



THE ENGINEERING SOCIETY
OF QUEEN'S UNIVERSITY

Council Meeting Agenda

Engineering Society of Queen's University
Thursday, September 15th, 2016
6:00 pm, Dunning Hall 27

- | | | | |
|-------|-----------------------------------|--------|---------------------------------|
| I. | Attendance | vii) | Finance |
| II. | Adoption of the Agenda: Motion 1 | viii) | First Year |
| III. | Adoption of the Minutes: Motion 2 | ix) | Human Resources |
| IV. | New Business: Motions 3 – 4 | x) | Information Technology |
| V. | Break | xi) | Internal Affairs |
| VI. | Summer Accountability Reports | xii) | Professional Development |
| | i) President | xiii) | Services |
| | ii) VP (Student Affairs) | XII. | Question Period |
| | iii) VP (Operations) | XIII. | Faculty Board Report |
| VII. | Presentations | XIV. | Alma Mater Society Report |
| | i) Summer Actuals | XV. | Senate Report |
| | ii) 2016 – 2017 Budget | XVI. | Engineering Review Board Report |
| VIII. | Discussion Period: PD Budget | XVII. | Advisory Board Report |
| IX. | New Business: Motions 5 - 10 | XVIII. | Club Reports (Happy Group) |
| X. | Executive Reports | | i) Eng Phys |
| | i) President | | ii) ECE |
| | ii) VP (Student Affairs) | | iii) Mechanical |
| | iii) VP (Operations) | | iv) Mining |
| XI. | Director Reports | XIX. | Year Reports |
| | i) Academics | | v) Sci'17 |
| | ii) Communications | | vi) Sci'18 |
| | iii) Community Outreach | | vii) Sci'19 |
| | iv) Conferences | XX. | Statements and Questions |
| | v) Design | | by Members |
| | vi) Events | | |

Speaker: Avery Cole
Secretary: Allison Kondal

Motion List

Motion 1

Whereas: It's the first meeting of the year!
& whereas: there are many things we need to discuss;

BE IT RESOLVED THAT:

Council approve the agenda of the Council meeting of Thursday, September 15th 2016 as seen on the Engineering Society website.

Moved by: Lianne "I can't think of middle names" Zelsman

Seconded by: Avery "Yeah these ones suck" Cole

Motion 2

Whereas: Many important things were discussed a long time ago;
& whereas: we still need to approve them;

BE IT RESOLVED THAT:

Council approve the minutes of the Council meeting of Thursday, March 24th 2016 as seen on the Engineering Society website.

Moved by: Lianne "No longer secretary" Zelsman

Seconded by: Allison "Better than Lianne" Kondal

Motion 3

Whereas: QBiT would like to further establish their team within the engineering community at Queen's;
& whereas: they would also like to legitimize their presence in international competition;

BE IT RESOLVED THAT:

Council approve the ratification of the Queen's Biomedical Innovation Team (QBiT) as an Engineering Society Design Team, pending approval of the Dean of Engineering and Applied Science.

Moved by: Kristyn "How do you turn 2 into 8" Zoschke

Seconded by: Bradley "You cube it" Zakaib

Motion 4

Whereas: Students at Queen's do not currently have a place to go to discover new technologies in a business setting;
& whereas: a "biztech" community at Queen's is vital in fostering a hub for innovation;

BE IT RESOLVED THAT:

Council approve the ratification of Queen's Conference on Business and Technology (QCBT) as an Engineering Society Conference.

Moved by: Nichola "Business in the front..." Trinh
Seconded by: Taylor "...Technology in the back" Sweet

Motion 5

Whereas: It is important that our team has the proper attire for their jobs;
& whereas: the Engineering Society rugby shirts help to make us identifiable;

BE IT RESOLVED THAT:

Council approve the spending of \$1627.20 on Engineering Society rugby shirts.

Moved by: Taylor "Ruggers are love" Sawadsky
Seconded by: Tyler "Ruggers are life" Bennett

Motion 6

Whereas: Clark Hall is a space operated by the Engineering Society;
& whereas: it should be kept in good repair and be a welcoming environment for student use;

BE IT RESOLVED THAT:

Council approve the spending of \$8937.91 for the painting expenses associated with the Clark Hall revitalization.

Moved by: Tyler "We painted things white" Bennett
Seconded by: Taylor "Actually it's Modern Grey" Sawadsky

Motion 7

Whereas: The Engineering Society should have a robust information technology system;
& whereas: the system required much more work than anticipated to fully upgrade it;

BE IT RESOLVED THAT:

Council approve the spending of an additional \$3253.37 for the services of Web Server Migration of the Engineering Society Servers.

Moved by: Tyler "POPS" Bennett
Seconded by: Robert "Terbs" Saunders

Motion 8

Whereas: Even Avery has midterms sometimes;
& whereas: we need to be prepared in case he can't bless us with his presence;

BE IT RESOLVED THAT:

Council elect _____ as the Deputy Speaker for this session of the Engineering Society Council.

Moved by: Avery "I am irreplaceable" Cole
Seconded by: Lianne "LOL bye" Zelsman

Motion 9

Whereas: Our current Hiring Policy is incredibly outdated;
& whereas: we should change it so that it more accurately reflects our practices as a society;

BE IT RESOLVED THAT:

Council approve the changes to policy section γ: Hiring and Transition as seen in APPENDIX "MORE-PEOPLE".

Moved by: Evan "Can't we just elect everyone instead" Dressel
Seconded by: Lianne "No" Zelsman

Motion 10

Whereas: HR is very lonely;
& whereas: it could really use some help developing recruitment;

BE IT RESOLVED THAT:

Council approve the changes to policy section β.C: Society Leadership as seen in APPENDIX "MORE-HELP" to introduce a Recruitment Officer position under the Director of Human Resources.

Moved by: Rachel "My ears have too much wax" McConnell
Seconded by: Taylor "I really didn't need to know that" Sawadsky

Motion 11

Whereas: Feedback is a fun and useful thing;

& whereas: no one is currently developing feedback systems for the Engineering Society;

BE IT RESOLVED THAT:

Council approve the changes to policy section β.C: Society Leadership as seen in APPENDIX "MORE-HELP" to introduce a Feedback Officer position under the Director of Human Resources.

Moved by: Rachel "Sometimes I clean scales out of my belly button for hours" McConnell

Seconded by: Evan "I REALLY didn't need to know that... wait I do that too" Dressel

Executive Reports

President – Taylor Sawadsky

president@engsoc.queensu.ca

Hello Council, and welcome back to reality!

I am very happy to have you all back on campus... Not that I didn't enjoy the company of Tyler and Evan all summer, you guys just make it more fun ☺

Generally, these reports serve as an update on what I have been up to, and my plans for the future, however, a document already exists that contains all of this information from the summer. I would highly encourage you to read my August Accountability report, which is posted on the EngSoc website, and contains all of the things I did this summer. I note projects I completed, projects I didn't complete, the progress on those projects, and unforeseen projects I spent time on. It's a great read.

This council report is an update on what I did in my role from August 31st onwards.

Frosh Week

I had the pleasure of helping FC run frosh week, which took up the majority of my time for the past 2 weeks. Some of the highlights of this include going shopping with the LC's, speaking with the FRECs, participating in Grant Hall welcome, helping prepare for events, helping take down events, and just generally being around. I had an amazing time helping them, and I want to give a shout out to all of them for running such a fantastic week.

Executive Director "Pre-Week"

This year, we tried to run a pre-week of sorts for our ED team to make sure everyone is on the same page for the year. As an ED team we participated in several of the FREC pre-week training sessions including Mental Health Training, Positive Space Training, and International Awareness Training. In addition to these training sessions, we also met extensively as a team to discuss topics like inclusivity in the lounge, our involvement in frosh week, how to use the website, new hiring policy, and expectations throughout the year.

In addition to these training sessions, we also extensively cleaned the Clark and ILC lounges and painted the year crests outside Clark.

Hiring

I am about to be very busy with hiring for Sci Formal Convener and Orientation Chair, if you're interested in these positions let me know, I'd love to chat about them! FYPCOs are also being hired now, tell your frosh friends!!

Peace out council! I hope you all have a lovely two weeks

Much Love,

Taylor

P.S. Here is a funny photo of Tyler Bennett for your enjoyment (credits to the Comm Team):



VP (Operations) – Tyler Bennett

vpops@engsoc.queensu.ca

Good Morning Council!

Although it may not be morning when you are reading this, the sun is rising upon a new year here at the Engineering Society of Queen's University. This is just a brief

report outlining what I have been doing and what I will be up to. You'll hear lots more about my summer in that report! The past two weeks have been quite busy with frosh week help! I have a great appreciation for the huge number of volunteers and leaders that run the event and was happy to take part in welcoming the incoming class to Queen's Engineering. In addition to helping out, attending the events and introducing first years to the Engineering Society, I have been assisting service managers.

Many of our services kick into high gear this week and have spent the last couple of weeks marketing to first years and preparing their services for operations. I was always on call and ready to help managers with problems/troubleshooting or extra hands when needed. I am very excited to say that all of the services are well poised for the upcoming year and I am pumped to see what they do.

Finally, something I have been working on and will occupy my next two weeks is the bookkeeper transition. I am now training the business managers to work with the bookkeeper and develop a comprehensive relationship.

As always, let me know if you have any questions!

Cheers,
Tyler Bennett (Tynado)
Vice-President Operations

"Birds gotta swim, fish gotta eat"

VP (Student Affairs) – Evan Dressel

vpas@engsoc.queensu.ca

Week 1 Council Report:

Hey Everyone! Welcome back to Kingston, it just hasn't been the same without you! I hope everyone had wonderful summers and are excited for the start of the new school year. Having been here all summer, I have a lot of things to update you on, but I am just going to focus on the main things that have happened as well as things that are happening right now. With that, I've got a few things I would love to touch on!

Summer Office

I hope that everyone likes my summer office report and felt that I had accomplished what I set out to accomplish during the summer months. If anyone has any more questions about something that was in my report or more information about what went on during the summer office. Send me an email at vpas@engsoc.queensu.ca or come talk to me!

Communications

I am super happy to see comm team out in full force during the summer and Orientation week, taking stellar pictures (Some of me.. not biased or anything) Heather is really getting them excited and ready for the year! First two allEngs are out nice and smooth!

Conferences

Taylor has been great with the conferences, and working with them to plan dates and get me to put down deposits on their events for the following year! Also the round table happened.

Design

Max has been super busy this summer, and we are getting ready to roll out the design team space application for teams to have a more equal share of the space available, hopefully this helps a lot of teams get what they need to be successful!

Events

We are all super excited for the Terry Fox Run Happening on Sunday, so please come out and run!!! Also BBQ after, which will be super tasty! Francesca has been working hard with the Events to get them hyped and ready for the year, and I believe this will be an amazing year for events!

Internal Affairs

Lianne and I have been working hard on policy over the summer, and figuring out how to roll out some things throughout the year! She has been awesome in organizing council so far, and let's hope this one goes smoothly!

Engenda

The response to the Engenda this year from those who have seen it has been very good so far. I have even had a few people asking for some of the extra Engendas, of which there are none so far. There was a brief period of stress with the lack of advertising, but we were able to make the Engenda work with extra note pages!

Personal Projects

I am going to start up some of the smaller personal projects for the year like talking with Simon Smith about the compost in the ILC, and getting further approval for Digital Signage in the ILC!

That is all for now,

Evan Dressel

VP SA #3



#creditstoCOMMTEAM

Director Reports

Academics – Daniel Tamming

academic@engsoc.queensu.ca

Hey Council,

It's been a great summer but it's great to be back. Here are some updates about the summer and frosh week:

Representation

- Updated the engineering portion of the AMS Student Guide to Academic Appeals
- Edited and added to the Engsoc Guide to the Classroom
- Discipline Clubs: Please email me your academic reps' names and email addresses for next year ASAP

BED Fund

- Explained how the BED Fund operates to McGill's VP Operations, who is interested in starting a similar fund
- Met with the BED Fund team to get a head start on the year

EngLinks

- Several first year, mechanical, and electrical course resources can be found at EngLinks.ca. More resources to come
- We are beginning to advertise group tutoring, which costs \$20/hour and can have a maximum of 3 pupils
- We are adding a student sign-on to the website to ensure only Queen's students can access EngLinks resources. We are also adding online payment for workshops

Hope everyone had a great summer!

Dan Tamming

Director of ~~Dabs~~ Academics

Communications – Heather Simmons

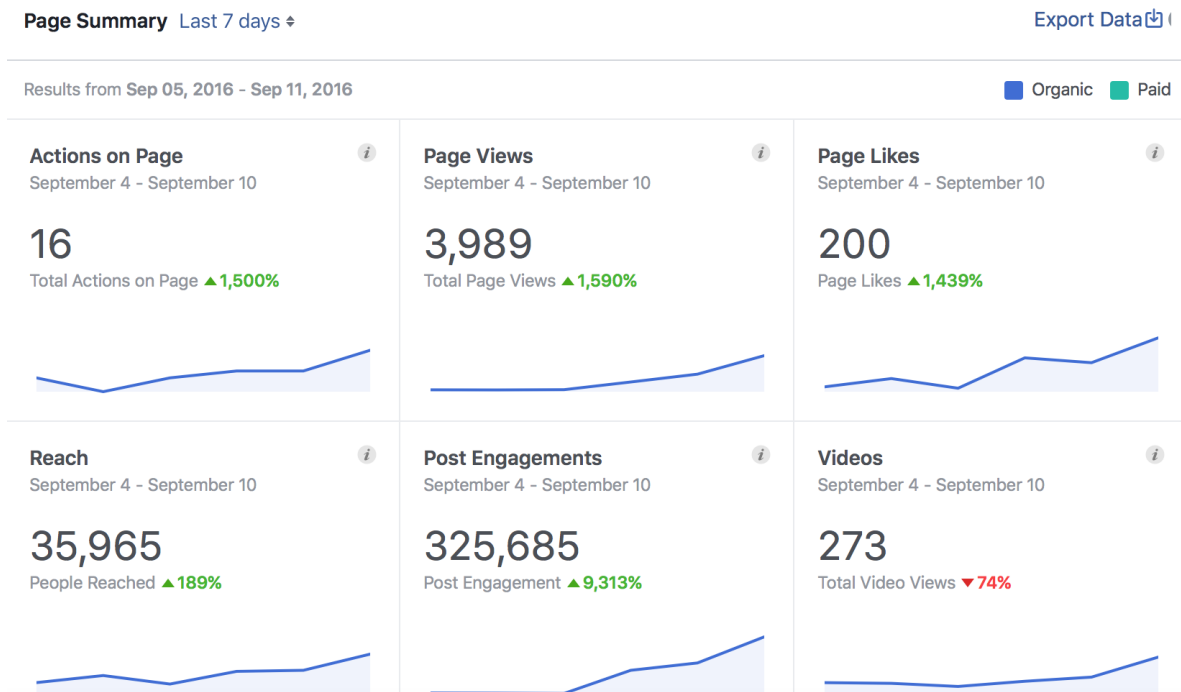
comm@engsoc.queensu.ca

Greetings Council! Hope everyone had a fantastic summer!

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

- Strategic planning with the Comm Team managers for the upcoming year.
- Filling out design requests

- Organizing 400 GB of data from the Communications external drive
- Taking frosh week photos and posting on social media. They've had an awesome response! See Facebook analytics below.



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

- Meeting with the Comm Team Managers to review plans for the year
- Filling day to day Comm requests
- Helping advertise for EngSoc opportunities coming up soon
- Hiring the Communications Team!
- Hoping for a retweet from Kanye

That's all for now!

Heather Simmons

Community Outreach – Emma Howard

outreach@engsoc.queensu.ca

Salutations, Council Squad!

Community Outreach is kicking off the academic year with our annual OneMatch Stem Cell Swab Drive, occurring this Sunday the 18th from 1 to 4 PM. The event is mostly to collect donors among the frosh by recruiting frosh groups to go, however we are also willing to take donations from upper years and anyone else at all.

Coming up in the next few weeks there's a lot of exciting outreach to hat's about to go down. Fix 'N Clean is on track for the 1st and 2nd of October, thanks to our lovely co-ordinators, and the External Relations Committee or ERC is hiring over the next three weeks, too! Further, I've started work on an outreach information guide to help orient our society in the broader community. Further, there are a few other initiatives, like Epilepsy Resource and a partnership with CEO, that I am going to start looking into! As always, feel free to come to me with any suggestions for outreach, and have an amazing start to first semester!

Cheers!

Emma Howard,
Director of Community Outreach
outreach@engsoc.queensu.ca



PS these baby ducks just want you all to be supportive and take care of each other as school starts up!

Conferences – Taylor Sweet
conferences@engsoc.queensu.ca

Hey Council!

Welcome back to reality. Hope you all had #lit summers. I know I did! Over the summer I accomplished a fair number of things within my portfolio. Here's an overview:

- Wrote strategic plan to guide efforts over the course of my term
- Created detailed budget
- Commissioned the creation of EngSoc e-mails for those conferences that didn't have one already
- Maintained regular communication with co-chairs
- Laid groundwork for revised bursary system

- Spoke with new conferences about ratification
- Conducted first co-chair roundtable meeting

Looking forward to accomplishing much more in the new school year!

Until next time... this is Captain Conference singing off.



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

Welcome back home everyone!

Over the summer, I did the following;

- ❖ Worked with the Faculty of Applied Science's Director of Marketing and Communications, on the design team jacket orders
- ❖ Met with members of the UBC Design Team program in order to learn and network
- ❖ Created a strategic plan for the upcoming year

In the next two weeks, I'll be;

- Correcting Queen's Visibility Guideline violations with certain design team logos
- Holding a design bay cleaning meeting
- Reassessing how space is allocated to design teams

It's lovely to be back. We had a huge amount of Frosh interest in design teams at Engday, more than they had ever seen before. I'm very excited to see where that takes us this year!

Cheers,
 Max Lindley-Peart

Events – Francesca Feldman

events@engsoc.queensu.ca

Hello Council!

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

- Helped plan/promote the Terry Fox Run (Sunday, September 18th, 2016)
- Prepared application for Engineering Wellness Centre Events Coordinator
- Participated in Sidewalk Sale, Queen's in the Park and EngDay with Event Chairs and Coordinators
- Posted applications for Movember Committee, EngWeek Committee and EngVents Committee

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

- Holding first meeting with Events Committee
- Meeting with Event Chairs and Coordinators individually
- Helping plan EngSoc Reunion Lunch
- Organizing Dean's Wine and Cheese

Have a great week everyone and welcome back!

Francesca Feldman

Finance – Connor McMillan

finance@engsoc.queensu.ca

Hey everyone,

I hope you all had great summers! Mine threw me into the real world at a major Canadian bank. After experiencing the dullness of the real world first hand, I can safely say that I don't plan to return there anytime soon. I'm overjoyed to be back in Kingston having a great time with the Engineering Society.

Over the summer, Tyler Bennett and I transitioned the Society from Turner Moore Accounting to CCS Accounting. I'm excited to be working toward some big changes to our financial system with our new bookkeeper Christine and her associates.

I'll be presenting the 2016-2017 operational budget in council this Thursday. The contrast between this budget and the 2015-2016 budget reflects the aspirations of this year's ED team to innovate throughout its time in office.

Included in my budget is the salary of a Financial Officer to take on some of the roles the Director of Finance currently serves in the Society's day-to-day financial processes. If authorized, this position would free up some of my time to work toward my vision for the Society's future financial system while leading the financial officers of the Society's clubs, teams, and conferences. I also plan to hire three software developers to assist me with the implementation of a web-based financial platform to serve as the backbone of the new system.

I'm looking forward to the training summit on October 15th, where I will be providing detailed financial training to all within the Society who would benefit from it in their roles.

I would like to thank Tyler Bennett for catching up the Society's books and keeping the lights on while assuming my responsibilities over the summer.

Thanks for another great frosh week, everyone!

Sincerely,
Connor McMillan
DOF

First Year – Alan Goodman
firstyear@engsoc.queensu.ca

Hello all,

Wow! How exciting to be back at council! I'm sure you're all stoked to hear about what the DoFY portfolio has in store!

Lianne has asked me to keep this report to one page, so I had to cut down on the clever wordplay and banter. That said, in order to keep this interesting, I've added a veritable "hype barometer" to indicate how exciting each activity is / was / will probably be. The greater number of ☺ indicates a greater level of hype, with a maximum of ten ☺. Enjoy!

Things I did this summer:

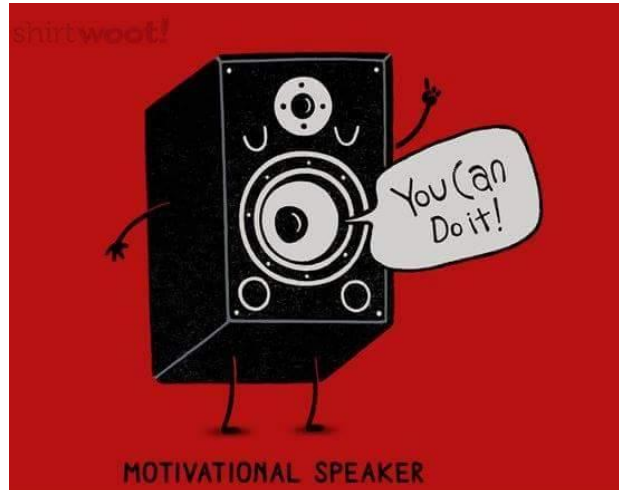
Thing That I Did:	Level of Hype:
Budget	☺
Strategic plan	☺☺☺☺☺☺
Created discipline guides!!!	☺☺☺☺☺☺☺☺☺☺
First Year Exec transition guides	☺☺☺☺
Set up tentative FYC structure	☺☺☺☺☺☺
Created FYPCO applications	☺☺☺☺☺☺☺☺☺☺

- Creating new surveys to implement 360 degree feedback in the services

Current Projects

- Managing EngSoc Apply for the fall hiring rush (and hopefully for the last time)
- Hiring of recruitment and feedback officers
- Continued planning of training conference
- Execution of hiring fair

Lastly, since it's the first week and we'll all need a little motivation to get to week 12, here is a gift from me:



Information Technology – Robert Saunders

doit@engsoc.queensu.ca

Hey Council!

Here are the things that I have been working on the past little while and over the summer:

- New Server Migration
 - Web Master
 - Web Secondary
 - NFS Server
 - Load Balancer
 - Cloud Databases
 - Cloud Block Storage
- IT Support Ticketing System Implemented
 - 33 Tickets Closed
 - Email Inquiries

- Website Issues
 - Website Migrations
- 2 Outstanding Tickets
- Email Admin Access
 - Reduce Support Time
- EngSoc Apply
 - Requirements Document
 - Meeting w/ ITS
 - Development
- IT Team Progress
 - New Team Manager
 - Team Discussions
- Password Management
- Office Computer Clean Up and Cable Management Improvements

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

- Removing Clarkhall Server + Creating Work Space
- Finalizing EngSoc Apply Requirements
- Connecting w/ Webmasters
- Meeting w/ IT Team and IT Team Manager
- Web Secondary Server Backup Issues
- IT Support Tickets
 - Marketing New System
 - Completing Requests
 - Training IT Team
- IT Team Hiring
- Strategic Plan Finalizing

-Robert

Internal Affairs – Lianne Zelsman

iaffairs@engsoc.queensu.ca

Hey beautiful humans!

This summer I spent a large amount of time fixing up numerous sections of our Policy and By-Law documents. Huge shout out to Evan for being so helpful throughout the entire process. We hope to continue rolling out the changes in the upcoming Council meetings.

Over the next couple of weeks, I will continue making my way through the governing documents to weed out any problems and implement the necessary changes. I will be consulting with various groups and individuals to gauge their opinions on the changes before bringing them to Council.

Some things happening in the near future are:

- Sci' 17 President Re-Election (September 20th)
 - We are currently struggling to find someone interested in running, so please encourage all of your friends to do so
- Sci' 20 Year Executive Election (September 26th)
 - If you know any frosh, encourage them to go!
- Jacket Council (September 27th)
 - Alan and I still need a good theme...if you have any ideas let us know!
 - I am also beginning to compile the agenda for the meeting, so if you have any ideas for motions let me know!
- Deputy Returning Officer Applications (open September 22nd)
 - Encourage people to apply!

Just a final reminder that the Engineering Society Banquet will be on March 11th, 2017. Please do not plan any other events for this date.

Cheers,

Lianne Zelsman

P.S. Here's another photo of Tyler to brighten your day



Professional Development – Nathaniel Wong

pd@engsoc.queensu.ca

Greetings Children,

Summer:

- Regular meetings with Taylor Sawadsky, Alumni and Industry Relations Committees
- Budget, Strategic Plan
- Significant planning for Alumni Networking Summit
- Communication with Career Services, QYEA, Engineering Advancement, Summerhill, Faculty, QCA
- Organised several recruiting events with Consulting companies for the first week of school

Frosh Week:

- Ran MugShotz at ThunderMugz
- Ran PD Booth and took Headshots during EngDay
- Held PD training for committees

Next 2 Weeks:

- Several Consulting events and other recruitment opportunities
- Redesigning PD page on the EngSoc Website
- Having 1 on 1s with each committee member
- Hold PD training for ED team
- Hiring sub committee members for help with Alumni Networking Summit

Cheers,

Nathaniel



Services – Tyler Snook

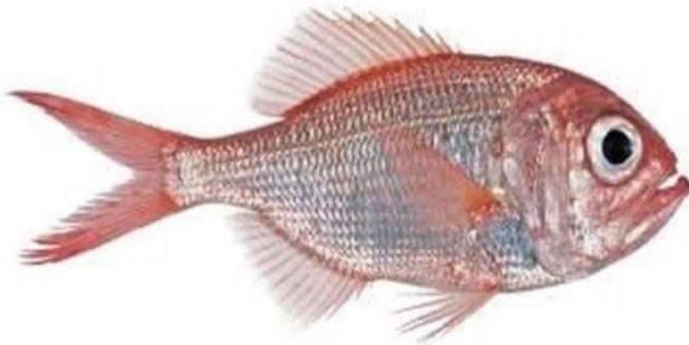
services@engsoc.queensu.ca

Hey council!

These last couple weeks have been crazy busy with Frosh Week things so I have not had a whole lot of time to devote to the DoS portfolio. I'm looking forward to meeting with the head managers this week to debrief on their respective frosh week promotions, their summers, and go over plans for the year.

Cheers!

Don't Drink Water After Eating Fish



**B'coz the Water May Cause the Fish
to Swim and then u will Feel gulugulu
gulugulu in ur Stomach**