



THE PARANORMAL SOCIETY

**THE ENGINEERING SOCIETY
OF QUEEN'S UNIVERSITY**

GHOSTLY MEETING AGENDA

Engineering Society of Queen's University

Thursday, October 27th, 2016

6:00 pm, Dunning Hall 27

- | | | | |
|-------|---------------------------------------|--------|--|
| I. | Attendance | x) | GhosTech/Information Technology |
| II. | Adoption of the Agenda: Motion 1 | xi) | Paranormal Affairs/Internal Affairs |
| III. | Adoption of the Minutes: Motion 2 | xii) | Ghostly Development/Professional Development |
| IV. | Speaker's Business | xiii) | Haunting Services/Services |
| V. | Soul Eating Break | X. | Haunting Period/Questions |
| VI. | Presentations | XI. | Wizard Board Report/Faculty Board |
| i) | Undergraduate Student Trustee | XII. | Apparition Materialisation Spirit/AMS |
| VII. | New Business: Motions 3 - 4 | XIII. | Witches Senate Report |
| VIII. | Executive Ghouls Reports | XIV. | Spirit Review Board/ERB |
| i) | Head Ghost/President | XV. | Board of Werewolves/Advisory Board Report |
| ii) | VP Spiritual Experience/VP SA | XVI. | Club Reports (Cloudy (Sunny) Group) |
| iii) | VP Exorcisms/VPOPS | i) | Geological |
| IX. | Poltergeist Reports | ii) | ChemEngChem |
| i) | Hauntings/Academics | iii) | Applied Mathematics |
| ii) | Ouija Master/Communications | iv) | Civil |
| iii) | Graveyard Outreach/Community Outreach | XVII. | Year Reports |
| iv) | Ghoul Gatherings/Conferences | v) | Sci'17 |
| v) | Haunted Houses/Design | vi) | Sci'18 |
| vi) | Phenomena/Events | vii) | Sci'19 |
| vii) | Bank of Paranormal Activity/Finance | viii) | Sci'20 |
| viii) | Newly Dead/First Year | XVIII. | Statements and Questions by Spirits |
| ix) | Goblin Complaints/ Human Resources | | |

Host: Avery Cole

Poltergeist: Jon Wiseman

MOTION LIST

Motion 1

Whereas: Some spooky things might be happening today;
& whereas: we should get started with our hauntings;

BE IT RESOLVED THAT:

Council approve the agenda of the Council meeting of Thursday, October 27th 2016 as seen on the Engineering Society website.

Moved by: Lianne "You know what's scarier than Halloween?" Zelsman

Seconded by: Avery "Midterms" Cole

Motion 2

Whereas: Things happened last Council;
& whereas: Allison wrote them down;

BE IT RESOLVED THAT:

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

Moved by: Lianne "Dr. Jekyll" Zelsman

Seconded by: Allison "Mr. Hyde" Kondal

Motion 3

Whereas: EngVents is changing some of their events;
& whereas: we forgot to include Fix N' Clean last time we approved the budget;

BE IT RESOLVED THAT:

Council approve the changes to the Operating Budget for the 2016-2017 year as seen in APPENDICES "MONEY-CHANGES" and "FORGOTTEN MONEY".

Moved by: Connor "Why did the ghost go into the bar?" McMillan

Seconded by: Francesca "For the Boos" Feldman

Motion 4

Whereas: The Advisory Board meets several times a year to discuss and evaluate the Services and Corporate Initiatives' performance, challenges and success;
& whereas: it is important that such meetings are documented effectively for long-term records and memory;

BE IT RESOLVED THAT:

Council approve the changes to Policy sections β: Society Leadership, γ: Hiring and Transition and ζ: Corporate Guidance as seen in APPENDIX "NOTES-N-STUFF".

Moved by: Tyler "Snook" Bennett

Seconded by: Tyler "Bennett" Snook

EXECUTIVE GHOUL REPORTS

Head Ghost (President) – Taylor Sawadsky

president@engsoc.queensu.ca

Hello Council!

I hope you all are surviving midterm season, and that you're wearing a rockin' Halloween costume right now!

Sci Formal!

Sci Formal is just around the corner! Final week will be starting on Saturday morning! Next week will be a busy week for all the Sci 17's and Sci Formal guests. Make sure you check out the Sci Formal open house on Saturday morning. The theme is the Golden Age of Film, and all entry donations to the open house will go towards the united way.

Hiring

Hiring! So much hiring! Congratulations to our new our new Whittle Baby Chief FREC who Matt Whittle will be announcing in our statements and questions by members! I am very excited for the year they have ahead.

External Communications

We had our first ExComCom meeting last weekend, congratulations to Loralyn, our new chair! I'm excited to see what the committee will accomplish this year. We're currently communicating with ESSCO regarding OEC and have just selected delegates to attend CDE

Alumni Networking

Nat, our Director of Professional Development and I have done lots of Alumni Networking in the past few weeks; we had many fantastic opportunities to connect with them over homecoming weekend, specifically during Ritual on Friday and in the evening on Saturday at Clark. We're really excited about all the connections we made! Some highlights include:

- Many contacts for the Alumni Networking Summit
- A large document on the History of EngSoc
- Some cool new Facebook friends

Faculty

Nat and I also attended an alumni networking event in Ottawa last Wednesday and met some pretty neat alum. I also want to remind everyone that the first Fall Preview day is November 5th, and if you're not going to formal, the faculty would love your help!!

I hope you all have a lovely two weeks!

Much Love,
Taylor

P.S. Here is a photo of 6 of the total 8 female Engineering Society Presidents, in order, right to left, they are; Dianne Neil Mius, Sci 81, Sandra Todd Sci 86, Victoria Creighton Sci 01, Carolyn Fisher Sci 15, Julie Tseng Sci 16, and me!



VP Exorcisms (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.

General

Usual administrative stuff is going well, especially with the bookkeeper. Payroll and cheques are flowing quite easily which is a big stress-relief for my position. My First Year Project Coordinator Seth Davis has been doing an incredible job already working on the structure of our Annual Corporate Report.

Finances

September is all wrapped up from the Society side of things. Connor and I hammered out the online payment system on the backend and it is quite exciting. Additionally, the hiring of a financial officer is ensuring weekly updates of the pre-actuals. A very exciting step-forward for

our Society. Also on the finances end I have been helping Sci-Formal run the back end of their online payment platform.

Services

Everything is running smoothly with the services! Golden Words newsstands were distributed this week thanks to the Capital Fund and the hard work of Mr. Snook and the GW managers. Additionally, Science Quest Head Director hiring is happening this weekend! Homecoming went incredibly well and all the services worked spectacularly!

Information Technology

Just this week Robert and I took a big step in clearing out the IT closet, now CEO's new storage space. Additionally, Robert has been doing some great work with our IT services, but that's all him and he can speak more to that!

Coming up:

- Investment Committee Work
- Continuing Transition Material creation
- Sci Formal Final Week!
- Advisory Board Meeting

Cheers,

Tyler (Tynado) Bennett

Vice President Operations

"Life isn't about finding yourself, it's about creating yourself"

VP Spiritual Experience (Student Affairs) – Evan Dressel

vpsa@engsoc.queensu.ca

Hey Everyone! I am back!!! Wooo! So now I can start working on my projects again!

FYPCO!!!!!!

I am working to get her training on the new Engenda software, so we can fix it and make it much better!

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

NewEgg has messed up the shipping, so I have been in contact with them, so it has not yet arrived.

Digital Signage

The Clark Signage is ready once we have the templates ready, then we can start setting it up!

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!

Training Conference

Thank you to all those that attended, we will be continuing to review the conference and improve it for next round of hiring! Special thanks to Rachel and Chloe who killed it!

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!!! Invitations are out! Talk to your presidents and get items on the agenda, also make sure that your discipline has someone going!

That is all for now,

Evan Dressel

Thank you Ben for taking my place last week <3

VPSA #3 (4?)

POLTERGEIST REPORTS

Hauntings (Academics) – Daniel Tamming

academic@engsoc.queensu.ca

Hey Council,

Here are some quick updates from the world of academics,

BED Fund

- Academics reps have been contacted. Discipline reps: please email bed@engsoc.queensu.ca if no one in your discipline club has been contacted.

EngLinks

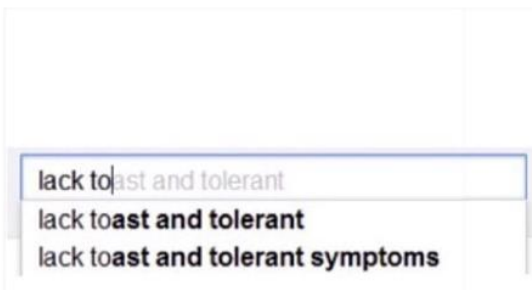
- Average tutor feedback is above 9/10!
- Another round of hiring will be conducted this weekend.

Hope everyone's midterms are going well!

Dan Tamming

Director of ~~Dabs~~ Academics

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



Ouija Master (Communications) – Heather Simmons

comm@engsoc.queensu.ca

Hello Council!

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

- Met with Bella, the Comm FYPCO. She's fantastic!
- Went to the archives with Abby, our IRO to start gathering content for #tbt.

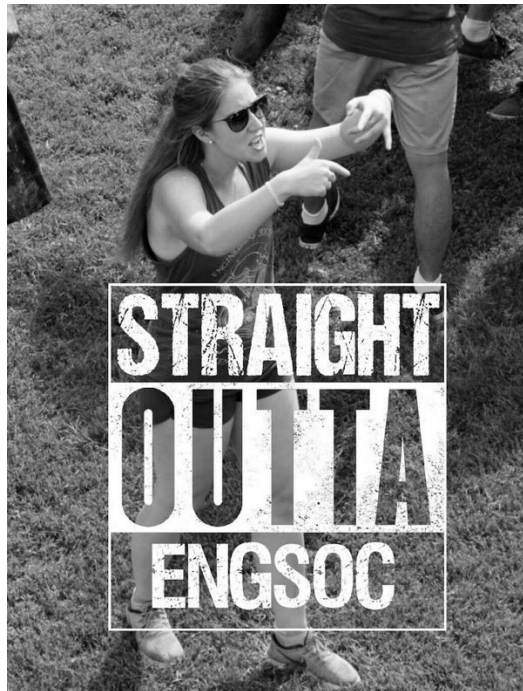
- Uploaded several thousand frosh week photos to EngSoc's Flickr
- Helping create hiring graphics for some recent opportunities
- Day to day Comm requests and social media posts

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

- Backlogging old photos to the Flickr
- Continuing sorting through old Comm materials and organizing our external drive
- Livestreaming council! Smile, you're on candid camera ☺
- Working with our new digital signage software for the TVs

That's all for now!

Heather Simmons, Director of Communications



Please enjoy this photo of Taylor getting hyped at Frosh Week.

Graveyard Outreach (Community Outreach) – Emma Howard
outreach@engsoc.queensu.ca

Salutations squad,

This week has been relatively quiet on the Community Outreach front, mostly because Eng Phys is really really hard sometimes. I met with my FYPCO, and we discussed getting started on the Outreach Guide. I have made progress gathering information about outreach clubs for the web site, so that'll be coming down the pipes before second semester! I hear that the Year Execs are planning a can drive, so if all Year Exec Presidents who are involved in that could come holla at me right after council just so that I can arrange a meeting with you all, and provide you with any support you want or need, that would be great!

I have also met with ERC (The External Relations Committee) to begin planning the Santa Claus Parade Float. Another project from ERC this year is to improve the brand image of ERC within the student body, so starting right here at council, I want to formally invite all of you out to the Santa Claus Parade, to see the Engineering Society float made by ERC and interact with the community. It's on November the 19th, a Saturday evening, starting at 5, and goes right down Princess street!

Hope your Halloween is spookier than your midterms!

Emma Howard

Director of Community Outreach

Ghoul Gatherings (Conferences) – Taylor Sweet
conferences@engsoc.queensu.ca

Hey Council!

Can you believe that we're more than halfway through the semester already?? Me either!
Not much to report on this week so here goes:

- Hired QCBT Frosh Reps
- Selected Conference on Diversity in Engineering (CDE) Delegates
- Met with FYPCO
- Set up online payments for Queen's Engineering Competition (QEC)

I think that's it for now...

Until next time,

This is Captain Conference signing off.



Haunted Houses (Design) – Max Lindley-Peart

design@engsoc.queensu.ca

Gooooooooo eveningggggggg,

In the past two weeks, the stuff accomplished includes;

- ❖ Had a design team round table where we began to consider the design team space application process, and whether we could find alternatives to that system
- ❖ Toured alumni around the bay at homecoming to show off how clean it is (guys I'm really excited)
- ❖ Met with the Network Security team, possibly for the first time since the Director of Design position was created
- ❖ Began work with my wonderful FYPCO to plan a standard first aid training session for the teams

In the next two weeks, I'll be;

- Working with Simon Smith, the ILC building manager, to hire a contractor to clean the bits of the bay we couldn't get to
- Organizing first aid training as well as exploring other training opportunities, especially use of the newly installed composites bays
- Cleaning up the Design part of the EngSoc website
- Meeting with SparQ Studios to discuss future partnership

Cheers,

Max Lindley-Peart

Paranormal Phenomena (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

Bank of Paranormal Activity (Finance) – Connor McMillan
finance@engsoc.queensu.ca

Hey everyone,

Hope you had an excellent homecoming to sustain you through midterm season. I've been busy working with Sarah, the Society's Financial Officer, entering cheque requisition and deposit information into the Society's budget actuals. The budget will be going onto the EngSoc site over the weekend, and I plan to update it weekly with new actuals data.

As you've seen over the past few councils, the budget has changed slightly with the reallocation of funds originally meant for events which have since been cancelled. Thank you for your understanding in that these changes are necessary for us to put on great events for the student body.

Thanks to Rachel for putting on a great Training Conference where I was able to educate many of the people who interact with the Society's financial system on a regular basis.

I hope everyone has a great couple weeks, and happy Halloweeeeeen!!

Sincerely,
Connor McMillan
DOF

PS. I wish I had a dog so that I could do this



firstyear@engsoc.queensu.ca

Things I've done since last council:

[illegible]

Things I'll be doing before next council:

Thing That I'll Be Doing:	Level of Hype:
FYC things	😊😊😊😊😊😊😊😊
FYPCO things	😊😊😊😊😊😊😊😊😊😊😊😊😊😊
First Year Exec things	😊😊😊😊😊😊😊😊😊😊😊😊😊😊😊😊😊😊😊😊

Alan

P.S. I submitted this to Lianne pretty late, so here are some bad pictures of me as penance.



Engineering Society of Queen's University | Council Meeting Agenda

Goblin Complaints (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

- Surviving hiring season (almost)
- Sending out surveys to service managers and ED
- Transitioning recruitment and feedback officers and FYPCO
- Running the first ever EngSoc training conference

Current Projects

- Sending out personal feedback surveys for the services
- Continuing to support officers – they are currently brainstorming and making timelines

That's all from me! Hope you all have a gourd day ☺



GhosTech (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
 - 7 Tickets Closed
 - Email Inquiries
 - Website Issues
 - Website Migrations
 - 3hr 54m Avg. Handle Time

- EngSoc Dash
 - Requirements Document
 - Development
 - Survey
- Clarkhall Server Removed
- Increased Email Admin Privileges
 - Meeting w/ Michael Judd
- EngLinks SSL Certificate
- MailChimp Proposal
 - Operation Authorization
- HelpScout Online Ticketing and Knowledge Base Transition
- Monitoring System Setup
- Status Page Created (status.engsoc.queensu.ca)
 - StatusPage.io
 - Pingdom
- IT Team Meetings
- Rackspace Support – Backup Issues

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

- EngSoc Dash
 - Requirements
 - Development
- Implementing Email Rules
- IT Team Meetings
- IT Support Tickets
 - Completing Requests
 - Training IT Team
- Improving Status Page
- Improving EngSoc Ticketing System
- MailChimp Proposal

-Robert

Paranormal Affairs (Internal Affairs) – Lianne Zelsman
iaffairs@engsoc.queensu.ca

Hey Humans!

Things I've been working on:

- Policy/By-Law (probation, joint hiring, elections, general editing)
- Planning with my FYPCO
- Preliminary elections planning

Things I will be doing in the future:

- Elections planning with the full Elections Team!
- Rolling out Policy/By-Law changes at upcoming Councils

Cheers,

Lianne Zelsman

Ghostly Development (Professional Development) – Nathaniel Wong
pd@engsoc.queensu.ca

Hey Kids,

Past 2 Weeks:

- Homecoming Alumni Panel October 14th
 - o Went well, significant improvement over previous year
- Networked over Homecoming and at Career Fair
 - o Invited over 40 alumni to Alumni Networking Summit
- Attending Alumni Reception in Ottawa on Oct. 19th
- Met FYPCOs!

Next 2 Weeks:

- Vancouver Alumni Reception Oct. 27th
- Assigning FYPCO projects
- Open House on November 5th

Cheers,

Nathaniel

Haunting Services (Services) – Tyler Snook
services@engsoc.queensu.ca

Greetings friends,

Things have been relatively calm in the services these last two weeks. Golden Words news stands are now OFFICIALLY ALL OVER CAMPUS which is pretty hype. Everyone else has been steadily killing it and all the teams are pretty well in the groove at this point. Except that is, for Science Quest...

Science Quest Director applications are due tomorrow! Looking forward to hiring them and seeing what the future of Science Quest has in store for us.

Stay Spooky,

Tyler