



Council Meeting Agenda

Engineering Society of Queen's University

Thursday, September 14, 2017

6:00 pm, Dunning Hall Room 27

- I. Attendance
- II. Adoption of the Agenda: Motion 1
- III. Adoption of the Minutes: Motion 2
- IV. Speaker's Business
- V. Break
- VI. New Business: [3 – 9]
- VII. Presentations
 - i. Summer Actuals
- VIII. Executive Reports
 - i. President
 - ii. VP (Operations)
 - iii. VP (Student Affairs)
- IX. Director Reports
 - i. Academics
 - ii. Communications
 - iii. Community Outreach
 - iv. Conferences
 - v. Design
 - vi. Events
 - vii. Finance
 - viii. First Year
 - ix. Human Resources
 - x. Information Technology
 - xi. Internal Affairs
 - xii. Professional Development
 - xiii. Services
- X. Question Period
- XI. Faculty Board Report
- XII. Alma Mater Society Report
- XIII. Senate Report
- XIV. Engineering Review Board Report
- XV. Advisory Board Report
- XVI. Equity Officer Report
- XVII. Club Reports (Happy)
 - i. Eng Phys
 - ii. ECE
 - iii. Mechanical
 - iv. Mining
- XVIII. Year Reports
 - i. Sci'18
 - ii. Sci'19
 - iii. Sci'20
- XIX. Statements and Questions by Members
- XX. Discussion Period: External Communications

Speaker: Jamil Pirani
Secretary: Leah Bourque

Motion List

Motion 1

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

BE IT RESOLVED THAT:

Council approve the agenda of the Council meeting of Thursday, September 14th, 2017, as seen on the Engineering Society website.

Moved by: Alexander "I made an agenda!" Clifford
Seconded by: Jamil "So exciting!" Pirani

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, April 6th, 2017, as seen on the Engineering Society website.

Moved by: Alexander "What a throwback" Clifford
Seconded by: Leah "It is Thursday isn't it" Bourque

Motion 3

Whereas: Occasionally Jamil may not be able to grace us with his presence;
& whereas: we need to be prepared for when that happens;

BE IT RESOLVED THAT:

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

Moved by: Jamil "A day off!" Pirani
Seconded by: Alexander "I already miss you" Clifford

Motion 4

Whereas: Carson needs more friends;
& whereas: people think 'IT' sounds lame;

BE IT RESOLVED THAT:

Council approve the changes to policy section λ to ammend the name of the IT Team to Engineering Society Software Development (ESSDev) Team, as seen in APPENDIX "ESSDEV".

Moved by: Carson "I totally have friends" Cook
Seconded by: Hannah "No, you don't" Cameron

Motion 5

Whereas: Carson needs to connect with Queen's students;
& whereas: Carson doesn't have the proper social skills to do so;

BE IT RESOLVED THAT:

Council approves the changes to policy section λ, to add a position who's role is to assist with logistics of events and student help, as seen in APPENDIX "OUTREACH".

Moved by: Carson "Frosh whisperer" Cook
Seconded by: Hannah "More like frosh stalker" Cameron

Motion 6

Whereas: Carson needs help to repair servers when they blow up;
& whereas: there is a very high chance servers will blow up;

BE IT RESOLVED THAT:

Council approves the changes to policy section λ, to create a position that will help with server management, as seen in APPENDIX "BOMBSQUAD".

Moved by: Carson "loudly sassy" Cook
Seconded by: Hannah "quietly sassy" Cameron

Motion 7

Whereas: Emails are hard to remember;
& whereas: patterns are nice;

BE IT RESOLVED THAT:

Council approves the changes to policy section λ, to create a more consistent email naming system, as seen in APPENDIX "PATTERN"

Moved by: Carson "Mo' Patterns" Cook
Seconded by: Hannah "Less Problems" Cameron

Motion 8

Whereas: The Committee on External Communications needs new people;
& whereas: We should decide on who those people are;

BE IT RESOLVED THAT:

Council elect Lauren Babington, Emma Howard, Jordan Pernari, Sophie Campbell, Felix LeClair, and Kevin Corey to sit on the Committee on External Communications.

Moved by: Loralyn "New year" Blondin
Seconded by: Nat "New Team" Wong

Motion 9

Whereas: Queen's Soft Robotics (QSoRT) would like to establish their team within the engineering community at Queen's;
& whereas: ratification would further integrate them into the community at Queen's University;

BE IT RESOLVED THAT:

Council approve the ratification of the Queen's Soft Robotics Team as an Engineering Society Design Team, pending approval of the Dean of Engineering and Applied Science, and pending changes to the financial info section of the teams charter.

Moved by: Meighan "Fingers crossed" Kao
Seconded by: Oliver "Toes crossed" Austin

Executive Reports

President – Nathaniel Wong
president@engsoc.queensu.ca

Greetings Friends,

Summer:

- Can be found in our summer accountability report

Pre-Week:

- Helped FC with shopping and any last-minute planning
- ED pre-week included several training sessions on positive space, finance and IT training, office hours, etc.
- ED also repainted the year crests outside of Clark
- Helped with Move-In and filmed Talking with First Years video

Frosh Week:

- Attended all the Frosh Week events
- Direct involvement with Grant Hall Welcome, APSC Challenge, and Thursday Night Live

Next 2 Weeks:

- Hiring SciFormal Convener and Orientation Chair in the coming weeks and I already have meetings scheduled talking to applicants
- Sitting on the Orientation Review Working Group with Dean Deluzio

Cheers,

Nathaniel

Big shout out to FC for running an insanely smooth week!

VP (Operations) – Jill Reid
vpops@engsoc.queensu.ca

Hello Council!

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

- Helping with Frosh week
- Training and helping service managers with finances and operations
- Transformed financial books online

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

- Finishing up budget
- Help my directors (IT, Finance, Services) with transforming into their roles
- Setting EngLinks bank account up!

Thanks to my 3 lovely directors for doing a great job and getting settled into their roles the last two weeks!

Kind Regards,

Jill Reid



#Me at the end of this week

VP (Student Affairs) – Julianna “JJ” Jeans

vpsa@engsoc.queensu.ca

Hello Everyone!

It's been a crazy past few weeks, here's what's been going on:

- All EngSoc Directors and Exec participated in the following types of training during Pre-Week:
 - o Bystander Intervention
 - o Positive Space/Sexual and Gender Diversity
 - o Mental Health Anti –Stigma

- o Conflict Resolution
- o Cultural Safety
- ED helped out FC during pre-week and frosh week
- Finished Space Changes to ILC and Clark spaces

What's happening in the next few weeks:

- Involvement fair next TUESDAY SEPTEMBER 19TH
- First year exec elections are coming up!
- Getting ready for the rest of the year

Sorry this is so short, I'll have more to say this Thursday at council!

All the best,

JJ

Director Reports

Academics – Monica Cowper

academic@engsoc.queensu.ca

Hello Council!

Hope everyone's had a good week! Here's what I've been up to lately:

- Trying to run a decent frosh week
- Setting up training for the EngLinks Tutors
- Vector Workshop for First Years
- Throwing EngLinks Advertising in Frosh Bags

Some things I'll be working on over the course of the next couple weeks:

- Finishing up and running EngLinks Tutor Training next week
- Meeting up with the BED Fund team to discuss goals and timelines for the year
- Coordinating a meeting with all the BED Fund Representatives
- Beginning to advertise for the BED Fund Idea Generation Night

Until next time,
Mon.

Here's a photo of a hedgehog wearing a shark fin.



Communications – Behshid Behrouzi

comm@engsoc.queensu.ca

Hello Council!

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

- Sending out the first All Eng
- New comm website! www.comm.engsoc.queensu.ca
- Posting frosh week photos on Facebook

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

- Moving all the forms to the new website
- Work on TIFR segment
- Send out the All Eng
- Post frosh week photos on Flickr
- Organise hiring for the Communications team
- Talking to first years video
- Start Humans of the ILC
-

Big shout out to Alex McKinnon, my photography manager, for being a beauty during frosh week and making sure everything went smoothly while I was busy being a FREC!

Besh

Community Outreach – Jordan Pernari

outreach@engsoc.queensu.ca

Hi Council!

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

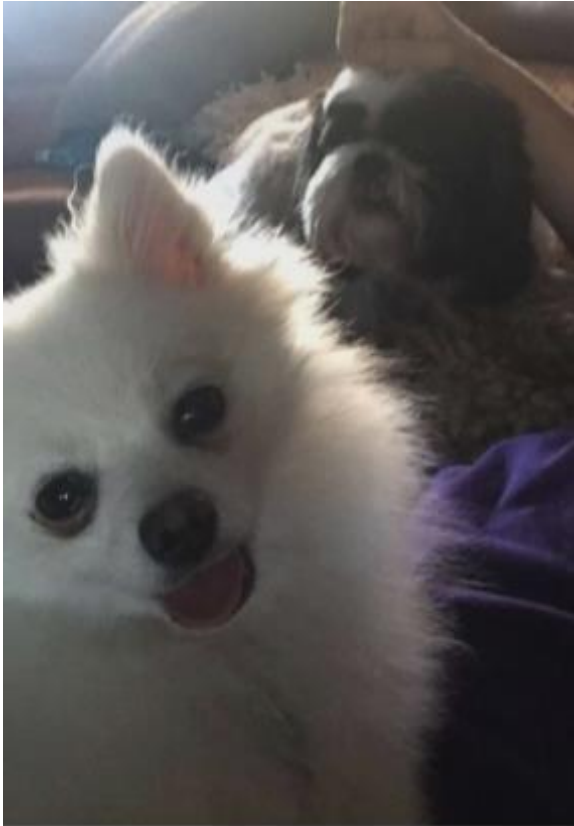
- Worked on organizing the annual Swab Drive;
- Confirmed local youth Hockey Team sponsorship;
- Confirmed Blood Drive "Give Life Shuttle Bus" monthly donation trip dates for the year;
- Helped with preparing the External Relations Committee (ERC) member application;
- Had a really, really fun time during Frosh week.

Over the next two weeks I will be:

- Running the Swab Drive on September 17th;
- Meeting with the Canadian Blood Services representative about the Engineering Society's continuing participation in the Partners for Life Program;
- Helping Fix 'n Clean with event preparation;
- Working on developing more of a relationship with the youth hockey team we sponsor;
- Helping with ERC member hiring.

Our annual Swab Drive is running this weekend on Sunday September 17th from 1:30-4:00pm in the ILC and there will be cookies for those who come get swabbed! Additionally, the External Relations Committee member application is up on EngSoc Apply now if you want to get involved with ERC this year.

Hope you've all had a lovely first week of classes,



Jordan

Also, here's a fun picture of my puppies because I miss them so much already

Conferences – Aidan Thirsk
conferences@engsoc.queensu.ca

Howdy y'all.

In the past two weeks...

- All of my conferences have been doing well
- There has been a big push on speakers and sponsors. Specifically finalizing the packages to be sent out (if not already completed)
- Professional Development blurbs have been made
- I have been getting updates from conferences throughout the entire summer
- Hotels and dates are set

In the next two weeks...

- I will be meeting with each of my conferences chairs to go over the plans for the semester and get updates on things from over the summer
- Second round of hiring will be taking place
- Creating growth initiative application
- Creating ratification application
- Looking forward to my intern (FYPCO)

Other...

- Hannah has helped a ton with getting a professional development handbook together (that includes conferences)
- I'll likely be harassing Emily and Besh a lot in the next few weeks for hiring help, thank you in advance

Rock on,

Aidan “never done with frosh week” Thirsk

Doug the Pug of the week



Design – Oliver Austin
design@engsoc.queensu.ca

Hey Council,

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

- Planning a design team showcase night. September 25, 5:30pm -7pm in the atrium
- Cleaning the design bay, it was very messy at the end of Summer.
- Ordered two new workbenches for the design bay.
- Organize for an alumni to host a composites training workshop for design teams.
- Helped Queen's Soft Robotics Team with the ratification process.
- Spoke with many frosh who want to start / join a team already!
- Distributed a template for stewardship agreement signing for all teams.
- Frosh week!

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

- Plan and hold first design team roundtable meeting.
- Hold atrium showcase.
- Help teams finish up stewardship agreements.

Thank you to the rest of the ED team for managing in frosh week when I had to leave with short notice.

Have a great week everyone, below is a picture of me pretending to be my grandmother.

Oliver



Events – Leah Vignale

events@engsoc.queensu.ca

Hey There Council!

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

- Pretty slow in Events world with Pre and Orientation Week
- Helping Terry Fox prepare for their event next Sunday
- Setting up meetings to
- Had a booth at the Side Walk sale to promote Movember (selling merch) and Terry Fox (getting sign-ups for a mailing list)
- Had a booth at EngDay to promote Movember and EngWeek Hiring and continue getting sign-ups for the Terry Fox mailing list

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

- Hiring, hiring, hiring – Movember, EngWeek and EngVents Committees will all be hiring over the next few weeks
- Terry Fox will host its annual run next Sunday
- I will have weekly checkup meetings with all events chairs this week
 - Start action plans for events coming up later in the semester

This coming Sunday, September the 17th we will be having the Annual Queen's Engineering Society Terry Fox Run, sign up starts at 10:30 am and there will be a free BBQ lunch afterwards! Come on out to run walk or volunteer on the 3 km loop around campus.

Have a stellar week everyone,

Leah

Finance – Sarah Rodin

finance@engsoc.queensu.ca

Hi Council!

Since I've been back from the summer break here are a few things I've been doing:

- Deposits for O-Week
- Going through EngSoc charter of accounts
- Setting up files for financial records
- Drafting finance contract for groups banking with EngSoc

Here are several things I'll be working on in the next two weeks

- Training Financial Officers
- Establishing system for managing cash boxes and float

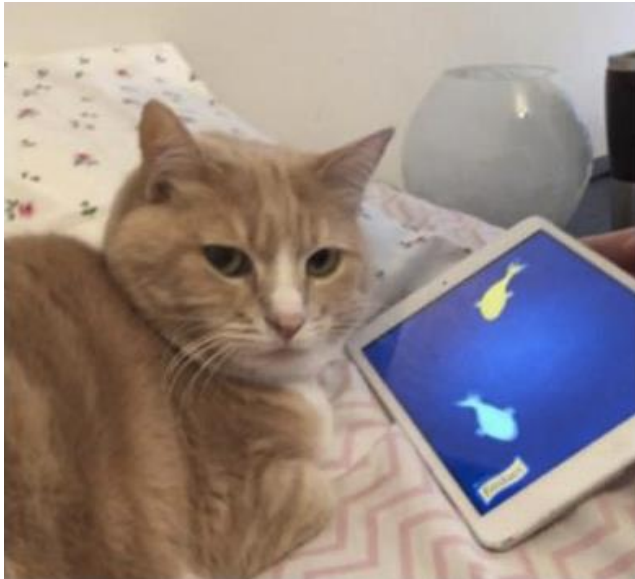
- Getting acquainted with new accounting system and Tickera
- Organizing fall finance training for group representatives and other personnel

Major thanks to Jill for discovering online deposit slips, since I have started using them they have saved a great deal of time and energy!

Have a lovely rest of your week,

Sarah Rodin

Also, here is a photo of my house cat Muffin



First Year – Nick Dal Farra

firstyear@engsoc.queensu.ca

Sup dudes.

Things that have been happening over the past two weeks:

- Frosh week was a thing that happened. Talked to a lot of frosh, gave them all a presentation on getting involved in EngSoc, yeet.
- Was busy running Wednesday but got a chance to talk to a lot of frawsh :3
- I buggered Ladder Committee. Kudos to Cliff for coming in clutch here
- First Year Project Coordinator (FYPCO) applications are online

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

- Getting ready to hire FYPCOs
 - Emma (FYPCOM a.k.a. FYPMOM) is doing a great job at getting applications ready, and preparing for involvement fair
 - Hiring will be happening from Sept. 30th and Oct. 1st
- Finalize the workshops that are being planned for FYPCOs
- Organizing Jacket Council
- Organize First Year Executive Elections with Cliff
- Contact professors to host section rep elections
- Send out 2/3 emails with need-to-know info for First Years
- Try to host an event inside the EngSoc lounge, get frosh in there!
- Post Year Crest design specifications, and get frosh designing it!
- Run Jacket fitting and Year Crest voting
- Advertise and attend the hiring fair

Emma Prairie is doing a dope job at organizing the FYPCO program and advertising it to frosh.

Note: After just finishing a high-intensity week, I'm going into the highest-intensity month of my portfolio. If you guys notice me hanging around the lounge or ILC too much/too late at night, please yell at me to go get some sleep.

Skate fast and cheat math my friends,

niBalous Bal Barra



So yeah, this pretty much sums up frosh week.

Human Resources – Emily Wiersma

hr@engsoc.queensu.ca

Hello Council!

What I've Done:

- Helping with Orientation Week!
- Got to test EngSoc Dash
- Made an Orientation Week survey

What I've Got Going On:

- Reading Orientation Week survey results
- Involvement fair on Tuesday September 19th (if you or anyone you know wants a booth email me!!!)
- Getting stuff up on EngSoc apply (find the form at comm.engsoc.queensu.ca)

Seriously, please email me if you want a booth at the involvement fair. Thanks to Besh for being awesome and helping me with the EngSoc apply forms.

Emily

A quick doodle of Cliff rocking the pole climb for the second year in a row



Information Technology – Carson Cook

doit@engsoc.queensu.ca

Yoyo Council,

Things done over the summer:

- Finished and deployed QLife
- Documented common processes
- Set up new communication, icon, toboggan, etc. websites
- Planned new positions for the IT portfolio
- Planned my own portfolio work
- Installing Windows 10 on lounge computers

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

- Finishing off installing Windows 10
- Create a useful Slack command
- Polish off D!bs integration in QLife

Thanks to Cliff, Emily and Behshid for helping with posting applications!

Also remember to tell everyone about QLife! Downloading it will change your life!

Have a good two weeks,

Carson Cook

<FunnyMemePic.jpg>

Internal Affairs – Alexander Clifford

iaffairs@engsoc.queensu.ca

Hey all,

Haven't really done anything noteworthy recently so I'll keep it short and sweet.

What I've been up to:

- Cleaning up online documentation
- Helping with frosh week
- Combing through policy to remove redundancies
- Ran Ladder Committee
- Pressed a lot of buttons

Coming Soon:

- First Year Exec Elections (September 21)
- Jacket Council (September 26)

P.S. If you have ideas for motions for Jacket Council please forward them to me as I am starting to compile the agenda.

All the best,

Alexander Clifford

Professional Development – Hannah Cameron

pd@engsoc.queensu.ca

Hi friends!

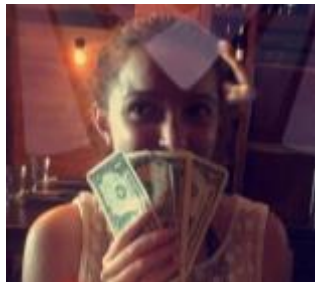
Over the summer, the PD gang:

- Developed a neat website (engsocpd.ca – check it out)
- Started a newsletter – PD Connects
- Developed resources for the website (resume templates, LinkedIn tips, etc.)
- Began a trial with 10KCoffees mentorship platform
- Secured a (donated!) venue for the Alumni Summit
- Collaborated with other groups to organize ‘EngTalks’ workshops on: design teams, coding, wage negotiation, internships/summer jobs, PD skills (Career Crash Course) and AutoCAD

Next two weeks:

- Send out student and alumni invitations to 10KCoffees
- Attend as many info sessions as possible
- Finish adding content to website

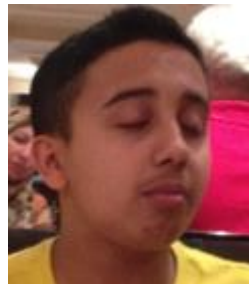
Make sure to drop by some of the many info session on campus this month! I’d also like to introduce and thank my wonderful team for all the hard work they put in this summer:



Juli Brown
Marketing Coordinator



Sam Eby
Chair of Industry



Mukund Mauji
Workshops Coordinator



Troy Su
Chair of Alumni Relations

Thanks for listening!

H

Services – Cody McLaughlin

services@engsoc.queensu.ca

Hey There Council!

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

- Helped CEO with their sidewalk sale and frosh week sale
- Helped clean Clark office
- Helped clean Tea Room office and throw out unwanted furniture
- Met with fire marshal to review Clark's fire safety
- Miscellaneous pre/frosh week activities

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

- Schedule static meetings with management staff
- Help with first Clark patio
- Continue to help clean lounge areas
- Check in on Service staff during first week to ensure they are settling in

I will definitely have more to do over the next two weeks that I forget to put in this report!

Cody