



THE ENGINEERING SOCIETY
OF QUEEN'S UNIVERSITY

Council Meeting Agenda

Engineering Society of Queen's University
Thursday, September 29th, 2016
6:00 pm, Dunning Hall 27

- | | | | |
|-------|-----------------------------------|--------|---------------------------------|
| I. | Attendance | x) | Information Technology |
| II. | Adoption of the Agenda: Motion 1 | xi) | Internal Affairs |
| III. | Adoption of the Minutes: Motion 2 | xii) | Professional Development |
| IV. | Speaker's Business | xiii) | Services |
| V. | Break | X. | Question Period |
| VI. | Presentations | XI. | Faculty Board Report |
| | i) CFES Accountability | XII. | Alma Mater Society Report |
| | ii) Probationary Policy | XIII. | Senate Report |
| VII. | New Business: Motions 3 - 12 | XIV. | Engineering Review Board Report |
| VIII. | Executive Reports | XV. | Advisory Board Report |
| | i) President | XVI. | Club Reports (Sunny Group) |
| | ii) VP (Student Affairs) | | i) Geological |
| | iii) VP (Operations) | | ii) ChemEngChem |
| IX. | Director Reports | | iii) Applied Mathematics |
| | i) Academics | | iv) Civil |
| | ii) Communications | XVII. | 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 | XVIII. | Statements and Questions |
| | viii) First Year | | by Members |
| | ix) Human Resources | | |

Speaker: Avery Cole
Secretary: Allison Kondal

Motion List

Motion 1

Whereas: It's the first Council ever for the Sci' 20's!
& whereas: let's make it a good one;

BE IT RESOLVED THAT:

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

Moved by: Lianne "Look at all the frosh!" Zelsman

Seconded by: Avery "So much fresh meat" Cole

Motion 2

Whereas: When important things are discussed, we like to document them;
& whereas: Allison is really good at that;

BE IT RESOLVED THAT:

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

Moved by: Lianne "So many words" Zelsman

Seconded by: Allison "So many minutes" Kondal

Motion 3

Whereas: The Society has money;
& whereas: we need to decide how we want to spend it;

BE IT RESOLVED THAT:

Council approve the Operating Budget for the 2016-2017 year as seen in APPENDIX "SO-MUCH-MONEY".

Moved by: Connor "Dolla Dolla Billz" McMillan

Seconded by: Tyler "Cash Money Dollaz" Bennett

Motion 4

Whereas: The ILC plaza stools could be more comfortable and supportive;
& whereas: last year's BED Fund team has passed this project onto our team;

BE IT RESOLVED THAT:

Council approve the spending of \$20,000 from the current BED Fund account for the purchase of 180 ergonomic stools.

Moved by: Jenna "Why are we spending \$20,000 on stool?" Murphy
Seconded by: Dan "I didn't know manure was that expensive..." Tamming

Motion 5

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

BE IT RESOLVED THAT:

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

Moved by: Rachel "There's a new sheriff in town" McConnell
Seconded by: Chloë "Yeekaw!" Harkness

Motion 6

Whereas: Chloë loves talking about equity;
& whereas: she needs some friends;
& whereas: the Committee on Inclusivity requires at least three non-executive members from Council;

BE IT RESOLVED THAT:

Council elect _____, _____ & _____ to sit on the Committee on Inclusivity for the 2016-2017 term.

Moved by: Rachel "Join the Inclusivi-team!" McConnell
Seconded by: Chloë "Wait, I thought we were the Equi-team?" Harkness

Motion 7

Whereas: The Advisory Board has a Strategic Planning Committee that discusses long term plans for the Services and Corporate Initiatives;
& whereas: the Strategic Planning Committee requires two additional members to be elected from Council;

BE IT RESOLVED THAT:

Council elect _____ & _____ to sit on the Strategic Planning Committee of the Advisory Board for the 2016-2017 term.

Moved by: Tyler "Can we plan it?" Bennett
Seconded by: Taylor "Yes we can!" Sawadsky

Motion 8

Whereas: External Communications are important;
& whereas: it is important to have first year input;

BE IT RESOLVED THAT:

Council elect the first year students _____ & _____ to sit on the Committee on External Communications for the 2016-2017 term.

BE IT FURTHER RESOLVED THAT:

Council elect _____ to sit on the Committee on External Communications for the 2016-2017 term.

Moved by: Taylor "Not to be confused with engsoccomm.com" Sawadsky
Seconded by: Taylor "Yeah, if it was a website it would be excommcomm.com" Sweet

Motion 9

Whereas: The First Year Conference is strictly governed;
& whereas: it should have some autonomy;

BE IT RESOLVED THAT:

Council approve the changes to Policy section μ: Conferences and Competitions as seen in APPENDIX "FYC".

Moved by: Alan "I'll FY-C you there" Goodman
Seconded by: Taylor "Stop" Sawadsky

Motion 10

Whereas: The EngLinks Policy is not very comprehensive;
& whereas: it should be fixed so that it accurately depicts the practices of EngLinks;

BE IT RESOLVED THAT:

Council approve the changes to Policy sections ι : Academics and γ : Hiring and Transition as seen in APPENDIX "LINKS".

Moved by: Dan "Dab" Tamming
Seconded by: Jillian "Jitterbug" Reid

Motion 11

Whereas: The Director of Finance needs help processing operational deposits;
& whereas: a new Financial Officer would allow them to develop a better financial system;

BE IT RESOLVED THAT:

Council approve the changes to Policy section β : Society Leadership and γ : Hiring and Transition as seen in APPENDIX "MONAY" for the introduction of a Financial Officer position. The officer will be paid \$12/hr.

Moved by: Connor "If money doesn't grow on trees" McMillan
Seconded by: Tyler "Then why do banks have branches?" Bennett

Executive Reports

President – Taylor Sawadsky

president@engsoc.queensu.ca

Hello Council, and welcome to week 3!

I hope you are settling into the school lifestyle well, who knew week 3 would come so quickly?? Wow!! I also want to take this opportunity to welcome all the first years to council! I hope you've enjoyed your time here so far!

Canadian Federation of Engineering Students (CFES)

I am currently writing this report on my way back from Newfoundland, where I was for the Presidents Meeting of CFES. I hope you enjoyed my presentation on the weekend. If you have any questions please don't hesitate to ask! If you are interested in getting more involved in CFES, watch out for the delegate applications for CFES Congress, coming out soon!

Exit Interviews

I'm really excited about a new initiative I've been working on in the past few weeks – I have been conducting exit interviews for FC and for the Terry Fox Run Coordinator. The goal of these exit interviews is to help make the Engineering Society more accessible by ensuring we are providing our students with involvement opportunities that better their personal and professional development.

Hiring

Applications are open for Chief FREC!! Tell your friends! Tell your frosh! I will also be doing much hiring over the weekend for Orientation Chair and Sci Formal Convener.

Myself and the rest of the director team ran an Interview Workshop yesterday, thank you to all who came out, I hope you enjoyed it!

I hope you have a good two weeks, and that you don't have any midterms between now and the next time we meet!

Much Love,

Taylor

P.S. Here is a photo from my trip to Newfoundland!



VP (Operations) – Tyler Bennett

vpops@engsoc.queensu.ca

Hello Team

I hope the first three weeks of class have been going well for everyone. Here is a quick layout what I have been up to and my ongoing plans!

Past two weeks:

- Business Manager Training
- Attended Alma Mater Society Assembly
- Working with Sci Formal and their finances
- Capital Planning Committee and Capital Fund meetings
- Helping the services get up and running (amazing job all around)
- Continuing with bookkeeper transition (primarily answering questions and providing information)

Next two weeks:

- Continue with transition documentation
- Preparing for Homecoming
- Helping Connor hire his positions
- Evaluating and maximizing spaces

Well that's all I've got at this stage, as per usual, always available and eager to answer questions and talk.

Cheers,

Tyler (Tynado) Bennett

Vice President Operations

"Life moves pretty fast. If you don't stop and look around once and a while, you could miss it."

VP (Student Affairs) – Evan Dressel

vpsa@engsoc.queensu.ca

Week 3 Council Report:

Hey Everyone! Not too much has happened since last council, FYCRC met, and exciting things are happening!

ILC TV

The TV in the lounge broke, we are assuming with the storm surge, so some of the lounge maintaince budget should be going to replacing it, once we confirm the issue/check the warranty on it.

EngWeek

Working with EngWeek coordinator to talk to StuCons to talk about sanctioning new events, and safe drinking practices around the events we currently have. Working to fix the issues with some events last year. Also helping book events!

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

Waiting until Tea-Room gets the compost bins sold, and we can work on starting to talk to the Enviro manager in talking with PPS and the Faculty to get the initiative approved.

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

VPSA #3



#HappyPenguin

Director Reports

Academics – Daniel Tamming

academic@engsoc.queensu.ca

Hey Council,

Here are some quick updates from the world of academics,

Representation

- AMS Academic Caucus this Thursday
- Discipline Clubs: Please email me your academic reps' names and email addresses for next year ASAP

BED Fund

- Coordinators are excited to get a head start on the year

EngLinks

- Vector workshop had an excellent turnout
- Staff training was really successful (shoutout to the management team for that). The tutors are eager and excited to get started

Hope everyone had a good week three!

Dan Tamming

Director of ~~Dabs~~ Academics

Communications – Heather Simmons

comm@engsoc.queensu.ca

Hello Council!

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

- Hiring the Communications Team. Congrats to all the new members! I'm so excited to begin working with them!
- Reorganizing the Communications external drive
- Day to day Comm requests and social media posts
- Getting EngSoc Snapchat. Add us as a friend (queensengsoc) for some #hype snaps.



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

- Meeting with the whole Communications Team for the first time!
- Helping advertise for all the hiring opportunities within the Society
- Reinstating EngSoc's Flickr account
- Taking LinkedIn Headshots

Comm Team will be hosting a LinkedIn Headshot day on Sunday October 2 from 10AM-2PM. Even if you don't have LinkedIn, our headshots are a great way to up your Tinder profile game, or work well as a framed gift to your Mom for Christmas.

That's all for now!

Heather Simmons, Director of Likes ~~Communications~~

Community Outreach – Emma Howard

outreach@engsoc.queensu.ca

Council Report – 29 September

Holla council crew!

It's been an exciting two weeks in the Outreach world! Before I launch into what I've been up to, I want to remind you all that Fix 'N Clean is happening this coming weekend, we currently have ____ community clients and ____ volunteers involved! Get hyped about one of Queen's Eng's best known outreach traditions.

Last Sunday, we ran the OneMatch swab drive along with Canadian Blood Services OneMatch volunteers. The event was a huge success, 194 people got swabbed to be added to the stem cell donor database.

I met with the faculty outreach coordinator, Scott Compeau, to discuss the faculty and EngSoc plans for outreach this coming semester. With his help, I gathered contact information for various outreach clubs under EngSoc, and in the coming weeks I'm going to reach out to them to help get their information on the EngSoc website and strengthen their ties with EngSoc in general.

I have started reaching out to services to get them involved in outreach, I had my first meeting with the Clark manager on Tuesday, we'll see how that goes!

I met with Galvin, my External Relations Committee chair to plan for hiring and go over the dates for various events in the ERC portfolio, can't wait to get that committee up and running!

As always, I would be delighted to hear any suggestions that you may have for the direction that Outreach is taking.

Cheers!

Emma Howard, Director of Community Outreach

p.s. I know that you're all wonderful people, keep your goats afloat through the next two weeks of the semester ☺



"Lobsters need Vitamin C too" ~ Alan Goodman

Conferences – Taylor Sweet
conferences@engsoc.queensu.ca

Guten Tag Council!

Can't believe it's week 3 already!! Here's how I've been keeping busy since last we met...

- Helped hire QGIC and CIRQUE executive committees
- Updated conference info on website with new logos and links
- Made external conference bursary application and poster
- Gave hiring training to conference committee members
- Spoke with Advancement Office about sending guest speaker to speakers and sponsors training session

By the time you read this all of the conferences will be done their committee hiring which is super! In the coming weeks I will be starting to advertise external bursaries, creating a delegate

application for the Conference on Diversity in Engineering, and hopefully establishing a concrete date for the speakers and sponsors training session.

Until next time...

This is Captain Conference signing off.



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

Gooooood eveningggggg,

In the past two weeks, I did some things!

- ❖ Progressed on making design team logos adhere to Visual Identity Guidelines
- ❖ Attended some of the design team info nights – which were huge
- ❖ Dropped a course upon realizing that I am a director or something

In the next two weeks, I'll be;

- Getting the design team jacket order out of my hair for the first time in one and a half years?
- Holding a design bay cleaning meeting
- Reassessing how space is allocated to design teams

Remember everyone; my momma always said that stupid is as stupid does. Life is like a box of chocolates; you never know what you're going to get.

Cheers,

Max Lindley-Peart



Events – Francesca Feldman

events@engsoc.queensu.ca

Hello Council!

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

- Terry Fox Run: WE RAISED OVER \$8,000...WOOHOO!!! Thank you to everyone who participated/volunteered. The day would not have run as smoothly without you!
- Posted Application for Engineering Wellness Centre Events Coordinator
- Meeting with Event Chairs and Coordinators

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

- Begin hiring committees for Movember, EngWeek and EngVents
- Begin hiring for EWC Events Coordinator
- Meeting with Event Chairs and Coordinators
- Help plan EngSoc Reunion Lunch
- Organize Dean's Wine and Cheese

Have a great week everyone!

Francesca Feldman

Finance – Connor McMillan

finance@engsoc.queensu.ca

Hey everyone!

Hope you've had a great first few weeks of class! The financial system is now fully up and running with all of its static responsibilities set in stone. I've been working to ensure that all of the conference heads are fully comfortable with the system before any of them start spending money and making deposits. Lots of clubs and teams have been asking great questions about

the ins and outs of the system, and I've been answering them as quickly as I can! Tyler Bennett and I have been wrapping up the August deposit information to send off to the bookkeeper. Although late due to how I've prioritized my time over the past month, this deliverable will not affect the Society's operational books in any significant way as it consists almost entirely of service transactions. I'll be submitting the September deposit information to the bookkeeper this weekend as well.

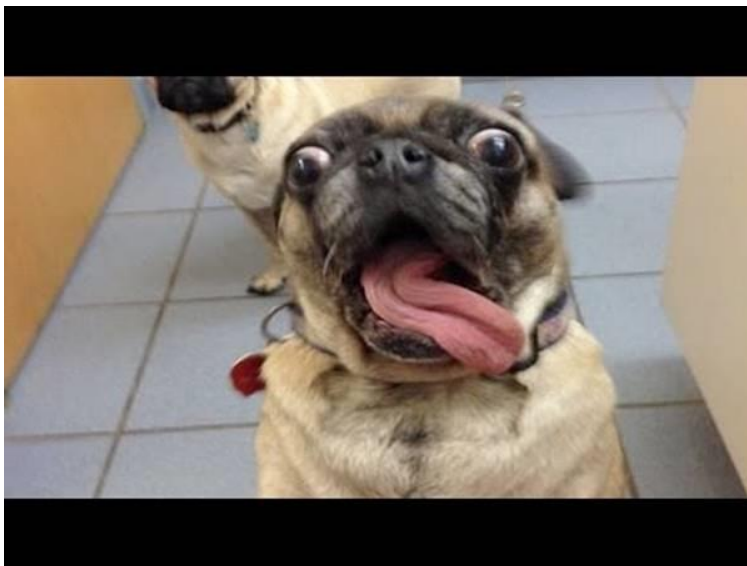
I've been receiving lots of interest in the new Financial Officer position. I firmly believe that the introduction of this role will allow the Society to keep its organizations better informed as to their account balances and will free up some time for the DOF to lead and innovate (this year and beyond)!

I've also decided to hire as many volunteers as there are interested individuals for my Bank of EngSoc project. I don't want to inhibit anyone from contributing to or learning from this experience. With the interest I've received thus far, I'm confident that I will be able to lead a team in building a powerful and sustainable online financial platform for the Society.

I'm very excited to be helping CEO with jacket sales this weekend, for I love frosh almost as much as I love giant wads of cash and will be dealing with lots of both while working the counter!

Thanks for a great start to the school year,
Connor McMillan
DOF

P.S. Here's a pug (totally not the first hit for "funny animals" on google)



First Year – Alan Goodman

firstyear@engsoc.queensu.ca

WOAH it's that time again when I get a scary notification reminding me to send in my report! I really liked the format from last council, so I'm going to use it again. To recap: below are my DoFY duties. Beside each duty will be a certain number of ☺, up to a maximum of ten. Each ☺ indicates an increased level of hype associated with its corresponding activity. Enjoy!

Things I've done since last council:

Thing That I Did:	Level of Hype:
Meet with ResSoc to discuss purple things	☺☺☺☺☺☺☺☺
Jacket Council!	☺☺☺☺☺☺☺☺☺☺
First Year Exec elections!	☺☺☺☺☺☺☺☺☺☺
First Year Exec transitioning	☺☺☺☺
Met with first years to help them with their interviews	☺☺☺☺☺☺☺☺☺☺
Trained FYPCOCO and FYC Chair in hiring	☺
Advertising Chief FREC hiring	☺☺☺☺☺☺☺☺☺☺

Things I'll be doing before next council:

Thing That I Will Do:	Level of Hype:
Hiring FYC Committee	☺☺☺☺☺☺☺☺
Hiring FYPCOs	☺☺☺☺☺☺☺☺
Hiring	☹
So much hiring	☹
Preparing for Homecoming with ResSoc	☺☺☺☺☺☺☺☺
Jacket fitting!	☺☺☺☺☺☺☺☺☺☺

Pretty short report this week. You're welcome. I still have a full page to use for this report, so included is a picture of Dan, Max, and Snookums being really cute. Best wishes!

Alan Goodman



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

- Updating training documents to conform with new hiring policy
- Planning training for the training conference on October 22nd
- Fall Hiring Fair was a success!

Current Projects

- Managing EngSoc Apply for the fall hiring rush
- Hiring of recruitment and feedback officers (applications close the 29th at midnight!)
- Continued planning of training conference
- Creation of training manual

Lastly, here is a cringeworthy visual 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 Implemented
 - 14 Tickets Closed
 - Email Inquiries
 - Website Issues
 - Website Migrations

- 19hr 18m Avg. Handle Time
- EngSoc Apply
 - Requirements Document
 - Development
- IT Team Progress
 - New Team Manager
 - Team Discussions
- Golden Words Server Migration Meeting
- EngLinks Website Meetings
- Removing Clarkhall Server Progress
- Web Secondary Server Backup Issues

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

- Removing Clarkhall Server
- Finalizing EngSoc Apply Requirements
- Connecting w/ Webmasters
- IT Team Hiring
- Meeting w/ IT Team and IT Team Manager
- IT Support Tickets
 - Completing Requests
 - Training IT Team

-Robert

Internal Affairs – Lianne Zelsman

iaffairs@engsoc.queensu.ca

Hey everyone!

Things I have done in the past two weeks:

- Sci'20 Elections and Super Section Elections
- Jacket Council
- Continue working on various Policy/By-Law changes
- Release applications for DRO
 - Applications close October 5th!

Things I will do in the near future:

- Continue rolling out Policy/By-Law changes
 - Probationary Policy
 - Joint Hiring Policy
 - Elections By-Law and campaign rules
- Meet with the Delta to discuss Banquet
- Hire DROs

- Update government pages of EngSoc website

Reminder that next Council (October 13th) is Bring-a-Friend day! There will be EVEN MORE pizza than normal. Try to bring someone who hasn't been to Council before!

See you all in two weeks,

Lianne Zelsman



Professional Development – Nathaniel Wong
pd@engsoc.queensu.ca

Greetings Children,

Past 2 Weeks:

- **Consulting Recruitment**
 - o Bain, BCG, Monitor Deloitte, Oliver Wyman, Accenture, Labatt, Stroud
- **Google Info Session + Microsoft Networking/Info Session/Ritual/Coding Competition**
- **Cover Letter Workshop**
- **Resume Workshop Wednesday 28th 5:30-7pm**
- **Career Fair Prep Workshop**
- **Goldman Sachs Info Session September 26th**

- Career Fair on September 27th
- **P&G Info Session September 27th**
- TD Info Session September 29th
- Hatch Info Session September 29th

Next 2 Weeks:

- Isaac (Previously Newton Consulting) Info Session on October 5th
- WSP Info Session on October 12th
- **P&G Mock Interviews October 12th**
- Hiring sub committee members for help with Alumni Networking Summit
- Hold PD training for ED team
- Redesigning PD page on the EngSoc Website
- Having 1 on 1s with each committee member
- Scheduling Meetings with FEAS Advancement + Summerhill Advancement + Career Services

Cheers,
Nathaniel



Services – Tyler Snook

services@engsoc.queensu.ca

Hey Council!

The Services have been absolutely #killingit these past two weeks! Patio ritual was great. CEO sales have been raking in the dough. The Tea Room had Michelle Romanov come through and have been selling beverages and food left right and center. Science Quest hired a lovely crew of people to be their school year instructors. The iCons got a banner and have been slaying the social media game. Golden Words got some new computers that can open more than one tab at a time and have been consistently pumping out some awesome papers.

Coming in, I wanted to improve the collaboration across services, and help oversee some big projects. The Capital Fund has allowed for some really cool stuff to happen in terms of projects, but the highlight of my term so far was definitely seeing Ali Harrod (Clark marketing manager) helping at a CEO sale, promoting the Tea Room. Can you say teamwork makes the dream work?

That's all from me! Any questions about anything, definitely let me know.

Cheers,

Tyler



Also:



"Paint me like one of your French girls" ~ Tyler Snook