



Annual General Meeting Agenda

Engineering Society of Queen's University

Thursday, March 9th 2017

6:00 pm, Jeffery Hall 126

- I. Attendance
- II. Adoption of the Agenda: Motion 1
- III. Adoption of the Minutes: Motion 2
- IV. Speaker's Business
- V. Presentations
 - i) Committee on Inclusivity
 - ii) Committee on External Communications
 - iii) Committee on Bursaries
- VI. Break
- VII. Executive Oath
- VIII. New Business: Motions 3 - 10
- IX. Executive Reports
 - i) President
 - ii) VP (Operations)
 - iii) VP (Student Affairs)
- X. Director Reports
 - i) Academics
 - ii) Communications
 - iii) Community Outreach
 - iv) Conferences
 - v) Design
 - vi) Events
 - vii) Finance
 - viii) First Year
 - ix) Human Resources
 - x) Information Technology
 - xi) Internal Affairs
 - xii) Professional Development
 - xiii) Services
- XI. Question Period
- XII. Faculty Board Report
- XIII. Alma Mater Society Report
- XIV. Senate Report
- XV. Engineering Society Review Board Report
- XVI. Advisory Board Report
- XVII. Club Reports
 - i) Apple
 - ii) Civil
 - i) ChemEngChem
 - ii) ECE
 - iii) Geological
 - iv) Mechanical
 - v) Mining
 - vi) Eng Phys
- XVIII. Year Reports
 - vii) Sci'17
 - viii) Sci'18
 - ix) Sci'19
 - x) Sci'20
- XIX. Statements and Questions by Members

Speaker: Avery Cole

Secretary: Libby Anderson and Allison Kondal

Motion List

Motion 1

Whereas: It's the Annual General Meeting;
& whereas: that means everyone gets a vote today!

BE IT RESOLVED THAT:

The Engineering Society and its members approve the agenda of the Annual General Meeting of Thursday, March 9th 2017 as seen on the Engineering Society website.

Moved by: Lianne "Almost done" Zelsman
Seconded by: Avery "Almost washed up" Cole

Motion 2

Whereas: Do you remember what happened at our last AGM?
& whereas: it was a long time ago;

BE IT RESOLVED THAT:

The Engineering Society and its members approve the minutes of the Annual General Meeting of Tuesday, March 8th 2016 as seen on the Engineering Society website.

Moved by: Lianne "I sent 8 emails that day by accident!" Zelsman
Seconded by: Allison "RIP" Kondal

Motion 3

Whereas: It's the Annual General Meeting;
& whereas: that means we can change our constitution!

BE IT RESOLVED THAT:

The Engineering Society and its members approve the changes to the Constitution as seen in APPENDIX "CONSTITUTION".

Moved by: Lianne "All leggings are pants" Zelsman
Seconded by: Avery "But not all pants are leggings" Cole

Motion 4

Whereas: The Committee on External Communications assesses the external relations of the Engineering Society;
& whereas: the committee should represent the interests of all students;
& whereas: the President represents all students;

BE IT RESOLVED THAT:

The Engineering Society and its members approve the changes to By-Law 9: Standing Committees as seen in APPENDIX "MORE-VOTES".

BE IT FURTHER RESOLVED THAT:

The Engineering Society and its members approve the changes to Policy Section β: Society Leadership as seen in APPENDIX "MORE-VOTES".

Moved by: Taylor "So many committees" Sawadsky
Seconded by: Gwen "So much pizza" Gorman

Motion 5

Whereas: The Alumni and Faculty members of the Advisory Board of the Engineering Society are a valuable asset to the long-term success of our services and corporate initiatives;
& whereas: a closed interview process is a valuable tool for identifying strong candidates;

BE IT RESOLVED THAT:

The Engineering Society and its members approve the changes to Policy Section ζ: Corporate Guidance as seen in APPENDIX "BOARD-GAMES", to take effect immediately.

Moved by: Tyler "I love board games" Bennett
Seconded by: "Sam "Except for Monopoly" Anderson

Motion 6

Whereas: The Advisory Board of the Engineering Society needs new members;
& whereas: the Annual General Meeting is the time to elect those members;

BE IT RESOLVED THAT:

_____, _____, and _____ be elected as two-year members of the Advisory Board of the Engineering Society.

BE IT RESOLVED THAT:

_____, _____, _____ and _____ be elected as one-year members of the Advisory Board of the Engineering Society.

Moved by: Sam "Board, not bored" Anderson
Seconded by: Tyler "Fedoras" Bennett

Motion 7

Whereas: The Alumni and Faculty members of the Advisory Board of the Engineering Society are to be “annually nominated by the executive”;

BE IT RESOLVED THAT:

_____ and _____ are elected as Faculty representatives for the Advisory Board of the Engineering Society for a one-year term.

BE IT RESOLVED THAT:

_____ and _____ are elected as Alumni representatives for the Advisory Board of the Engineering Society for a one-year term.

Moved by: Nathaniel “Allergic to your attitude” Wong
Seconded by: Jillian “Allergic to Nathan” Reid

Motion 8

Whereas: It’s good to own land!

& Whereas: The Engineering Society and Research Center (Kingston) allows us to hold it;

BE IT RESOLVED THAT

The Queen’s Engineering Society and its members recognize that Nathaniel Wong, Jillian Reid, and Julianna Jeans will sit on the Engineering Society and Research Centre (Kingston) Board of Directors as of May 1st 2017.

Moved by: Julianna “ESARCK” Jeans
Seconded by: Jillian “Gesundheit!” Reid

Motion 9

Whereas: Avery is old and it’s time for him to retire;

& whereas: we need to find his replacement;

BE IT RESOLVED THAT

_____ be elected as the Speaker and Chief Electoral Officer of the Engineering Society.

Moved by: Lianne “New year, new speaker” Zelsman
Seconded by: Evan “New year, more compost” Dressel

Motion 10

Whereas: Julianna and Jill are currently Nat's only friends;
& whereas: we should help him not be as lonely;

BE IT RESOLVED THAT

The following be ratified by the Annual General Meeting for their respective positions:

- Monica Cowper as the Director of Academics
- Behshid Behrouzi as the Director of Communications
- Jordan Pernari as the Director of Community Outreach
- Aidan Thirsk as the Director of Conferences
- Oliver Austin as the Director of Design
- Leah Vignale as the Director of Events
- Sarah Rodin as the Director of Finance
- Nick Dal Farra as the Director of First Year
- Emily Wiersma as the Director of Human Resources
- Carson Cook as the Director of Information Technology
- Alexander Clifford as the Director of Internal Affairs
- Hannah Cameron as the Director of Professional Development
- Cody McLaughlin as the Director of Services

Moved by: Jillian "Please help" Reid
Seconded by: Julianna "He's so lonely" Jeans
Thirded by: Nathaniel "True" Wong

Executive Reports

President – Taylor Sawadsky
president@engsoc.queensu.ca

Hello Queen's Engineers!

Welcome to AGM – the annual general meeting, where each and every student gets a vote!! This report, for the first time ever, will not be the president saying farewell, since I continue in my job until May 1st. I am very excited that I get to continue on doing what I'm doing for the next two months – I get to do exciting things, meet wonderful people, and learn new things every day.

Position Descriptions

I am very excited to announce that this project is live!! If you're considering applying to a position in EngSoc - make sure you check the position descriptions out, they have tons of great info in them.

The main goal of my term as EngSoc President was to increase the accessibility of the Engineering Society. The position descriptions project was a huge part of this - giving students the information they required to apply to a position without any previous knowledge or experience in EngSoc. However, I can't take the credit for these amazing descriptions, they are a result of my FYPCO, Sidney's amazing work. I am very proud of Sidney and all the hard work she's put into these descriptions.

Transitioning

I've been working with Nat and his new team to ensure a successful transition. This has been taking up a lot of time! 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. I am hoping my ideas, thoughts and experiences can help shape a document which has an outlook to ensure a bright future for EngSoc.

Corporate Initiatives

Sci Formal and Frosh Week planning is going well! The security planning is going well for both Sci Formal and the Grease Pole Climb. The Sci Formal Advisory Board Sub Committee met again yesterday, and I am very excited what the committee is up to – we are working on our plans for consultation on the big problems we've identified with the event. Hopefully this will allow Sci Formal to be a sustainable event in the future!

Airing of Grievances

Typically the airing of grievances happens after this meeting (AGM). This is an opportunity for you to raise any comments or concerns you've had with EngSoc in the past year, and for the

new ED team to listen. We have re-scheduled the airing of grievances to INSERT DATE, to ensure as many students can attend as possible.

Thank you to everyone who came out tonight – it's awesome that you're here to have your voices heard by the Engineering Society

Much Love,
Taylor

I came to get down
I came to get down
So get out your seats and jumper hound
Jumper hound
Jumper hound
Jumper hound



VP (Operations) – Tyler Bennett

vpops@engsoc.queensu.ca

Hi Council and Engineering Society Members!

Amazing to think that we have reached the one year point in our terms' already. A year myself and the ED started officially in our roles. I am incredibly proud of where we have come and all the hard work everyone has put in this year. Thank you to all the support everyone has provided me with, and I am looking forward to wrapping up the year over the next six weeks.

It has only been a week since my last update, but here have been few things I have been working on/doing:

- Super-Semi, helping Max with online sales and attending the event
- Wrapping up February month end with Connor
- Working with Robert on setting up the Clark Hall IT infrastructure to be updated
- Updating financial spreadsheets for next year for the services
- Filed our tax return!
- Getting employees' their T4 slips (let me know if you don't have yours!)
- Finishing up our annual review for the 2015-2016 year
- Meeting with applicants for positions, and people in hired positions discussing their plans for next year

Coming up

- March Break Open house with the admitted students
- Advisory Board
 - o Strategic Planning Committee Meeting for Long Term planning of the Society and Services
 - o Science Quest Strategy Planning Presentation
- Banquet
- Relay for Life

That's all I have for now! As always, please don't hesitate with any questions.

Cheers,

Tyler (Tynado) Bennett

Vice President Operations

VP (Student Affairs) – Evan Dressel

vpsa@engsoc.queensu.ca

AGM Council Report:

Not too much has happened since last council mainly just working on transition manual and a few meetings!

New People!

Good Luck to the new Directors with their Ratification, it is an exciting time for all of you! Also to the new Exec, get ready for the upcoming year, since you are being sworn in!

Transition

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

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 meetings before it is ready, we should be bringing it to the last two councils.

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.

Communications – Heather Simmons

comm@engsoc.queensu.ca

Salutations people of AGM!

Hope everyone had a good week back after the break!

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

- Helping advertise opportunities within the Society
- Tidying the Communications files for smooth transitioning
- Prepping history month content with our wonderful Internal Records Officer, Abby Hall. Check out our social media for ongoing historical segments throughout the month!
- Meeting with Behshid to start transitioning
- Submitted a Snapchat geofilter for the ILC designed by one of our awesome Comm team members, Alex Clifford!
- Releasing EngPets submissions! If you've got a cute pet, send a pic of them in Queen's or engineering swag to comm@engsoc.queensu.ca to be featured on our insta!

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

- Continuing advertising for positions within the Society
- Continuing transition meetings
- Releasing more EngPets and history month content
- Day to day Comm requests and social media posts

Thanks for coming out everyone!

Heather Simmons, Director of Communications



That awkward moment when you realize you chose the wrong faculty and regret everything
#EngPets

Community Outreach – Emma Howard
outreach@engsoc.queensu.ca

Hi there AGM!

In the past week, I have finished my transition material, and I'm working on compiling metrics on the year and community outreach, as well as compiling and passing on the contacts that I worked with this year. Tragically, I dropped the ball on sending a spectator bus to the hockey team game, and they're all done with their season, but I have stayed in touch with the league coordinator, so you can all fulfil your dreams of being hockey moms next year.

I've been hard at work with ERC reaching out to as many people as possible in order to make the Mental Health Walk that we are planning for the Sunday after Exams to be a success! I am working on getting in touch with the Jack.Org coordinators and the mental health coordinator within the faculty in order to help make that a success!

Other than that, I've been working on transitioning with Jordan, to keep building on the good work that we started this year!

Have a happy Thursday,

Emma Howard, Director of Community Outreach

PS. Stay in balance for the rest of the semester just like dat boi!

- ❖ Been transitioning with my FYPCO as he evolves into the new Director of Design – he’s done great work on a new website, infographic, and begun planning a training summit for next year
- ❖ Booked an all hands meeting for this weekend

In the next two weeks, I’ll be;

- Meeting with Simon to finalize shelving units for bay storage
- Creating a best practices guide for the composites bays
- Continuing transitioning

Cheers,

Max Lindley-Peart

Events – Francesca Feldman

events@engsoc.queensu.ca

Hello Council!

- Applications are now up for Event Chair/Coordinator Positions! They are all due on March 20th
- EngVents ILC Escape Room on Sunday, March 12th
- EngSoc Choir Concert on Sunday, March 26th
- Discussing possibility of ratifying EngSoc Choir (more on that later)

Finance – Connor McMillan

finance@engsoc.queensu.ca

No report submitted.

Human Resources – Rachel McConnell

hr@engsoc.queensu.ca

Hello Council! This is what I've been up to lately:

Recent Accomplishments

- Hiring Fair
- New application system
- 360 degree feedback results sent out
- FREC hiring survey sent out

Current Projects

- 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 a picture of a really happy elephant to brighten up your day ☺



Information Technology – Robert Saunders

doit@engsoc.queensu.ca

Hey Council!

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

- IT Support Ticketing System Implemented
 - 2 Tickets Closed
 - Email Inquiries
 - Website Issues
 - Website Migrations
- EngSoc Dash
 - Development
 - SSO Fully Integrated
 - Working w/ ITS
 - Security Audit In Works
- IT Team Progress
 - Forum
 - Android QTap
 - Hard Drive Scraping
 - New Website
- Met w/ ITS, Tyler, Jay re Server Room
- Policy Changes Complete
- Startup Workshop Complete
- Coding Competition Complete

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
- IT Department Stickers
- Service Authorization from ITS

-Robert

Internal Affairs – Lianne Zelsman

iaffairs@engsoc.queensu.ca

Hey Everyone!

It has been a crazy week for the IA portfolio. Huge shout out to Cliff for already taking on a large amount on responsibility!

Some things that happened:

- The Award Selection Committee met, and we selected the award winners for this year!
- Each year elected their new Year Execs

Things that will be happening in the future:

- Awards Banquet on March 11th at 6:00 PM (Delta Hotel)
- Transitioning Cliff!!!!!!
- Lots of work on policy/by-Law changes

Cheers,
Lianne

Professional Development – Nathaniel Wong

pd@engsoc.queensu.ca

Hello everyone

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Congrats to Hannah Cameron, aka Little PD!

Past 2 Weeks:

- Transitioning + Transition Manual
- SunLife + RBC Sponsorship
- Meeting with Shane Pinder
 - o Faculty hiring Engineering specific career support
- Exit Interview/Meeting with PD Team
 - o Feedback for next year's structure and implementation

Next 2 Weeks:

- Transitioning Hannah
- Hiring new PD Chairs

Cheers,
Nathaniel



Services – Tyler Snook

services@engsoc.queensu.ca

Hey AGM!

Services land is pretty exciting right now! Cody just finished hiring the Head managers with Assistants being hired this weekend, staff are going to be hired in the two weeks after that, and I'm going to be irrelevant soon! The one big project left on my plate is the Clark Stairwell revitalization which I really think we can actually get done on time which is exciting. We have recently placed all of the orders, and are working on picking a winner for the mural design contest as I write this report.

Staff applications are due this Tuesday as well so make sure that if you're interested in making some real cash money and having a sweet time that you check those out!

Love,

Tyler