



THE ENGINEERING SOCIETY
OF QUEEN'S UNIVERSITY

Council Meeting Agenda

Engineering Society of Queen's University

Thursday, November 9, 2017

6:00 pm, Dunning Hall 27

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|-------|-----------------------------------|--------|---------------------------------|
| I. | Attendance | | xii. Services |
| II. | Adoption of the Agenda: Motion 1 | IX. | Question Period |
| III. | Adoption of the Minutes: Motion 2 | X. | Faculty Board Report |
| IV. | Break | XI. | Alma Mater Society Report |
| V. | Speakers Business | XII. | Senate Report |
| VI. | New Business: Motion 3 | XIII. | Engineering Review Board Report |
| VII. | Executive Reports | XIV. | Advisory Board Report |
| | i. President | XV. | Equity Officer Report |
| | ii. VP (Operations) | XVI. | Club Reports (Happy) |
| | iii. VP (Student Affairs) | | i. Mechanical |
| VIII. | Director Reports | | ii. ECE |
| | i. Communications | | iii. Eng Phys |
| | ii. Community Outreach | | iv. Mining |
| | iii. Conferences | XVII. | Year Reports |
| | iv. Design | | i. Sci'18 |
| | v. Events | | ii. Sci'19 |
| | vi. Finance | | iii. Sci'20 |
| | vii. First Year | | iv. Sci'21 |
| | viii. Human Resources | XVIII. | Statements and Questions by |
| | ix. Information Technology | | Members |
| | x. Internal Affairs | XIX. | Discussion Period |
| | xi. Professional Development | | |

Speaker: Connor Kapahi

Secretary: Leah Bourque

Motion List

Motion 1

Whereas: We have stuff to discuss;
& whereas: let's get it going!

BE IT RESOLVED THAT:

Council approve the agenda of the Council meeting of Thursday, November 9, 2017, as seen on the Engineering Society website.

Moved by: Alexander "Hey, you aren't Jamil" Clifford
Seconded by: Connor "Shhhh" Kapahi

Motion 2

Whereas: Stuff happened last council;
& whereas: we wrote it all down;

BE IT RESOLVED THAT:

Council approve the minutes of the Council meeting of Thursday, October 26, 2017, as seen on the Engineering Society website.

Moved by: Alexander "Lots of elections" Clifford
Seconded by: Leah "Lots of speeches" Bourque

Motion 3

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 _____, and _____ to sit on the Strategic Planning Committee for the 2017-2018 term.

Moved by: Jillian "Successful planning" Reid
Seconded by: Tyler "Planning for success" Snook

Executive Reports

President – Nathaniel Wong

president@engsoc.queensu.ca

Science Formal

- Huge shout out to Matt Clark and the SciFormal Committee. They organised an amazing formal and everyone has said they had a great time.
- Thank you to the new Committee and volunteers for running the event and for cleaning up post event. Your hard work will pay off when it's your turn next year.
- We've sent out a SciFormal Feedback survey to receive any suggestions for next year, please tell your friends! You can fill it out here:
<http://ca.surveygizmo.com/s3/50009726/Sci-Formal-2017>

Hiring

- Congrats to the new FREC Committee and Science Formal Committee

Undergraduate Orientation Review Working Group

- November 9th Meeting: Will provide update at Council

Other

- Dean's Wine and Cheese was a great success, thanks to Leah for organising
- Fall Open House was run by the non 4th year Directors and went very smoothly

Next 2 Weeks

- Fall Training Conference on November 12th
- Remembrance Day Ceremony + 5th Field Company Ceremony on November 11th



VP (Operations) – Jill Reid

vpops@engsoc.queensu.ca

Hello Council!

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

- Getting everything up to date with the books
- Helping business managers with month end
- Spaces!!! Clark is finally clean!!!
- Credit Card statements
- Lots and lots of emails

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

- Working with PPS on Clark bathroom

- Sorting out computers
- Investigating insurance
- Services October actuals

Kind Regards,

Jill Reid

VP (Student Affairs) – Julianna “JJ” Jeans
vpsa@engsoc.queensu.ca

Hello Everybody!

Just a few updates from me over the last two weeks:

- Shout out to Leah for doing an amazing job on the Dean’s Wine and Cheese
- Worked with the AMS Equity Granting Committee. The results of those grants should be out soon!
- The Exec is working with the Dean to alleviate some of the issues in booking group rooms in the ILC
- Most of the Design team captains have now signed their contracts!
- Working on EngLinks policy with Alan. Most of this has now been written, but I will be waiting to finish adding in some of his recommendations before I bring any changes to council!
- My FYPCO’s are killing it!

What’s happening in the next few weeks:

- I’ll be heading to the Conference on Diversity in Engineering in Hamilton this weekend with Jordan, Loralyn, and a few other students!
- Meeting with the AMS Sustainability Action fund committee
 - This has been in my last 3 council reports. It still hasn’t happened yet if you can believe it!

The last few weeks of the semester can be stressful! Make sure take time for yourself and ask for help when you need it!

Hope you all have an awesome weekend. I’ll see you on the flippity flop!

All the best,
JJ

Director Reports

Communications – Behshid Behrouzi

communications@engsoc.queensu.ca

Hello Council!

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

- Finished the IBM Sponsorship Package
- Sci Formal and Dean's Wine and Cheese photography
- Photography for random events/workshops in the ILC
- Updated the TVs, All Eng, TIFR
- Continued Humans of the ILC
- Launched Fall Photography Contest- apply!

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

- FYPCO project development
- More graphic design and photography projects
- Start planning the Elections campaign



No filter- apply for the Fall Photography Contest!!!

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 with my FYPCO, Claire, to get her project started;
- Helped ERC with their food drive event, which was a huge success as they collected over 800 items in 3 days;
- Listened in on the ESSCO monthly teleconference for October;
- Volunteered at Fall Preview and SciFormal;
- Continued to work on getting Canadian Blood Services to change our type of partnership for the Partners for Life program.

Over the next two weeks I will be:

- Helping ERC plan and build the float to participate in the Santa Claus Parade;
- Continuing to work with my FYPCO on her project;
- Meeting with my Fix n Clean coordinators about their winter event;
- Running the second Blood Donation trip with Canadian Blood Services;
- Attending CDE this weekend;
- Attending the CFES regional teleconference;
- Starting to plan the winter volunteering day trips.

If you're interested in donating blood, the blood donation trip is Tuesday November 19th, please email me if you'd like to get some more information and to sign up!

Hope everyone has a lovely weekend!

Jordan

Conferences – Aidan Thirsk

conferences@engsoc.queensu.ca

Howdy y'all.

In the past two weeks...

- Astros won the World Series
- All of my conferences have been doing well
- Received ledgers on all conference budgets
- Growth initiative fund applications have been submitted
- There has been a big push on speakers and sponsors
- I have met with a few of the chairs for overall updates and plans
- I have met with my FYPCO about upcoming project 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
- Groups will be signing contracts
- Continuing project plans and developing more cool ideas

Other...

Rock on,

Aidan “don’t facebook message me” 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:

- First Roundtable

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

- Holding down the fort.
- Space allocation criteria.
- Contract signing for captains who have yet to do so.
- Organizing design bay.
- Researching new equipment for design bay.
- Planning First aid training

Have a great week everyone,
Oliver

Events – Leah Vignale

events@engsoc.queensu.ca

Hey There Council!

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

- Finished planning/hosted Dean's Wine and Cheese
- Helped with Movember Pop-up Event
- Helped with EngVents Pop-Up Challenge (Halloween)
- Continue weekly meetings
- Helped Festival of Carols get up and running
- Helped with Movember Opening Event
- Helped with Movember Sponsored Ritual and first BBQ
- Helped with Wellness Events Halloween Event

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

- Help with Wellness Events Cookie Giveaway
- Help with Movember BBQ
- Help with Movember Battle of the Bands
- Continue increasing documentation

- Continue meeting with and supporting Chairs
- Order EngWeek and Events sweater

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
- Cheque notifications
- Giving people cashboxes
- Helped clubs and teams with financial inquiries
- Set up Drive for ledgers

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

- Working on projects with Financial Officers
- Month-end updates to bookkeepers
- Setting up cheque scanner

Have a lovely rest of your week!

Sarah Rodin

First Year – Nick Dal Farra
firstyear@engsoc.queensu.ca

Aloha Council,

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

- Talking with dem frosh
- Talked with dem pre-frosh at the Faculty's open house
 - o (gave out my business card!!!! Make it rain on those pre-fro\$h)
- Helped with EngLinks registration
- Planning out All-Discipline night (contacted all the discipline reps with the date and information)

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

- Helping Emma Prairie connect with Mike Young for FYPCO workshops
- Running the all-discipline night on November 21st at 6 pm
- Send out another email, probably
- Talk to more frosh, definitely
- Try to visit the PSC and understand better how their services work
- Stop playing so much Smash Bros in the lounge. It makes me aggressive and I think it raises my blood pressure
- Check in with FYE, confirm their merch orders
- Bring my guitar to the ILC a couple times, jam with some frosh in the atrium???

S/o to EngLinks for handling literally over a third of Sci '21 with their 143 workshop.
Tip of the hat, m'ladies

Raise your hand if u a gansta,

Nick Dal Finesse



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
- Doing hiring training by request

What I've Got Going On:

- Meeting with HR team
- Updating EngSoc apply
- Planning fall training conference (date: November 12th)
- Planning hiring town hall
- Getting surveys up and running for staff chats, etc
 - Sending out Sci Formal survey to get feedback

Emily

Information Technology – Carson Cook

doit@engsoc.queensu.ca

Yoyo Council,

Things done over the last 2 weeks:

- Working on IT companies coming in for IT outreach events
- Working on content for the Git & C workshops this Saturday
- ESSDev getting started with their projects
- Getting ITSC learning how to ITSC, also making scripts to automate cloud control panel things
- Coding help hours

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

- Running Git & C workshop
- Meeting with FYPCO to see their progress on learning to make a requests dashboard
- Hopefully some coding! QLife and ruby on rails!

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

Come out to the Git & C workshop!
Download QLife!

Have a good two weeks,

Carson Cook



Internal Affairs – Alexander Clifford
iaffairs@engsoc.queensu.ca

Hey Council,

What I've been up to recently:

- Talking with Delta
- Meeting with my FYPCOs
- Working through documents

Coming soon:

- Elections planning season
- Hopefully confirming a date for Banquet
- More FYPCO fun

All the best,
Alexander Clifford

Professional Development – Hannah Cameron

pd@engsoc.queensu.ca

Hi friends!

Over the past two weeks:

- Hosted a CIBC Capital Markets information session
- Reviewed resumes electronically
- Provided one-on-one resume, cover letter and interview support
- Brainstormed and got quotes for CAD workshop options

Next two weeks:

- 10K Coffees promo video with Matt Mills
- Hatch information session + evening at Clark
- Review resumes
- Git + C Workshop support

Thanks for listening!

Hannah

Services – Cody McLaughlin


services@engsoc.queensu.ca

Past 2 weeks

- SQ had its year end report and it went well. Hiring Head SQ director this week
- CEO has been quiet, revamped some logistical stuff in terms of office hours and space in the office.
- TR has been doing very well, nothing major to report
- Clark has been doing well, nothing major to report
- GW is consistent, comedy night went well
- iCons are considering the possibility of moving into Stirling

Next 2 Weeks

- Will have hired the head director for SQ and hiring assistant directors
- CEO will be promoting for its eng sale at the end of November
- TR is doing its tea for trees sale soon which offsets carbon footprint by planting trees
- Clark has consistent private bookings

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- GW is consistent
 - iCon's should start moving into Stirling