



# Holiday Council Meeting Agenda

Engineering Society of Queen's University

Thursday, November 24<sup>th</sup>, 2016

6:00 pm, Dunning Hall 27

- |       |                                   |        |   |
|-------|-----------------------------------|--------|---|
| I.    | Attendance                        | x)     | Santa's Website (IT)                            |
| II.   | Adoption of the Agenda: Motion 1  | xi)    | Elf Affairs (IA)                                |
| III.  | Adoption of the Minutes: Motion 2 | xii)   | Elf Development (PD)                            |
| IV.   | Speaker's Business                | xiii)  | Toy Services (Services)                         |
| V.    | Break                             | X.     | Question Period                                 |
| VI.   | Presentations                     | XI.    | Reindeer (Faculty) Board Report                 |
| i)    | OUSA Membership                   | XII.   | Almost Melting Snowmen (AMS) Report             |
| VII.  | New Business: Motions 3 - 5       | XIII.  | Sleigh-ride Senate Report                       |
| VIII. | Executive Reports                 | XIV.   | Elfish Review Board (ERB) Report                |
| i)    | Head Elf (President)              | XV.    | Snowmen (Advisory) Board Report                 |
| ii)   | VP (Toy Factory Operations)       | XVI.   | Club Reports (Snowy Group)                      |
| iii)  | VP (North Pole Affairs)           | i)     | Geological                                      |
| IX.   | Director Reports                  | ii)    | ChemEngChem                                     |
| i)    | Elf Education (Academics)         | iii)   | Applied Mathematics                             |
| ii)   | Letters to Santa (Communications) | iv)    | Civil   |
| iii)  | Toy Delivery (Community Outreach) | XVII.  | Year Reports                                    |
| iv)   | Carolling (Conferences)           | v)     | Sci'17  |
| v)    | Igloo Renovation (Design)         | vi)    | Sci'18  |
| vi)   | Reindeer Games (Events)           | vii)   | Sci'19  |
| vii)  | The United Snow Bank (Finance)    | viii)  | Sci'20  |
| viii) | New Toys (First Year)             | XVIII. | Statements and Questions by Elves               |
| ix)   | Elf Reviews (HR)                  | XIX.   | Discussion Period: Appropriate Society Spending |

**Elf Orator:** Avery Cole

**Secretary:** Allison Kondal

# Motion List



## Motion 1

Whereas: It's almost winter break;  
& whereas: this will be the last Council of 2016!

### BE IT RESOLVED THAT:

Council approve the agenda of the Council meeting of Thursday, November 24<sup>th</sup> 2016 as seen on the Engineering Society website.

Moved by: Lianne "Hey Avery are you still on the naughty list?" Zelsman

Seconded by: Avery "#BadGurl4Lyfe" Cole

## Motion 2

Whereas: Last Council was long;  
& whereas: the minutes were even longer;

### BE IT RESOLVED THAT:

Council approve the minutes of the Council meeting of Thursday, November 10<sup>th</sup> 2016 as seen on the Engineering Society website.

Moved by: Allison "Grinch who?" Kondal

Seconded by: Lianne "Stole Christmas" Zelsman

## Motion 3

Whereas: The Tea Room has \$38,251.78 of debt with the Engineering Society;  
& whereas: the internal debt model no longer fits with the Capital Fund model within the Services;  
& whereas: this debt does not play a role in the operational budget of the Engineering Society;

### BE IT RESOLVED THAT:

Council absolve the Tea Room of their \$38,251.78 debt.

Moved by: Tyler "Nice beard" Bennett

Seconded by: Tyler "Nice arms" Snook



Motion 4

Whereas: Bursaries provide important financial aid to students in need;  
& whereas: the Committee on Bursaries is looking for new members;

BE IT RESOLVED THAT:

Council elect \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_ to sit on the Committee on Bursaries for the 2016-2017 term.

Moved by: Taylor "Conferences are Kool" Sweet  
Seconded by: Allison "So are Frosh Week and GPAs" Finer

Motion 5

Whereas: Elections are very important;  
& whereas: we should ensure that our By-Laws reflect the needs of the Society;

BE IT RESOLVED THAT:

Council approve the changes to By-Law 3 – Elections, as seen in APPENDIX "ELECTION-CHANGES".

Moved by: Lianne "Dasher and Dancer and Prancer and Vixen" Zelsman  
Seconded by: Felix "Comet and Cupid and Donner and Blitzen" LeClair



# Executive Reports

## **President – Taylor Sawadsky**

president@engsoc.queensu.ca

Hello Council!

I hope you all are having a lovely week 11, and enjoyed wellness week (puppies)!

### **ESSCO**

We are now officially OEC members of ESSCO, which means we can send our students to OEC (the Ontario Engineering Competition). Shout out to Loralyn and the External Communications Committee for making this happen!

### **Fall Reading Break**

After our last council meeting, I drafted a letter from the Engineering Society to the Fall Term Task force to summarize the opinions that we expressed two weeks ago. Dean Clapham also presented our opinions at Faculty Board.

### **Conference on Diversity on Engineering**

Delegates from Queen's Engineering went to the conference on diversity in engineering this past weekend, and I think they learned a lot. I am excited for them to pass on what they learned to other Queen's Engineering students!

### **Sci Formal**

Everything from Sci Formal is wrapping up, Matt and his committee have done an awesome job getting everything back in good order, and they're in the process of picking their theme! Very exciting!

### **Position Descriptions**

The long awaited position description survey will be sent out this Friday at 12:30! Make sure you check your inboxes and reply to make the Engineering Society a more accessible place! I hope you all have a lovely two weeks, an even greater exam period, and the best holiday break ever!

Much Love,  
Taylor



## **VP (Operations) – Tyler Bennett**

[vpops@engsoc.queensu.ca](mailto:vpops@engsoc.queensu.ca)

Hi Council!

A quick update on what I've been up to and where things are at in the Operations world.

### **General**

General Motors (GM) visited and this was a huge success. Following up with Evan and Max about the potential design challenge proposed by GM. The second Fall Open House occurred last Saturday as well. Gearing up and planning for the Winter Imagnus Poster Sale with Arts and Science Undergraduate Society. Working with Fran and Jay on revitalizing the Events Locker in Clark Hall.

### Finances

I met with the Exec and Jay to implement a new credit card expense tracking form. Hopefully take use towards an easier month end for everyone. Additionally, Evan upgraded the front end of our online payment system using Tickera.

### Services

Helping services prepare financials for their mid-year reports coming in for Board next week. Meeting to provide Clark Hall Staff with Bystander Intervention Training to improve the accessibility of the Pub.

### Information Technology

All good in IT Land!

### Coming up:

- Advisory Board Meeting
  - o Mid-Year Presentation from Clark Hall Pub, Tea Room
  - o End of Year Presentation from Science Quest
  - o Post-Event Report from Frosh Week and Science Formal
- Finance Committee will review updated budgets from Services
- Carol Service is on Sunday in Grant Hall at 7:30 PM!
- Last 6 days of classes of 2016!

Cheers,

Tyler (Tynado) Bennett  
Vice President Operations

### **VP (Student Affairs) – Evan Dressel**

[vpsa@engsoc.queensu.ca](mailto:vpsa@engsoc.queensu.ca)

### **Week 11 Council Report:**

Hey Everyone! Life is good!

### **FYPCO!!!!!!**

Nina is participating in probation committee, and getting ready for some work over the break!

### **Digital Signage**

Working on preparing Faculty settings, so they can have a global alert account

### **Probation**

The committee is meeting on Tuesday!

### **Compost**



A meeting is getting set up between Simon, myself, Leah, and a PPS manager to discuss a piolet project

### **Ticketing**

The online website now has better online ticketing! You can restrict ticket numbers and have forms its awesome!

### **ListServ**

I am learning some HTML in my spare time, so this is a slow process, that will not be as fast as I thought in my strat plan, but we are getting it moving!

### **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**



**Volcanic Flow #lava**

# Director Reports

## **Academics – Daniel Tamming**

[academic@engsoc.queensu.ca](mailto:academic@engsoc.queensu.ca)

Hey Council,

Here are some quick updates from the world of academics,

BED Fund

- BED Fund Ideas Submission Contest was a hit! Thanks everyone for the ideas

EngLinks

- We have our first consistent high school “tutee”
- Online sign up and payment system is running smoothly

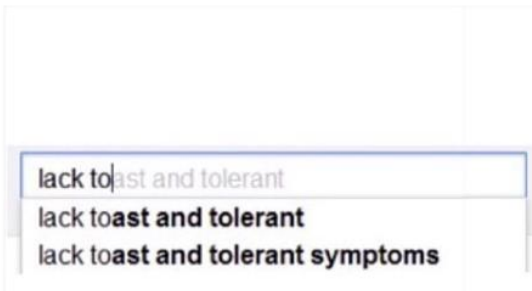
Representation

- I met with the FTB Task Force yesterday

Dan Tamming

Director of ~~Dabs~~ Academics

When ur fresh out of toast and ur  
tolerance is wearing thin.



## **Communications – Heather Simmons**

[comm@engsoc.queensu.ca](mailto:comm@engsoc.queensu.ca)

Jambo Council!! (means hello in Swahili)

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

- Posted Sci Formal photos to our Facebook page. Post reach of 17,000. #hype
- Met with the Elections Team and helped advertise the Exec Meet & Greet and the position of Senator.
- Met some pretty awesome pre-frosh at the open house
- Helped announce the hiring of FC on our social media channels



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

- Working with Bella, my FYPCO, on a social media campaign, "Your GPA, Your Story".  
If you know anyone with a cool or fun story associated with their GPA or a bar/patch on their jacket who would want to be featured, please put them in contact with me!
- Uploading Sci Formal and other recent photos to our Flickr
- Day to day Comm requests and social media posts

That's all for now!

Heather Simmons, Director of Communications

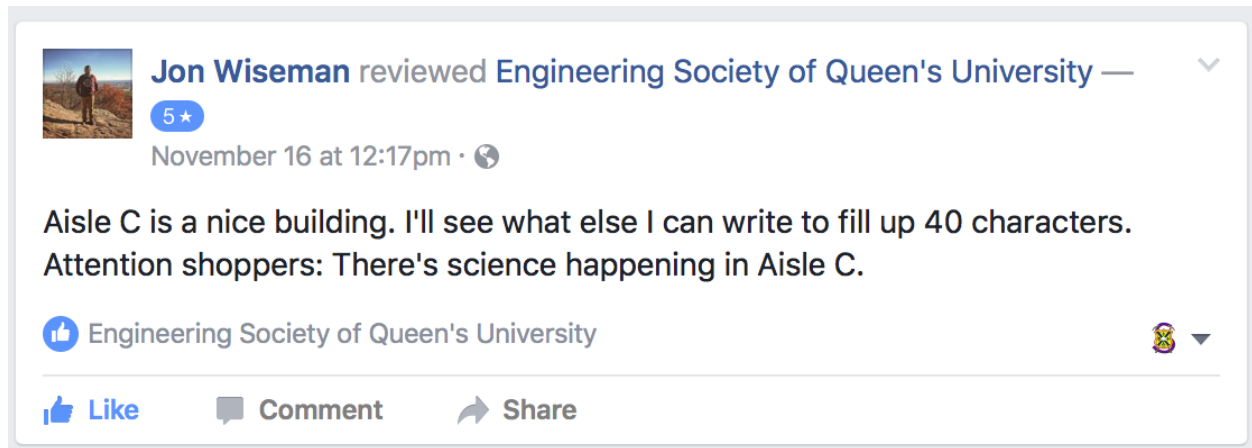


Figure 1: Most recent review on our Facebook page.

## **Community Outreach – Emma Howard**

outreach@engsoc.queensu.ca

Happy Michael Buble Music season, Council!

It's been a wildly exciting two weeks in the world of Community Outreach! I have spent the last week building a Santa Claus Parade float with the External Relations committee. On Saturday, we drove the float down Princess street and smiled wished a happy holiday to hundreds of community members and a few local news stations, it was a great time! The committee worked really hard on the float and did a tremendous job overcoming mechanical and electrical challenges and I want to congratulate all of them!

On Remembrance day, the society donated a wreath to the Kingston Poppy Trust Fund. A wreath that said "Engineering Society of Queen's University" was laid on the cenotaph at a community remembrance day ceremony.

Other than that, planning for the Fix 'N Clean event next semester is well underway, and I've been working with my amazing FYPCO to complete a guide of what initiatives the AMS and other campus organizations have going in the general outreach world.

That's all for now,  
Emma Howard,  
Director of ~~Santa Claus Parades~~ Community Outreach  
P.S. Enjoy this fun picture of baby penguins because baby penguins



**Conferences – Taylor Sweet**  
**[conferences@engsoc.queensu.ca](mailto:conferences@engsoc.queensu.ca)**

Hey everyone!

Only a little more than a week left in the semester. Can you believe it!?

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

- Supported conference chairs in creating delegate applications, setting up online payments, etc.
- Confirmed travel details for delegates attending the Conference on Diversity in Engineering
- Worked with FYPCO on conference chair performance feedback survey
- Started process of creating a conference summary infographic to better educate the student body on what conferences are available for them to attend
- Met with conference chairs to get updates on their progress to date

In the coming weeks I will be continuing to support my chairs in the planning of their events and moving forward with the Committee on Bursaries.

That's all for now...

Until next time,

This is captain conference signing off.



**Design – Max Lindley-Peart**  
**[design@engsoc.queensu.ca](mailto:design@engsoc.queensu.ca)**

Gooooooooooooo eveninggggggggggg,

In the past two weeks, the stuff accomplished includes;

- ❖ Opened up the composites rooms for use by the design teams
- ❖ Another Open house for prospective students, this time with the Santa Claus parade float being built in the background!
- ❖ The first Standard First Aid session ran on Sunday, with the next one this weekend
- ❖ Updated the logo bursary application process
- ❖ Hosted GM for a very successful networking event in the design bay

In the next two weeks, I'll be;

- Running the second aid training session, as well as exploring other training opportunities, especially use of the newly installed composites bays
- Continuing to clean up the Design part of the EngSoc website... Still
- Developing a long term plan for the portfolio, including a marketing plan with Adam Walker, the Faculty's communications director

Cheers,

Max Lindley-Peart

## **Events – Francesca Feldman**

[events@engsoc.queensu.ca](mailto:events@engsoc.queensu.ca)

Hello Council!

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

- Working with Events Committee
- Movember!
- Wellness Week

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

- Battle of The Bands November 24<sup>th</sup>
- Movember BBQ November 25<sup>th</sup>
- Festival of Carols on Sunday November 27<sup>th</sup>
- Movember Pancake Breakfast November 27<sup>th</sup>
- EngVents Chutes and Lattes November 30<sup>th</sup>
- December 6<sup>th</sup> Memorial Service

Have a great week everyone!

Francesca Feldman

## **Finance – Connor McMillan**

[finance@engsoc.queensu.ca](mailto:finance@engsoc.queensu.ca)

Hey everyone,

Tyler Bennett and I have been busy compiling the monthly submissions for October. I've been working closely with EngLinks, Movember, and other groups with their cash box rentals.

Evan Dressel has implemented an exciting new ticketing platform called Tickera. If you would like to sell tickets for an event online, let one of us know and we will help you get that set up!

I'd like to thank everyone for their cooperation in using Tickera and Stripe instead of Tilt. These systems work considerably better from an organizational perspective.

I hope everyone has a smooth couple weeks leading up to exam season!

Thanks very much,  
Connor McMillan  
DOF

firstyear@engsoc.queensu.ca

Things I've done since last council:

[illegible]

Things I'll be doing before next council:

<b>Thing I'll be doing:</b>	<b>Level of Hype:</b>
Almost exclusively FYC, hopefully	😊😊😊😊😊😊😊😊
Jacket Slam / Pickup Planning	😊😊😊😊😊😊😊😊😊😊
Jacket Purpling ft. ResSoc	😊😊😊😊😊😊😊😊😊😊

Alan



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## **Human Resources – Rachel McConnell**

[hr@engsoc.queensu.ca](mailto:hr@engsoc.queensu.ca)

Hello Council! This is what I've been up to over the past couple weeks:

### **Recent Accomplishments**

- Survey results sent back
- Hiring town hall was on Monday
- Position database in progress
- Updated position manual

### **Current Projects**

- Equity town hall in January
- Skills survey to match you with positions suitable for you
- Lots of planning for next semester

## **Information Technology – Robert Saunders**

[doit@engsoc.queensu.ca](mailto:doit@engsoc.queensu.ca)

Hey Council!

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

- IT Support Ticketing System
  - 8 Tickets Closed
    - Email Inquiries
    - Website Issues
  - 1hr 8m Avg. Handle Time
- EngSoc Dash
- MailChimp Proposal
  - Authorization to Operate
- Workshop Sponsorship Inquiries and Prep
- IT Team Meetings

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

- ISAT-SAC Committee Meeting
- EngSoc Dash
- Implementing Email Rules
- IT Team Meetings
- Improving Monitoring System
- Workshop Prep

-Robert

## **Internal Affairs – Lianne Zelsman**

[iaffairs@engsoc.queensu.ca](mailto:iaffairs@engsoc.queensu.ca)

Hey Humans,

It's the last Council of the semester!

Things I have been working on:

- Elections planning!
  - Exec/Senator Meet and Greet happened
- Continuing to work on Policy/By-Law
  - Hoping to have some exciting improvements coming next semester!

Things that I will be working on in the future:

- Continuing elections planning
- Policy/By-Law, like always
- Beginning to plan for awards
  - Looking into how EngSoc awards are marketed and selected

Cheers,

Lianne Zelsman



This is the guy we trust with all our money.

## **Professional Development – Nathaniel Wong**

pd@engsoc.queensu.ca

Ni Hao kiddies,

Past 2 Weeks:

- Created PD Newsletter, getting ready to send out
- Summer Job Survey: <https://goo.gl/7j9RHk>
- Planning for Alumni Summit
- Fall Open House!

Next 2 Weeks:

- Sending out registration form to all alumni
- First round of student ticket sales starts week 12. 10:30-2:30pm every day
- Advertising about the Summit
- Following up about sponsorship for the Summit

Cheers,

Nathaniel



## **Services – Tyler Snook**

services@engsoc.queensu.ca

Hola Council!

These past two weeks have been mostly reactionary for me. Myself along with Tynado have been working hard to put out fires (#TipCupGate2k16), but other than a couple incidents things are going well!

Transition for the new Science Quest Director is well underway and applications for Assistants are coming up soon. Talk to Tristan or myself if you're interested!

Teas for Trees was a huge success this year as well! Thanks to everyone who came out and bought a coffee or a tea this week, and helped the Tea Room reach their target of 720 Trees! CEO is having a couple of big sales next week from 11-2 on Thursday and Friday and are looking for volunteers. If you're interested in helping out, let me know ☺

Enjoy your holidays/exams/this photo of Ariana Ghandi

**Ariana Ghandi**

