



Council Meeting Agenda

Engineering Society of Queen's University
Thursday, October 12, 2017
6:00 pm, Dunning Hall 27

- I. Attendance
- II. Adoption of the Agenda: Motion 1
- III. Adoption of the Minutes: Motion 2
- IV. Break
- V. Speakers Business
- VI. New Business: Motion 3
- VII. Executive Reports
 - i. President
 - ii. VP (Operations)
 - iii. VP (Student Affairs)
- VIII. 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
- IX. Question Period
- X. Faculty Board Report
- XI. Alma Mater Society Report
- XII. Senate Report
- XIII. Engineering Review Board Report
- XIV. Advisory Board Report
- XV. Equity Officer Report
- XVI. Club Reports (Happy)
 - i. Mechanical
 - ii. ECE
 - iii. Eng Phys
 - iv. Mining
- XVII. Year Reports
 - i. Sci'18
 - ii. Sci'19
 - iii. Sci'20
 - iv. Sci'21
- XVIII. Statements and Questions by Members

Speaker: Jamil Pirani
Secretary: Leah Bourque

Motion List

Motion 1

Whereas: It'll be a quick council;
& whereas: let's get it started!

BE IT RESOLVED THAT:

Council approve the agenda of the Council meeting of Thursday, October 12, 2017, as seen on the Engineering Society website.

Moved by: Alexander "Third times the charm!" Clifford
Seconded by: Jamil "We'll see" Pirani

Motion 2

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

BE IT RESOLVED THAT:

Council approve the minutes of the Council meeting of Thursday, September 28, 2017, as seen on the Engineering Society website.

Moved by: Alexander "100 words per hour" Clifford
Seconded by: Leah "100 words per minute" Bourque

Motion 3

Whereas: Clark needs to be re-wired;
& whereas: it costs a couple more pennies than we thought;

BE IT RESOLVED THAT:

Council approve the changes to the Director of IT budget as seen in appendix CHORDS.

Moved by: Carson "More pennies, more cents" Cook
Seconded by: Jillian "More pennies, more sense" Reid

Executive Reports

President – Nathaniel Wong

president@engsoc.queensu.ca

Greetings Friends,

Hiring

- Congrats to Delaney Benoit and Stevie Boyd, our new Orientation Chair and Science Formal Convener
 - We've been transitioning and passing on as much info as possible

Undergraduate Orientation Review Working Group

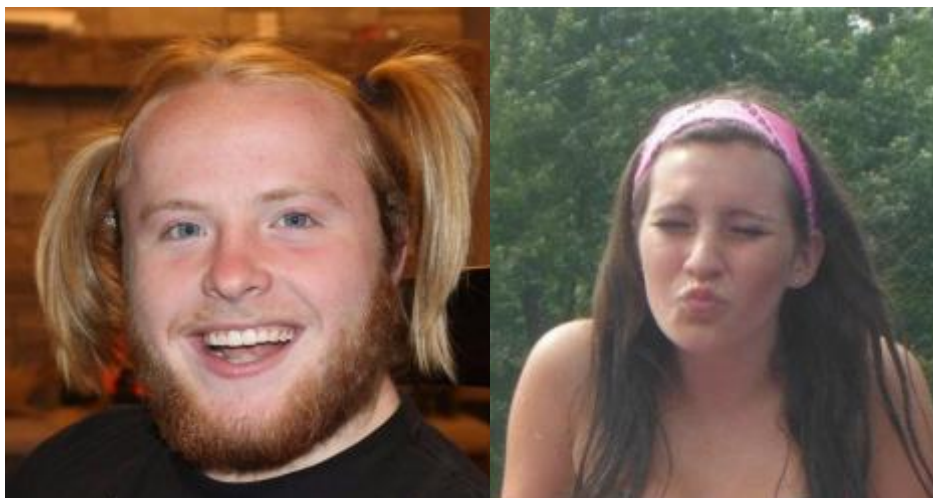
- September 28th Meeting: Gave Presentation on Engineering Orientation week along with a few other Orientations including Nursing, FYNIRS, NEWTS, University.
- October 10th Meeting: Will provide update at Council
- Engineering Task Force:
 - Met last week and got Delaney up to speed

Next 2 Weeks

- Science Formal Chairs are being hired this weekend
- Chief FREC is being hired the following weekend

Cheers,

Nathaniel



VP (Operations) – Jill Reid

vpops@engsoc.queensu.ca

Hello Council!

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

- Met with Bookkeeper
- New printer!
- Final Investment Deposit
- Sorting out payroll issues
- Lots and lots of emails

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

- Homecoming Patio!!
- Finish setting up EngLinks new financial system.
- Alarm system for boardroom

Thanks to my 3 lovely directors for doing a great job these last two weeks as always!!

Kind Regards,

Jill Reid



#Me after Thanksgiving Dinner

VP (Student Affairs) – Julianna “JJ” Jeans

vpsa@engsoc.queensu.ca

Hello Everybody!

I hope you're all doing well, I've been working on school a lot more in these last few weeks, but here's what's been happening within my portfolio:

- I have FYPCO's now; Matt and Sinead will start working on their projects this week!
- Working on Dean's wine and cheese with Leah
- Hiring with Nat and Jill
- More meetings!

What's I'm excited for in the next few weeks:

- Hiring Chief FREC with Nat and Delaney!
- Hiring Sci' Formal Chairs with Nat and Stevie
- Meeting with the AMS Sustainability Action fund committee
 - This still hasn't happened yet, maybe it will happen next week?
- Getting ready to go to the Conference on Diversity in Engineering with Loralyn and Jordan!

I'm currently in Newfoundland with my family so I'll share more at council this week!

All the best,

JJ

Director Reports

Academics – Monica Cowper

academics@engsoc.queensu.ca

Hi Friends!

Here's what I've been up to:

- Met with Aphra to discuss curriculum changes
- Decided what to do with the Academic Caucus this year (who will be invited, who will be forwarded minutes, etc.)
- Got a FYPCO
- Met with my FYPCO and began to plan the first academic caucus (exciting times!)
- Got put as the engineering representative for Queen's library academic council that allows students to voice their opinions about library material (I am curious to see what this entails)
- Met with the BED Fund team to discuss year goals (clarifying what the BED Fund is and all the workings behind it... this is much easier said than done)

Here's what I'm going to do:

- Continue to meet up with my FYPCO
- Plan the academic caucus for November
- Running EngLinks midterm workshops and supporting the team
- Planning the Tea Room event with the BED Fund (aiming for this November!)

If you have any academic related questions, feel free to hit me up!

Much love,

Mon

Communications – Behshid Behrouzi

communications@engsoc.queensu.ca

Hello Council!

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

- Advertising hiring
- Doing requests (graphic design)
- Sponsorship package for IBM
- All Eng
- Updated Facebook photo albums

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

- Meeting with FYPCO, working with her
- Hiring
- First Comm Team meeting
- Set up work delegation system
- Design Team map



Oliver being Oliver

Besh

Community Outreach – Jordan Pernari

outreach@engsoc.queensu.ca

Hi Council!

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

- Helped run the fall Fix n Clean Event with our two lovely coordinators!
- Talked with NxtSteps about EngSoc potentially participating in their online video series and conference panel;
- Prepared for our first Blood donation trip;
- Met with the Cure Cancer Classic team to see what EngSoc's participation in the event this year could be;
- Met with the faculty's Outreach representatives to discuss possible collaboration throughout the year;
- Spoke with a lot of Kingston community members about Fix n Clean;
- Hired ERC with Mitchell and with help from Aidan.

Over the next two weeks I will be:

- Meeting with the newly formed ERC team to get started;
- Setting up plan with the Fix n Clean coordinators for the winter event;
- Advertising and running our first Blood donation trip with the Canadian Blood Services;
- Working on developing more of a relationship with the youth hockey team we sponsor.

The Blood Donation trip will be happening on Thursday October 19th! If you want to sign up to go donate blood please send me an email (outreach@engsoc.queensu.ca) for us to coordinate further!

Hope you've all had a lovely Thanksgiving!

Jordan

Conferences – Aidan Thirsk

conferences@engsoc.queensu.ca

Howdy y'all.

In the past two weeks...

- All my conferences have been doing well
- There has been a big push on speakers and sponsors
- I have met with a few of the chairs for overall updates and plans
- Conferences have hired remaining exec members
- My FYPCO has been hired and we will be working on setting up projects for the semester
- I am setting up plans for transition manuals and other logistical systems
- I have been working on a multi-year plan to move some EngSoc conferences to the fall to reduce winter congestion

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
- Attending taster/social events
- Groups will be signing contracts
- Getting updated ledgers for current balances
- Continuing project plans and developing more cool ideas

Other...

Rock on,

Aidan "gained 5 pounds in 2 hours" 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:

- Stewardship Agreement meeting went well
- Read through every stewardship agreement
- Composites Training went well, everyone was very happy and the alumni who ran it seems willing to come back

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

- Holding down the fort.
- Getting in contact with the faculty about promoting design teams on social media.
- Chase down the last offending logo that is impeding the design team jackets.
- Meet and chill with my FYPCO, figure out a project that will suit him well.

Have a great week everyone,
Oliver

Events – Leah Vignale

events@engsoc.queensu.ca

Hey There Council!

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

- Hiring, hiring, hiring – happy to say the Movember, EngWeek and EngVents all have wonderful committees
- Weekly meetings
- Helped with the Wellness Events Sidewalk Chalk Event (Went super well)
- Got most of Dean's Wine and Cheese planned

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

- Helping Wellness Events with a Mental Health Passerby Quiz
- Help committees have first meetings and start planning events
- Continue weekly meetings

- Work up updating helpful documentation for Chairs
- Hire a Festival of Carols Coordinator

Have a stellar week everyone,

Leah

Finance – Sarah Rodin

finance@engsoc.queensu.ca

Hi Council!

Here are several things I have done in the past 2 weeks:

- Deposits
- Ran finance info session
- Helped with jacket fitting!
- Updated Financial Handbook
- Met with bookkeeper
- Helped clubs and teams with financial inquiries

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

- Working on projects with Financial Officers
- Having updated ledgers & charter of accounts
- Setting up budget for tracking actuals

Have a lovely rest of your week!

Sarah Rodin

First Year – Nick Dal Farra

firstyear@engsoc.queensu.ca

Buenos dias mi amigos,

Things I have been up to for the past two weeks:

- Hired the FYPCOs (what an adventure!)
- Helped with Jacket Fitting. A lot of first years came to the last minute Thursday session which was a mess but was still a lot of fun!

- Started getting FYE organized and off the ground
- Have begun thinking about improvements for the Director of First Year Portfolio

What is coming up pour moi:

- First Year Midterms. This is going to require me ramping up the amount of mental health support information I'm publicizing
- Help Leah with a little bit of hiring
- Talk to Emma about planning the first FYPCO workshop. This is probably going to be a mental health and stress management workshop, just in time for midterms!
- Start planning out the logistics of Jacket Pickup with Jay, Chaz, and other stakeholders (did I just say stakeholders? Am I in engineering or what?)
- Hiring for the First Year Conference Executive. Make facebook posts, get frosh hyped and involved, and get ready for a DOPE conference!
- Have a good homecoming

That's about it for me. I'd like to wish everyone the best of luck as we enter the midterm season. Things may get rough, but remember that we are all in this together and I believe that each and every one of you here are amazing <3

Yours in celibacy,

Niel Dex Flara



Human Resources – Emily Wiersma

hr@engsoc.queensu.ca

Hello Council!

What I've Done:

- Putting applications up on EngSoc apply
- Answering questions about EngSoc apply
- Renewed SurveyGizmo subscription
- Doing hiring training by request
- Got my FYPCO!!! (hi Nathan)

What I've Got Going On:

- Meeting with HR team
- Updating EngSoc apply
- Planning fall training conference (tentative date: November 5th)
- Planning hiring town hall
- Getting surveys up and running for staff chats, etc.

Hope everyone has a fun and safe HOCO!

Emily

Information Technology – Carson Cook

doit@engsoc.queensu.ca

Yoyo Council,

Things done over the last 2 weeks:

- In discussion with companies about IT networking opportunities
- Hired IT friends! – ESSDev, ITOC, ITSC and FYCO
- Initial meetings to start getting the new people's feet wet
- Moved forward with Clark wiring project
- Fixed some websites
- Configured some websites
- Documenting

- Eating lots of turkey

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

- continuing to work with IT companies
- getting ESSDev projects set
- introducing FYPCO to systems being used for requests portal project
- teaching ITSC our IT architecture, how to do server configurations
- work with ITOC and PD to start getting our first workshop ready

Tell anyone interested in getting a summer IT/Software job to email me! I'll add them to my list!

Download QLife!

Have a good two weeks,

Carson Cook



Internal Affairs – Alexander Clifford

iaffairs@engsoc.queensu.ca

Hello Council,

What I've done recently:

- ❖ Helped for a little bit at Jacket Fitting
- ❖ Helped with crest painting
- ❖ Got in contact with my FYPCOs

What I'm looking to do next:

- ❖ Meet with my FYPCOs to find out what they want to get out of the position then set some concrete plans for them
- ❖ Early planning of this year's elections
- ❖ Adjusting some policy

All the best,

Alexander Clifford

Professional Development – Hannah Cameron

pd@engsoc.queensu.ca

Hi friends!

Over the past two weeks:

- Completed Dean's Donation for the Alumni Networking Summit
- Planned the homecoming panel 'Golden Throwback'
- Planned ASHRAE event
- Worked on PD Connects content
- Started developing feedback forms

Next two weeks:

- Golden Throwback – Friday Oct. 13th (10-11:30AM)
- ASHRAE event – Thursday Oct. 12th
- Resume reviews
- Eng & Tech Career Fair (promotion and creation of resources)

Thanks for listening!

Hannah

Services – Cody McLaughlin
services@engsoc.queensu.ca

Hello friends,
Not too much to report, all is going well!


Past Weeks

- Help CEO with jacket fitting, about 90% of frosh got a GPA which is Gucci. Also have a ton of pre-orders for HOCO, woooo. They also have all their staff hired, yay.
- Sustainability week went well for TR, they sold all their salads. Mmm
- SQ is finishing up their end of the year report, will be done soon
- iCon is going well, everything is settled in (new resources). Also, the iCon banner is missing ☹
- Clark has been bumpin, lots of private bookings and sponsorships which is awesome!
- GW is chuggin along

Next Weeks

- CEO will have its big HOCO sale this weekend, should be chaos but they have all their new staff to help out & me. Should be the best year yet. Also, planning a charitable drive for old merch with Jordan. Yay charity.
- SQ will be having its end of the year report soon and the applications will be going up soon for director positions. I'm going to hire all positions together this year. (See figure below)
- iCon is going to be focusing on marketing and updating services they available.
- Clark HOCO is coming up so I'll be there helping with that. They still have lots of bookings coming up which, again, super lit.
- GW..... still chuggin along.





If you have any questions feel free to email me! Hope you all have a good week!!