



THE ENGINEERING SOCIETY
OF QUEEN'S UNIVERSITY

Council Meeting Agenda

Engineering Society of Queen's University

Thursday, October 13th, 2016

6:00 pm, Dunning Hall 27

- | | | | |
|-------|-----------------------------------|--------|---------------------------------|
| I. | Attendance | xiii) | Services |
| II. | Adoption of the Agenda: Motion 1 | IX. | Question Period |
| III. | Adoption of the Minutes: Motion 2 | X. | Faculty Board Report |
| IV. | Speaker's Business | XI. | Alma Mater Society Report |
| V. | Break | XII. | Senate Report |
| VI. | New Business: Motions 3 - 4 | XIII. | Engineering Review Board Report |
| VII. | Executive Reports | XIV. | Advisory Board Report |
| | i) President | XV. | Club Reports (Happy Group) |
| | ii) VP (Student Affairs) | | i) Eng Phys |
| | iii) VP (Operations) | | ii) ECE |
| VIII. | Director Reports | | iii) Mechanical |
| | i) Academics | | iv) Mining |
| | ii) Communications | XVI. | Year Reports |
| | iii) Community Outreach | | v) Sci'17 |
| | iv) Conferences | | vi) Sci'18 |
| | v) Design | | vii) Sci'19 |
| | vi) Events | | viii) Sci'20 |
| | vii) Finance | XVII. | Statements and Questions |
| | viii) First Year | | by Members |
| | ix) Human Resources | XVIII. | Discussion Period: Up and Out |
| | x) Information Technology | XIX. | Discussion Period: Committee on |
| | xi) Internal Affairs | | Bursaries |
| | xii) Professional Development | | |

Speaker: Avery Cole

Secretary: Allison Kondal

Motion List

Motion 1

Whereas: This Council might actually finish in a timely manner;
& whereas: that's exciting;

BE IT RESOLVED THAT:

Council approve the agenda of the Council meeting of Thursday, October 13th 2016 as seen on the Engineering Society website.

Moved by: Lianne "What do you call a stuffed animal?" Zelsman

Seconded by: Avery "You after Thanksgiving" Cole

Motion 2

Whereas: We document everything that happens at Council;
& whereas: it's fun to read;

BE IT RESOLVED THAT:

Council approve the minutes of the Council meeting of Thursday, September 29th 2016 as seen on the Engineering Society website.

Moved by: Allison "It's officially autumn now!" Kondal

Seconded by: Lianne "#PumpkinSpiceLattes" Zelsman

Motion 3

Whereas: The concert for Movember has been cancelled;
& whereas: two other events have been added to raise funds;

BE IT RESOLVED THAT:

Council approve the changes to the Operational Budget for the 2016 -2017 year as seen in APPENDIX "MOVEMBER".

Moved by: Elizabeth "I must stash away those funds" McDonald

Seconded by: Francesca "Don't you mean "moustache" away those funds?" Feldman

Motion 4

Whereas: The Committee on Inclusivity is being restructured;
& whereas: By-Law should reflect these changes;

BE IT RESOLVED THAT:

Council approve the changes to By-Law 9: Standing Committees as seen in APPENDIX "EQUITY".

Moved by: Rachel "Why don't seagulls live by the bay" McConnell

Seconded by: Chloë "Because then they'd be called baygulls!" Harkness

Executive Reports

President – Taylor Sawadsky

president@engsoc.queensu.ca

Hello Council, and welcome to midterm season!

I hope you all had a lovely long weekend and had some much deserved rest! Its bring a friend council!! Welcome to all the friends present!

Homecoming!

As I am sure you are aware, this weekend is homecoming! I wanted to take this opportunity to remind you of a few things:

- You represent Queen's Engineering, make good choices and be respectful
- Do not storm the field under any circumstances
- Flip cups not cars

Here at the Engineering society we have been working very hard to plan for the events of homecoming weekend, notably, Ritual, and our EngSoc homecoming reunion! Happy Homecoming everyone, be safe!!

Hiring

Hiring! So much hiring! Congratulations to Matt Clark who was hired as Sci Formal Convener, and to Matt Whittle, who was hired as Orientation Chair!! I will be spending much of my time over the next few weeks hiring their respective committees! I'm getting very excited to meet many new people throughout the application process!

I also had the lovely opportunity of hiring FYPCOs!! Congratulations to everyone who was hired! I've had my first meeting with Sidney and I had our first meeting last week, and I am very excited to see what she will accomplish this year!

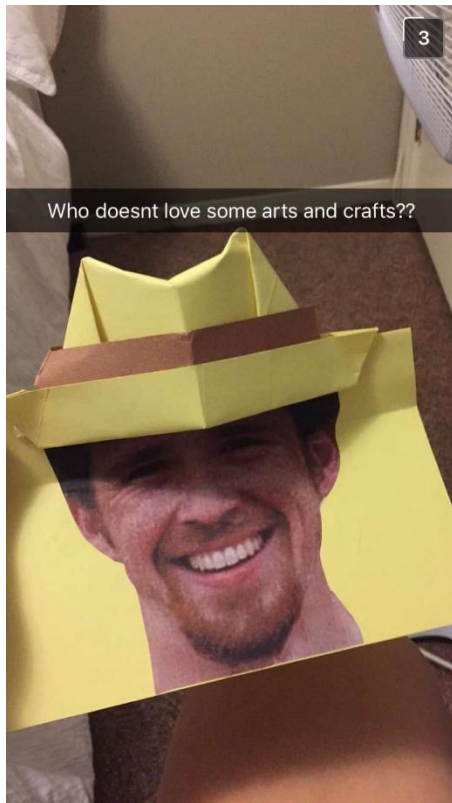
Operational Duties

I've also been spending a lot of my time in meetings with each of my directors, OC, Sci Formal, and the whole ED team. These meetings exist to make sure everyone is on track and give me the opportunity to generally oversee the direction of the society.

I hope you all have a lovely two weeks!

Much Love,
Taylor

P.S. here is a photo of the greatest birthday card ever created, made by the very talented Fran Feldman!



VP (Operations) – Tyler Bennett

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.

Finances

So Connor and I are working hard to both improve and maintain the current financial system. We hired the Engineering Society's first financial officer to provide up-to-date actuals. We are currently in the process of wrapping up the September month end which includes reconciling many reports.

On the improvement side Connor is beginning his work on the financial system with a web development team. I have been working with our bookkeeper to continue to establish operating procedures and protocols.

Services

Advisory Board met on Tuesday (I'll elaborate during my report during council as it is Sunday right now). Tyler Snook and I are evaluating The Capital Fund policy and how it can be

improved and adapted to the overall purpose of the Engineering Society and fit with the long term strategic plan of the services. Beyond this, the services are operating quite well as we are already finishing week 5 in first semester!

Information Technology

Robert is working really well both maintaining and improving his portfolio! We're revitalizing the IT Closet.

Spaces

I am still reviewing our spaces and working on developing a long term strategic plan for our society! Anybody with ideas about on campus spaces please let me know!

Coming up:

- Homecoming tomorrow!
- Payroll protocols
- Transition materials
- Capital fund policy review

Cheers,

Tyler (Tynado) Bennett

Vice President Operations

"Write something worth reading or do something worth writing."

VP (Student Affairs) – Evan Dressel

vpsa@engsoc.queensu.ca

Week 5 Council Report:

Hey Everyone! I am in New York exploring the world of fossils, and geology, so I am pretty occupied at the moment, please refer any questions to my directors or one of the other Exec until I return (Saturday @8pm).

FYPCO!!!!!!

I met with my FYPCO and she is pretty sick! She is super hype and ready to make some changes to the Engenda, I am excited to see what she can do!

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!

ILC TV

I ordered the new TV and the TV should be in this week!!! Sadly, I will not be there to see it, but it will be set up and ready to play with when I am back!

Digital Signage

The Computers for Clark and the Lounge should be in this week, and when I am back the invoice will be signed, and we will be able to have some sick new screens for the services and our clubs to take advantage of, so I will be working on setting this up when I am back!

Probation

I am working with Lianne to put your suggestions to work, and we have had a meeting about how to integrate these suggestions into the policy!

EngWeek

All of the events are sanctioned, so I am super happy about that! We didn't have to have the chats we initially thought we needed.

Training Conference

SLC is unresponsive over Email, so I will be going to talk to the during the operational hours this week! Watch your emails, and Facebooks, because we will be inviting people to attend!!

Compost

I will be contacting Simon Smith when I am back, so we can discuss the compost situation in the ILC!

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!

Discipline Club Round Table

October 29th!!! I will be sending out the invitation once I have the room booked, but I am going to be hosting a Discipline Club Round Table, so if everyone could tell their discipline club execs, that I will be hoping someone from the club, usually presidents to come out and talk about what I can help them with, and what we can collaborate on.

That is all for now,

Evan Dressel (Ben Strickland)

VPSA #3 (4?)



#BenNewVPSA

Director Reports

Academics – Daniel Tamming

academic@engsoc.queensu.ca

Hey Council,
Here are some quick updates from the world of academics,

Representation

- Appointed to the Fall Reading Week Task Force

BED Fund

- Stool purchase is in progress

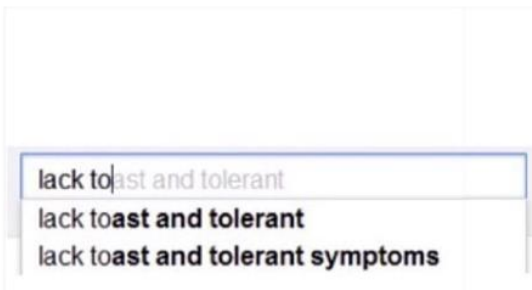
EngLinks

- Our numbers are incredibly high this year
- We will be doing another round of hiring. Applications due Tuesday October 25

Hope everyone had a good thanksgiving!

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

Hello Council!

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

- Having the first Comm Team meeting! I'm so impressed with everyone's excitement, enthusiasm, and ideas for the upcoming year.

- Hosting a LinkedIn Headshot event. Over 80 people came out!
- Day to day Comm requests and social media posts

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

- Meeting with the Comm FYPCO and IRO to get started on projects
- Reorganizing the photo archives and backlogging to the Flickr
- Investigating the feasibility and interest in Council Livestreams

That's all for now!

Heather Simmons, Director of Communications

E/D recreates the Titanic #IllNeverLetGoJack



Community Outreach – Emma Howard

outreach@engsoc.queensu.ca

Happy pumpkin spice season, Council!

It's been pretty smooth sailing in the wide world of community outreach! Since last council, Leila Juariasz and Jordan Pernari have pulled off a splendid fall Fix 'N Clean, volunteer engineering students fixed and cleaning more than 20 homes of those in need in the Kingston community! We helped a lot of people and learned a lot, we've begun the process of learning what we could improve for our winter fix N clean event!

The External Relations Committee (or ERC) was also hired last week, and I'd like to congratulate Blanche Lu-Sullivan, Everett Code, Mitchell Broeders, and Thomas Downs on being the new ERC! I'm sure they're going to do great things, and they've already gotten started on planning the Santa Claus Parade float.

We also had a small food drive at Clark for Thanksgiving ritual.

Coming up in the next few weeks, I'm looking forward to introducing the Outreach FYPCO to their job, which will be to compile an outreach guide, and also getting the ERC Santa Claus parade float planned and ready in time for the parade, which is coming up in November!

That's all for now,
Emma Howard
Director of Community Outreach
outreach@engsoc.queensu.ca



Conferences – Taylor Sweet
conferences@engsoc.queensu.ca

Hey Everyone,

Welcome to week 5! I hope that you all had a lovely Thanksgiving. Not too much is new in the conferences portfolio but here are a few updates:

- Scheduled speakers and sponsorship coordinators training session for Wednesday, October 12th
- Met with individual interested in starting a new conference at Queen's related to mining, geo, and civil
- Posted Conference on Diversity in Engineering delegate application
- Continued to support conference chairs as they work towards planning their events
- Posted external conference bursary posters around the ILC and on social media

Until next time,

This is captain conference signing off.

Design – Max Lindley-Peart
design@engsoc.queensu.ca

Gooooood eveningggggggg,

In the past two weeks, the stuff accomplished includes;

- ❖ Met with QBIT to welcome them into the Society and inform them on all the cool resources we have

- ❖ Organized design bay clean and captain round table meeting. This may occur at a square table.
- ❖ Initiated a partnership with the Faculty, who are interested in creating more content about the teams
- ❖ CLEANED THE DESIGN BAY

In the next two weeks, I'll be;

- Holding an open house for alumni on Saturday
- First round table with all of the captains
- Initiating a redesign of how the design bay is used, to facilitate cleanliness and effective use

Cheers,

Max Lindley-Peart

Events – Francesca Feldman

events@engsoc.queensu.ca

Hello Council!

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

- Hired Movember Committee, EngVents Committee and EngWeek Committee
- Currently hiring the Engineering Wellness Centre Events Coordinator
- Helping plan the EngSoc Reunion Lunch
- Planning the Dean's Wine and Cheese

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

- Meeting with Movember, EngWeek and EngVents
- Transitioning the Engineering Wellness Centre Events Coordinator
- Organize Dean's Wine and Cheese
- Help with Events Committee events

Have a great week everyone!

Francesca Feldman

Finance – Connor McMillan

finance@engsoc.queensu.ca

Hey everyone,

Hope you had a great Thanksgiving! I took the opportunity to get ahead on some sleep before I dive into my long-term plans for the Finance portfolio in the coming weeks.

The great Nick “Rick Nupar” Ruper famously said “Next week will be better”, and indeed, the next few weeks look like they’ll be a lot less stressful than the last few. Thanks for the life advice, Nick!

Best wishes!
Alan

Also, here’s the Sci’20
Year Crest!



Human Resources – Rachel McConnell **hr@engsoc.queensu.ca**

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

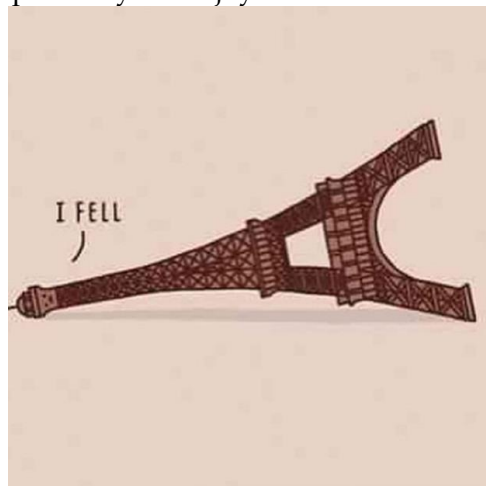
Recent Accomplishments

- Creating a training manual and slideshow modules for the upcoming training conference
- Surviving hiring season (almost)
- Sending out surveys to service managers and ED for proofreading
- Hiring of recruitment and feedback officers

Current Projects

- Sending out personal feedback surveys for the services
- Transitioning my FYPCO and my two new officers into their roles

Lastly, here is a monumental pun for your enjoyment:



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
 - 9 Tickets Closed
 - Email Inquiries
 - Website Issues
 - Website Migrations
 - 8hr 5m Avg. Handle Time
- EngSoc Apply
 - Requirements Document
 - Development
- IT Team Hiring
 - Thanks Emma
 - Team Discussions
 - Great Interest
- Removing Clarkhall Server Progress
- ISAT-SAC Committee Meeting

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

- Removing Clarkhall Server
- Finalizing EngSoc Apply Requirements
- Connecting w/ Webmasters
- Implementing Email Guidelines
- IT Team Meetings
- IT Support Tickets
 - Completing Requests
 - Training IT Team

-Robert

Internal Affairs – Lianne Zelsman

iaffairs@engsoc.queensu.ca

Hey humans,

Here are some things I have done recently:

- Officially booked the Banquet venue
- I got a FYPCO!
 - We had our first meeting to discuss plans for the year
- Implemented Council's suggestions on Society probation into Policy
- Deputy Returning Officer hiring
- Working on general Policy/By-Law changes

Here are things I will do in the near future:

- Iron out changes to Probationary Policy
- Meet with the full Elections Team to discuss plans for the year
 - Prepare changes to Elections By-Law and the campaign rules to bring to Council

Next Council is HALLOWEEN themed. Remember to come in a costume!

Cheers,

Lianne Zelsman

PS – Here's another photo of Tyler



"That feeling when you realize it's Week 5 and you don't know anything in any of your classes".

Professional Development – Nathaniel Wong

pd@engsoc.queensu.ca

Greetings Children,

Past 2 Weeks:

- Meeting with QYEA about the Alumni Networking Summit
- Hired new sub committee
- Met FYPCOs!
- PD training for ED team
- PD training for Conference Chairs

Next 2 Weeks:

- Homecoming Alumni Panel October 14th 6:30-8pm in the ILC atrium
- Attending Alumni Reception in Ottawa on Oct. 19th
- Eng & Tech Fair Oct 18-19th

Company	Date	Time	Venue	Target Audience(s)
Isaac Operations (formerly Newton)	5-Oct	5:30 pm	Dupuis Auditorium, social to follow at the QP	All Engineering
WSP	12-Oct	5:30pm	Ellis 327	Engineering: Civil Electrical Mechanical
Goldcorp	17-Oct	6:30pm	Goodwin 254	Environmental Science Engineering: - Geological - Mining - Mechanical
Ontario Power Generation	18-Oct	5:30pm - 7:00pm	CSVC 302	Engineering: Chemical Civil Computer Electrncl Eng Chem Eng Phys Mechanical
Grantek Systems Integration	18-Oct	5:30pm	WLH 210	All Engineering

The Mitchell Partnership	18-Oct	6:30pm - 8:00 pm	University Club	All Engineering, specifically Mechanical
Kinaxis	18-Oct	6:30pm	WLH 212	Computer Engineering
Peter Kiewit	18-Oct	7:00pm	Dunning 14	Engineering: -Civil -Electrical -Mechanical -Mining Computing: -Software Design
Trane Canada	19-Oct	5:30pm	CSVC 302	Engineering - electrical and mechanical
Investors Group	19-Oct	5:30pm	CSVC 324	ENGINEERING, MATHEMATICS, STATISTICS, ECONOMICS, COMMERCE
Capital One	19-Oct	6:30pm	Beamish-Munro 313 A & B	Engineering Computing
Klenzoid	26-Oct	5:30pm	McLaughlin 306	Chemical and mechanical engineering
Twitter	26-Oct	6:30	Biosciences 1102	Electrical and computer engineering Computer Science
Ceridian	27-Oct	5:30 - 7:30 pm	Clark Hall Pub	Engineering (all but especially industrial, mechanical, electrical) Computer Science All students with an interest in programming, especially SQL and HTML abilities, and other technical disciplines.

Cheers,
Nathaniel

Services – Tyler Snook

services@engsoc.queensu.ca

Shalom Council!

This week in the services world has been pretty chill. Golden Word's News Stands should be arriving any day now, Clark's tables should also be here shortly after homecoming, and Tea Room got a fancy new grinder that dispenses the right amount of coffee beans!

Patio Ritual tomorrow will 100% be the place to be, so if you like beer and good times I would 10/10 recommend checking it out. Tynado and I are going to be Manager's for the day as well, so come say hi!

Happy HOCO,

Tyler