List

Motion 1

Whereas: This is the last Council for many of you;

& whereas: let's make it a good one;

BE IT RESOLVED THAT:

Council approve the agenda of the Council meeting of Thursday, March 2nd 2017 as seen on the Engineering Society website.

Moved by: Lianne "Proud mom" Zelsman Seconded by: Kevin "Disappointing son" Corey

Motion 2

Whereas: We discussed some important topics; & whereas: it's good to remember what happened;

BE IT RESOLVED THAT:

Council approve the minutes of the Council meeting of Thursday, February 9th 2017 as seen on the Engineering Society website.

Moved by: Lianne "Great debate last Council!" Zelsman Seconded by: Allison "Yeah...I loved it..." Kondal

Motion 3

Whereas: Equity Officer is a fairly new position;

& whereas: we think it should have a position on Council;

BE IT RESOLVED THAT:

Council approve the second reading of the changes to By-Law Sections: 1 and 2, as seen in APPENDIX "EQUITY".

Moved by: Chloë "I just wanna hang out with you guys" Harkness Seconded by: Julianna "You just want free pizza" Jeans

Motion 4

Whereas: Last year we changed the transition timeline for the Executive and Director

Team;

& whereas: it would make sense for the rest of Council to follow the same timeline;

BE IT RESOLVED THAT:

Council approve the second reading of the changes to By-Law Sections: 1 and 3, as seen in APPENDIX "TRANSITION"

Moved by: Lianne "We're not stuck in here with you" Zelsman Seconded by: Evan "You're stuck in here with us" Dressel

Motion 5

Whereas: Our Financial Investment Policy is outdated;

& whereas: the current investment policy does not align with the current budget policy;

BE IT RESOLVED THAT:

Council approve the changes to Policy Section θ : Financial Policies as seen in APPENDIX "INVESTMENTS".

Moved by: Tyler "Mo money, mo problems" Bennett Seconded by: Taylor "Please stop using the same joke" Sawadsky

Motion 6

Whereas: Our Information Technology policies are outdated; & whereas: they should better align with our current practices;

BE IT RESOLVED THAT:

Council approve the changes to Policy Sections: β : Society Leadership and λ : Information Technology as seen in APPENDIX "TECHNOLOGY".

Moved by: Robert "I'm finally free" Saunders Seconded by: Carson "That's not a good sign" Cook

Executive Reports

<u>President – Taylor Sawadsky</u>

president@engsoc.queensu.ca

Hello Council! I hope you all had a lovely

Fall Reading Week

I have been working on a document outlining the events of this year regarding fall reading break – this should hopefully give future student leaders the information they need to ensure the Fall Term Break continues to work in the best interest of students.

Awards

I nominated many people for awards – if you've worked with someone who you think has made a positive impact you should nominate them too!! You can do it at this link: https://form.jotform.com/70356787048264

Transitioning

I've been working with Nat and his new team to ensure a successful transition. Additionally I've been working on my transition manual, and a few other documents which I think will be beneficial for transition. Many things in the society are difficult to get a full grasp on in a single year, so hopefully my perspective will help generations to come.

Corporate Initiatives

Sci Formal and Frosh Week planning is going well! TheSci Formal Advisory Board Sub Committee met again yesterday, and I am very excited what the committee is up to. FC completed FREC and Plant hiring before Reading Week, and all the applicants were notified of the status of their application. This can be a difficult time for first years who did not get FREC or plant, and I want to take this opportunity to remind you there are so many ways to continue getting involved, from OTIS, to Water Team, and other orientation weeks like NEWTS and FYNIR!

Enjoy these two weeks!

Much Love, Taylor



VP (Operations) – Tyler Bennett

vpops@engsoc.queensu.ca

Hi Council!

Exciting times for the wizarding world. Congrats to the new hired team! I'm really focusing on transition for the next six weeks so they can hit the ground running.

<u>Services</u>

- ♣ Advisory Board Meeting (two weeks ago)
- **♣** Capital Fund Transition
- ♣ Advisory Board meeting this coming Monday
- Strategic Planning Meeting

Finances

- Wrapping up HST for some of the services
- Working on transition bookkeeper to the new team
- T4's are in! If you worked in a paid position for the Engineering Society in 2016 please ensure you get your T4, let me know if you have any questions.

IT:

- New IT Policy Tonight
- Workshop on Tuesday

Other:

- Finished transition manual
- ➤ Building operations manual from the ground up (none existed :S)
- Investment Policy (tonight)

Coming up:

- □ Lots of dinners/meetings including:
 - o Super-semi
 - o AGM
 - o Banquet

- o (I'm doing Relay for Life!!)
- o March Open House!
- And many more
- ☐ Transition, transition and transition!

"There's a hole in the side of your boat. That hole is never going to be fixed, it's never going away, and you can't get a new boat. What you have to do is bail water out faster than it's coming in."

Cheers,

Tyler (Tynado) Bennett Vice President Operations

VP (Student Affairs) - Evan Dressel

vpsa@engsoc.queensu.ca

Week 6 Council Report:

BIG WEEK EVERYONE!

Compost

THE BINS ARE HERE There are 5 located in the ILC, please take care of them!

New People!

Congrats to the Directors that were hired, I wish you the best, and I hope you continue the initiatives of our team, and improve upon everything we did during our time as a team!

Transition

Finally going to have a real Transition manual for VPSA, and JJ and I are meeting people to get her fully transitioned into the role!

Principals Committee On Public Policy

We were asked to sit on the principals committee on public policy, as a consultation body, so they can reinvigorate their activism within the government, and know how they should be working with the governmental bodies to make life better for the students. This is happening on Wednesday, so I will update further.

FYPCO!!!!!

She is doing a ton of work on the online software, and pouring over all of the photos, so I am very excited with what she is doing.

Design Teams

Lots of teams are going out to competition now, and we are making sure they filled out OCASP, so they have safe travels, and are covered if anything happens when they are out for competition!

Digital Signage

Finalizing faculty settings, and meeting with Faculty IT and discussing their participation in it.

Probation

We have 1-1.5 meetings before it is ready, and my lower will now be able to work with me on the stuff!

ATTENTION ALL

Make sure you are sanctioning your events!!!!! They have to be sanctioned, or there will be no insurance provided, this process needs ~2 weeks in advance to get done, so please be vigilant!

That is all for now, Evan Dressel VPSA #3

Director Reports

Academics - Daniel Tamming

academic@engsoc.queensu.ca

No report submitted.

<u>Communications – Heather Simmons</u>

comm@engsoc.queensu.ca

Hello Council!!

Hope everyone had a relaxing reading week!

I'd first like to congratulate Behshid on getting hired as the next DComm! I'm so excited to start transitioning, and I can't wait to see what she does with the portfolio. I have no doubts that she'll do a fantastic job!

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

- Helping advertise Director and Service Manager hiring
- LinkedIn Headshots! We had a fantastic turnout again this semester. Thanks to everyone who came out!
- Completed my transition materials

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

- Continuing advertising for positions within the Society
- Meeting with Behshid to begin transitioning
- Prepping history month content with our wonderful Internal Records Officer, Abby Hall. Stay tuned for lots of interesting historical segments!
- Cleaning up the Comm files to make transitioning them go smoothly
- Day to day Comm requests and social media posts

That's all for now!

Heather Simmons, Director of Communications



Who says LinkedIn Headshots are restricted to just one person? #BestCouncilBuddiesEva

Community Outreach - Emma Howard

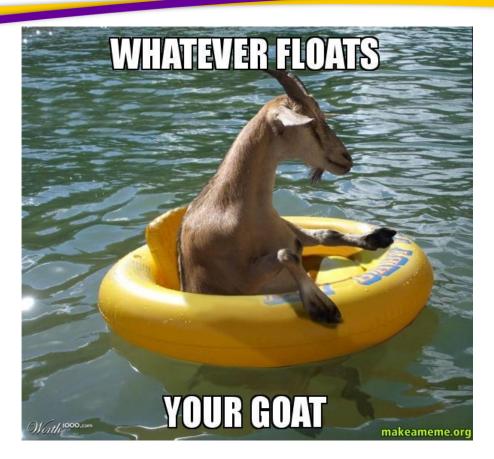
outreach@engsoc.queensu.ca

Hiya, Council!

Hope that you all had an incredible reading week. The community outreach world has been pretty quiet over the past little while. I have been working on the first ever transition guide for the director of community outreach. I have also been taking a fresh look at the long term plan that Alex Wood made when he created the position, and looking at my strong and weak points during the year.

Looking forward, I'm really excited to start transitioning with my amazing lower (previously Fix 'N Clean coordinator) Jordan Pernari, and passing on what I learned this year so that next year we can reach out even further into the community!

Thanks, and stay afloat you silly goats! Emma Howard Director of Community Outreach



<u>Conferences – Taylor Sweet</u> <u>conferences@engsoc.queensu.ca</u>

Hey Council!

Welcome back! We are officially ¾ of the way through the school year which means that my undergrad is 93.75% complete (YAY!!). Since we last spoke I attended the Queen's Global Energy Conference (QGEC) and enjoyed a relaxing reading week in Chile. Shout out to the cochairs of QGEC, Katrina Stirling and Shannon Whitaker, and their committee, for hosting a fabulous event. Here is what I have planned for the coming weeks:

- Attend the Commerce and Engineering Environmental Conference (CEEC)
- Meet with the Committee on Bursaries to discuss funding opportunities and policy changes
- Hire new co-chairs for QGIC, QGEC, QSC, CIRQUE and QCBT
- Begin transitioning my successor

Until next time...

This is Captain Conference signing off.

P.S. Please enjoy this photo of me eating an empanada in the presence of the 8th natural wonder of the world, the 3 Torres (towers) in Torres del Paine National Park, Patagonia, Chile



<u>Design – Max Lindley-Peart</u> <u>design@engsoc.queensu.ca</u>

Over the past two weeks I have;

- ❖ Been transitioning with my FYPCO as he evolves into the new Director of Design
- ❖ Met with McGill's EngSoc design position to advise them on their program
- ❖ Worked on a Design portfolio identity guide with Oliver
- Established a list of criteria for design bay equipment purchasing
- ❖ Booked design team tabs night
- Congratulations to Concrete Toboggan on their first place victory, and good luck to the Bridge Building team this weekend!

In the next two weeks, I'll be;

- Ordering shelving units for bay storage
- > Creating a best practices guide for the composites bays
- Running Super Semi!
- > Finishing my transition guide

Cheers,

Max Lindley-Peart

Events – Francesca Feldman

events@engsoc.queensu.ca

Hello Council!

Not much to update on other than I have started to transition the incoming Director of Events LEAH VIGNALE... WOO!

Have a great week everyone!

Francesca Feldman

Finance - Connor McMillan

finance@engsoc.queensu.ca

Hey everyone!

Hope you took the chance to unwind a bit over reading week! I'd like to extend a huge congratulations to Sarah Rodin, your incoming Director of Finance. I'm extremely excited to begin working with her to set up the Society for a smooth 2017-2018 term. I'm finishing up a fresh set of transition documents for my role. I'm also continuing to work with Tyler, Jill, and now Sarah on the future direction of my position. I'm excited to get back to work on the Bank of EngSoc online platform once Sarah starts assuming some of my responsibilities over the next month. I'll be presenting on the budget actuals at AGM!

Hope midterms are continuing to treat you well, Connor

First Year - Alan Goodman

firstyear@engsoc.queensu.ca

Holla!

Assuming the events of the past week haven't already destroyed me and my sleep schedule, I stand before you a well rested man.

Things I've done since last council:

Thing I did:	Level of Hype:	
Having a lower	00000000000000	0000000000000
Advertised OTIS / Water Team	000000000	
Advertised Super Semi	00000000	
Meeting with first years about involvement	0000000000	
Finishing my transition materials	0000000000	
Last-minute discipline selection assistance	000000	
(Attempting to) Help first years with 172	8	

Nothing's really been a huge time commitment, which has been a welcome change.

Things I'll be doing before next council:

Thing I'll be doing:	Level of Hype:
Continuing to have a lower	<u> </u>
Continuing to meet with first years about involvement	000000000
Helping with involvement fair (hopefully)	000000000
Perfecting Connor McMillan impression	000000000

My portfolio's winding down pretty fast, so I'm kind of scrambling to find tasks to help transition with. If you need help with anything, let me know!

Best wishes!

Alan



Credit Julianna Jeans

<u>Human Resources - Rachel McConnell</u>

hr@engsoc.queensu.ca

Hello Council! This is what I've been up to over the break:

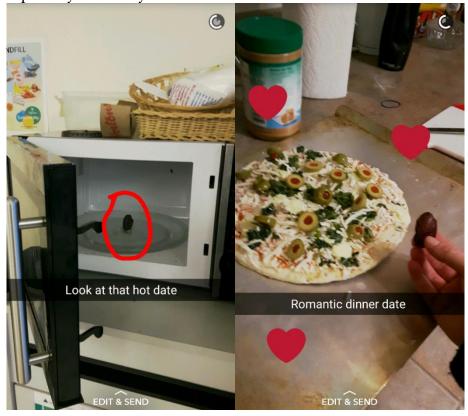
Recent Accomplishments

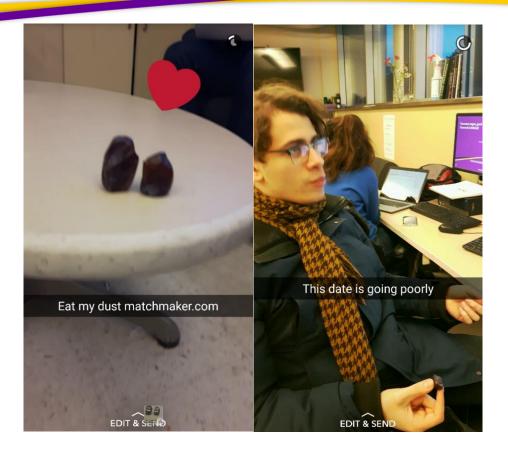
- Finished my transition manual and checklist
- Planned the March training conference

Current Projects

- Hiring Fair March 6th
- Mock Interview Workshop March 13th
- Hiring Town Hall March 20th
- Training Conference March 26th
- Transitioning little HR
- Handling the March hiring rush
- Video hiring training

Lastly, here is my response to last council's agenda question. Valentine's Day was especially fun this year.





<u>Information Technology – Robert Saunders</u> <u>doit@engsoc.queensu.ca</u>

Hey Council!

Here are the things that I have been working on the past couple weeks:

- IT Support Ticketing System Implemented
 - o 9 Tickets Closed
 - Email Inquiries
 - Website Issues
 - Website Migrations
- EngSoc Dash
 - o Development
 - o SSO Fully Integrated
 - Working w/ ITS
 - o Security Audit In Works
- IT Team Progress
 - o Forum
 - Styling Improvements
 - More Functionality Implemented
 - Android QTap
 - Alpha Version Almost Ready
 - Hard Drive Scraping

- New Drive Scraper Purchased
- New Website
 - Theme Purchased
 - Implementing New Design
 - New IT Team Website
- Met w/ ITS, Tyler, Jay re Server Room
- Policy Changes Complete (Hopefully!)
- Startup Workshop Complete
 - o Great Success
 - Shout out to sponsors
 - Slack
 - GitHub
 - Sketch
 - InVision
- Coding Competition Complete
 - o Great Success
 - o 153 People Signed Up

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

- MailChimp Proposal
- IT Team Meetings
- EngSoc Dash Development
- Portfolio Organization
- IT Support Tickets
- EngSoc Email Clean Up
- ClarkHall Server ITS Clean Up
- Transitioning Carson

Here is an awesome photo of my council buddy:



-Robert

<u>Internal Affairs – Lianne Zelsman</u> iaffairs@engsoc.queensu.ca

Hey Everyone!

A huge congratulations to my new lower, Alex Clifford! I am so excited to begin transitioning with him in the upcoming weeks.

This next two weeks are going to be super busy! Here are some things that are happening:

- Award nominations due MARCH 2ND AT 10 PM. NOMINATE PEOPLE!!
- Sci'19 Year Exec Election on March 7th at 6:30 PM (Miller 105)
- Sci'18 Year Exec Election on March 7th at 8:00 PM (Miller 105)
- Sci'17 Forever Exec Election on March 8th at 6:00 PM (Clark)
- Sci'20 Year Exec Election on March 8th at 7:30 PM (Stirling A)
- AGM on March 9th at 6:00 PM (Jeffery 126)
- Awards Banquet on March 11th at 6:00 PM (Delta Hotel)

Things I will be working on:

- Planning for all of the things listed above
- Transitioning Cliff!!!!!!
- Policy/By-Law changes

Cheers, Lianne

Professional Development - Nathaniel Wong

pd@engsoc.queensu.ca

Hello Children,

Congrats to Hannah Cameron, aka Little PD!

Past 2 Weeks:

- Transitioning + Transition Manual
- SunLife workshop for personal finances
 - o Date was changed and had small turnout
 - o Was very useful and will hold another
 - Also talking about potential sponsorship for Society events
- Meeting with Shane Pinder
 - o Faculty hiring Engineering specific career support

Next 2 Weeks:

- Transitioning Hannah
- Hiring new PD Chairs
- McKinsey Consulting's on-campus "Crack the Case" Workshop, March 3rd
- Annual PEO Kingston Chapter Student Paper Competition, Submission deadline: March 7th

Cheers, Nathaniel



<u>Services – Tyler Snook</u>

services@engsoc.queensu.ca

Happy Thursday everyone,

Services land was pretty bumping these last few weeks with some really exciting things coming down the line. The Clark Hall Stairwell renovation is in its final stages of planning, and we should see implementation in the near future. Also, Clark is getting Wi-Fi in the pub to improve the customer experience, and their POS system. Tea Room ran Mug Days and the place was absolutely bananas so I hope everyone took advantage of some free coffee for a good cause.

Services are hiring head managers this weekend, assistants next weekend and staff the following weekend! If you know anyone who would love to gain some sweet experience while making cash money, encourage them to apply!

That's all from me, enjoy this meme.

Tyler

