

# Council Meeting Agenda

Engineering Society of Queen's University Thursday, April 4th, 2019 6:00 pm, Dunning Room 11

I.	Attendance
II.	Adoption of the Agenda: Motion 1
III.	Adoption of the Minutes: Motion 2
IV.	Break
V.	Speakers Business
VI.	Presentations
	i. ESSDev
	ii. Financial Actuals
	iii. Executive Accountability
	i. President
	ii. VP (Student Affairs)
	iii. VP (Operations)
	iv. Executive Summer Plan
VII.	New Business: Motions [3-21]
VIII.	Executive Reports
	i. President
	ii. VP (Operations)
	iii. VP (Student Affairs)
IX.	Director Reports
	i. Academics
	ii. Communications
	iii. Conferences
	iv. Design
	v. Events
	vi. External Relations
	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 (Sunny)
	i. Geological
	ii. ChemEngChem
	iii. Applied Mathematics
	iv. Mechanical
	v. Civil
XVIII.	Year Reports
	i. Sci'19
	ii. Sci'20
	iii. Sci'21
	iv. Sci'22
XIX.	Statements and Questions by
	Members
XX.	Discussion Period-Student Choice

Initiative Budget Planning

**Speaker: Andrew Farley** Secretary: Natalie Arpin

# **Motion List**

#### Motion 1

Whereas: We're back;

& whereas: council is now in session;

#### BE IT RESOLVED THAT:

Council approve the agenda of the Council meeting of Thursday, April 4<sup>th</sup>, 2019, as seen on the Engineering Society website.

Moved by: Emily "Washed" Varga Seconded by: Andrew "Up" Farley

#### Motion 2

Whereas: It's April now;

& whereas: last council was in March;

#### BE IT RESOLVED THAT:

Council approve the minutes of the Council meeting of Thursday, March 7<sup>th</sup>, 2019, as seen on the Engineering Society website.

Moved by: Emily "April" Varga

Seconded by: Natalie "Madness" Arpin

#### Motion 3

Whereas: There are five services and only one Director of Services;

& Whereas: The services need a stronger resource for feedback and constructive criticism;

#### BE IT RESOLVED THAT:

Council approves the implementation of the Services Officer role located in Policy Sections  $\beta$ .C.6- Directors,  $\eta$ .D- Manager and Staff Evaluation,  $\eta$ .A- Management Contracts and  $\gamma$ .A.2- Appointments as seen in APPENDIX "SERVICE STRONG 2.0".

Moved by: Sarah "One" Hatherly Seconded by: Bethany "Two" Viray Thirded by: Kodie "Buckle" Becker Fourthed by: Jinho "My" Lee

Fifthed by: Zaid "Shoe" Kasim

Whereas: Services staff need to be held accountable; & whereas: The current demerit system is unclear;

#### BE IT RESOLVED THAT:

The Engineering Society approves the changes to Policy Sections  $\eta$ .L- Staff and Manager Discipline and  $\eta$ .D- Manager and Staff Evaluation as seen in APPENDIX "DEMERIT".

Moved by: Bethany "Fire" Viray Seconded by: Sarah "Me" Hatherly

#### Motion 5

Whereas: Sci '23 will probably never become a year anyways; & whereas: they will not get nice cozy GPAs because of this; & whereas: the wind in Kingston hurts during the winter;

& whereas: the pain of not becoming a year is already too much to bear;

#### BE IT RESOLVED THAT:

Council approve the introduction of a fun fur scarf and golden toques in place of the traditional GPA's.

Moved by: Nick "Not Dal Farra" Neokleous Seconded by: Emma "Not a Nick" Prairie

#### Motion 6

Whereas: FYPCOs and the FYPCOM exist and are overseen by the DoFY;

#### BE IT RESOLVED THAT:

Council approve the addition of the FYPCO program details as well as oversight under the Director of First Year's responsibilities located in Policy Section  $\beta$ .C.5- Directors as seen in APPENDIX "YOU GO FYPCOCO"

Moved by: Nick "I wasn't in policy this year" Neokleous Seconded by: Emma "Let's change that" Prairie

Whereas: The executive summer salary was increased during the 2017-2018 year in

response to the minimum wage increase;

& whereas: This salary increase was included in the 2017-2018 and 2018-2019 budgets that

were passed by council;

& whereas: This change should be reflected in our policy;

#### BE IT RESOLVED THAT:

Council approve the changes to Policy Section  $\beta$ .B.2- Accountability and Progress Reporting as seen in appendix "WAGES".

Moved by: Jordan "Pirani" Pernari Seconded by: Jamil "Pernari" Pirani

#### Motion 8

Whereas: We have 3 Executive Members and we require two of them to sign off on every

financial document;

& whereas: Unexpected issues may arise through the year that cause multiple executives to

be physically unable to sign documents before the required date;

#### BE IT RESOLVED THAT:

Council approve the changes to Policy Section  $\theta$ .A- Finances to allow the General Manager to approve financial documents in extenuating circumstances with the approval of the Executive, as seen in APPENDIX "SIGNATURES".

Moved by: Del "Out of Town" Benoit Seconded by: Zaid "Out of Office" Kasim Thirded by: Jinho "All Alone" Lee

#### Motion 9

Whereas: The BED fund committee has worked hard on creating a new general fund this

year;

& whereas: This general fund needs a representative;

#### BE IT RESOLVED THAT:

be elected as the general BED fund representative for the 2019-2020 school year.

Moved by: Helen "Represent me" Rotenberg Seconded by: Sidney "In general" Picco

Whereas: Hiring Policy was scattered throughout the Policy Manual;

& whereas: We're still finding random tidbits throughout Policy;

& whereas: It should all be in one easy to find place;

#### BE IT RESOLVED THAT:

Council approve the changes to Policy Section  $\gamma$ .B.2 - Eligibility and  $\eta$ .A.1 - Guiding Practices, as seen in APPENDIX "HIRING UNIFIED".

Moved by: Kodie "A little bit of hiring here" Becker Seconded by: Bethany "A little bit of hiring there" Viray

#### Motion 11

Whereas: ERB has a specific Hiring Committee outline in By-Law; & whereas: Things should be in one place so that they're easy to find;

#### BE IT RESOLVED THAT:

Council approve the changes to Policy Section  $\gamma$ .B.4 - The Hiring Committee, as seen in APPENDIX "ERB CLARITY".

Moved by: Kodie "Say hi to the dean for me" Becker

Seconded by: Rebecca "Sure thing" Leblond

#### Motion 12

Whereas: We should have better documentation in terms of who's hiring what; & whereas: The AMS seems to have a system that works, so we should do something

The AMS seems to have a system that works, so we should do something similar:

#### BE IT RESOLVED THAT:

Council approve the changes to Policy Section  $\gamma.B.8$  - The Interview, as seen in APPENDIX "DOCUMENTATION"

Moved by: Kodie "The" Becker

Seconded by: Rebecca "Office" Leblond

Whereas: The incoming President created and presented a summer plan;

& whereas: the incoming President should be working effectively for the students

throughout the summer;

#### BE IT RESOLVED THAT:

Council approve the President's summer plans for the summer of 2019 as seen in APPENDIX "DEL'S BELLS".

Moved by: Delaney "What time is it?" Benoit Seconded by: Zaid "Summer time" Kasim

#### Motion 15

Whereas: The incoming Vice President of Operations created and presented a summer

plan;

& whereas: the incoming Vice President of Operations should be working effectively for the

students throughout the summer;

#### BE IT RESOLVED THAT:

Council approve the Vice President of Student Operations summer plans for the summer of 2019 as seen in APPENDIX "JINHO KNOWS".

Moved by: Jinho "Summer tan" Lee

Seconded by: Delaney "Summer bod" Benoit

#### Motion 14

Whereas: The incoming Vice President of Student Affairs created and presented a summer

nlan.

& whereas: the incoming Vice President of Student Affairs should be working effectively for

the students throughout the summer;

#### BE IT RESOLVED THAT:

Council approve the Vice President of Student Affairs' summer plans for the summer of 2019 as seen in APPENDIX "WHAT RYHMES WITH ZAID".

Moved by: Zaid "I have a lot of plans" Kasim

Seconded by: Delaney "Summer good, summer bad" Benoit

Whereas: The incoming Executive have things they want to do;

& whereas: Things need to keep working;

#### BE IT RESOLVED THAT:

Council approve the Executive Summer Budget for the summer of 2019 as seen in APPENDIX "SUMMER-MONEY".

Moved by: Delaney "Live" Benoit Seconded by: Zaid "Laugh" Kasim Thirded by: Jinho "Love" Lee

#### Motion 17

Whereas: The President has presented their year-end accountability report; & whereas: the honorarium is awarded at the end of the Executive's term;

#### BE IT RESOLVED THAT:

Council approve the honoraria of one week's pay, \$735.00, to the Engineering Society President, Carson Cook

Moved by: Emily "More money for hats" Wiersma

Seconded by: Behshid "The TD one is falling apart" Behrouzi

#### Motion 18

Whereas: The Vice President of Student Affairs has presented their year-end accountability

report;

& whereas: the honorarium is awarded at the end of the Executive's term;

#### BE IT RESOLVED THAT:

Council approve the honoraria of one week's pay, \$735.00, to the Engineering Society Vice President of Student Affairs, Emily Wiersma.

Moved by: Emily "Paid at last" Wiersma

Seconded by: Behshid "Last to be paid" Behrouzi

Whereas: The Vice President of Operations has presented their year-end accountability

report;

& whereas: the honorarium is awarded at the end of the Executive's term;

#### BE IT RESOLVED THAT:

Council approve the honoraria of one week's pay, \$735.00, to the Engineering Society Vice President of Student Operations, Behshid Behrouzi.

Moved by: Emily "Maybe you can use it for a trip?" Wiersma

Seconded by: Behshid "Would you rather be paid in pesos?" Behrouzi

#### Motion 20

Whereas: Engsoc conduct and grievance policy is confusing; & whereas: The grievance procedures need to be improved;

#### BE IT RESOLVED THAT:

Council approve the changes to Policy Section  $\varepsilon$ - Conduct, Review Board as seen in APPENDIX "GENERAL GRIEVOUS".

Moved by: Carson "Grieving the old procedure" Cook Seconded by: Emily "Grieving that joke" Wiersma

#### Motion 21

Whereas: Sci'22 has slammed their jackets;

& whereas: Sci'22 did so hard you can't even see their year crest;

#### BE IT RESOLVD THAT:

Council approve the that Sci'22 be referred to as "Sci 2 "did not..." did 2" during all sessions of the Engineering Society Council.

Moved by: Julia "Sci 20?" Takimoto

Seconded by: Kaija "He doesn't even go here" Edwards

# **Executive Reports**

### <u>President – Carson Cook</u>

president@engsoc.queensu.ca

Hello Council!

Things that I've been doing for the last 2 weeks:

- o Dismissal/grievances/ERB policy
- Student fee planning
- o Conferences review
- o Orientation Week billing
- o Wrapping up transition with Del

Unfortunately, I do have to report that using Policy Manual Section u.A.3.2.b, which allows the President to de-ratify conferences and then report such an action to Council, the Queen's Global Innovation Conference has been de-ratified. This was due to concerns regarding their financial sustainability as well as viability with respect to student engagement; the Student Choice Initiative compounds these concerns.

This year has been truly incredible. I have so many people to thank for so much work they have put in. I think we have done some incredible things this year, together. I have had such an amazing time as President, and that credit goes to everyone in the Society that does put forth so much time and effort. I'm so sad to be leaving this role, but I also know that it is in such good hands with Del, along with Zaid, Jinho and the rest of the incoming ED team.

Carson

# VP (Operations) – Behshid Behrouzi

vpops@engsoc.queensu.ca

No report submitted

# VP (Student Affairs) - Emily Wiersma

vpsa@engsoc.queensu.ca

Hello Council!

#### Past two weeks:

- Discipline club constitution committee
- Conferences wrap ups
- Design team space allocation
- First meeting of Dec. 6 memorial committee
- Transition

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

- Design team space allocation
- Wrapping up and transition

Thx fr th mmrs,

**Emily** 

# **Director Reports**

## <u>Academics – Sidney Picco</u>

## academics@engsoc.queensu.ca

Hey friends!

So here are some things that I've been doing over the past two weeks:

- Transitioning Helen
- First Year Academic Caucus
- Organizing and attending year closing meetings
- Kicking off BED Fund purchases with the new BED Fund team
- EngLinks team prepping for final exam workshops
- Teaching and Learning conference call
- Women in Engineering Webinar 1

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

- International student academic support meeting
- Semester end meeting with academic Deans
- Women in Engineering Webinar 2 & 3
- EngLinks final exam season

Thanks for the great year council! Good luck on exams 🕲

Sid



## **Communications – Alex McKinnon**

# communications@engsoc.queensu.ca

Hey Council!

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

- Transition things
- Finishing up our projects
- Pushing through our last few purchases
  - o Misc cables etc
- Finishing budget actuals
- Handed over most of the day to day activities to ally

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

- Working with the new incoming manager team!
- Cataloguing and organizing comm equiptment

I believe everything is in the report. Good luck new ED team!

I also wanted to thank everyone for all their hard work this year. It's been a pleasure working with you all!

Have a great week everyone,

Alex McKinnon

(You can include a cute animal picture or cartoon)

Also HUGE shout out to my AMAZING manager team this year! I couldn't have asked for a better team.



# <u>Conferences – Sam Roper</u> <u>conferences@engsoc.queensu.ca</u>

No report submitted

# <u>Design – Hatem Dawagreh</u>

design@engsoc.queensu.ca

Hi Oliver Austin,

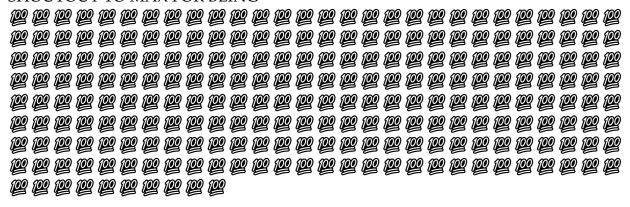
Things I've been doing over the past two weeks:

- In Toronto, born and raised
- In the EngSoc Lounge is where I spent most of my days
- Sitting back
- Sittin all cool
- Helping people print stuff for school
- When a couple of guys that were up to no good
- Started making trouble in my neighbourhood

- I got in one little fight and Simon Smith got scared and said:
- "You're moving with your auntie and uncle in Belair"

Thanks Council, Hatem Dawaghreh

#### SHOUTOUT TO MAX FOR BEING



P.S.

I've also been transitioning and doing space allocation bye.

## Events - Miranda Bundgard

events@engsoc.queensu.ca

Bonjourno!

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

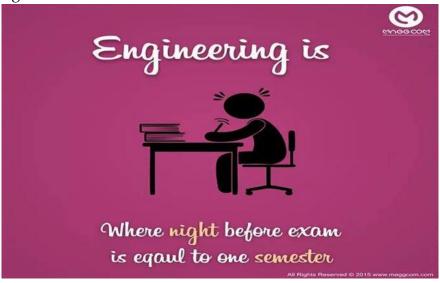
- Working through details relating to Thunderballz
- Transition dinner/ing!!
- Some organization/updating of transition materials, actuals, onedrive, etc
- Seeing how Christina will become an awesome DoE!

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

- Exams, sadly
- Studying
- More studying
- Year end finalizing
- Reviewing end of year budget/actuals
- Wrapping up any loose ends

Cha gheill or nah gheill,

Miranda Bundgard



## **External Relations - Zaid Kasim**

### events@engsoc.queensu.ca

Howdy council! This is my last council as Director of External Relations (2)

Wow, this is me wrapping up, let's go over what I did this year!

- Worked with an amazing Community Outreach Team → Thanks *Mitch Crompton* (Chair) for making life easy
- Fix N' Clean was epic. Thanks to *Christian Coutts* and *Adam Coholan* for running this amazing event in the Fall and Winter
- Worked with THE MOST INCREDIBLE FIRST YEAR ON THE PLANET, Kaija Edwards
- The External Communications Committee was bumpin this year! Thanks to everyone who helped me make some big decisions:
  - o Hosting OEC 2021!
  - o Sending people to CDE, Congress, PM
- Working with the 2018-2019 ED Team!!! (more on this during council <3)
- Creating the Outreach Team and External Communications Officer (EngSpy)
- Meeting all of you!!!

I'll forever love you External Relations <3 You've taught me so much...

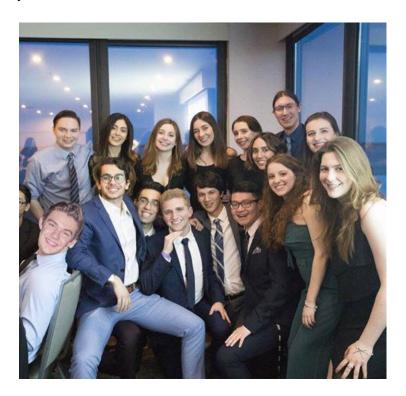
Thank you to everyone on the old Executive Director Team! You've all been mentors to me and have taught me so much. I've grown so much in the last year and it's honestly hugely thanks to all of you. I'm so thankful for the memories and fun we had this last year. Special thanks to Carson, Emily, and Besh, for taking a chance and hiring a little first year to handle an entire Directorship. I can promise you that it was an incredible opportunity and I will always be thankful for you guys. Been an amazing year and thanks to everyone who helped along the way!!!

Hope everyone had a great year and hopefully I'll see you all next year too! yeetboi becomes yeetman <3

Love u all,

Zaid Kasim, Director of External Relations 2018-2019

Look at this beauty <3



This is kinda cute I think



# <u>Finance – Brandon Tseung</u>

## finance@engsoc.queensu.ca

Council, it's been a ride.

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

- Regular deposits, float runs, and cheque reqs
- Clark Patio Ritual (if it happened, not sure of weather at the time of writing this report)
- Moneris tracking and Queen's Financial Services funds allocation
- Online ticket sales funds allocation
- Finance LinkedIn photoshoot
- Transitioning Liam
- New cheque req system
- Final FYPCO meeting
- Finalizing actuals

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

- Transitioning my lower
- Internal SWOT analysis, final finance meeting, turnover meeting with new finance team

• Wrapping things up!

Big shoutout to everyone in my portfolio who made finance great this year. Andrew my FYPCO and Dillon and Will my finance officers you're all killing it, can't wait to see what the future has in store for you all! <3

Full send,

Brandon



# <u>First Year – Emma Prairie</u>

firstyear@engsoc.queensu.ca

Hello Everyone!

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

- Frosh questions and help (mainly disciplines)!
- Transitioning Nick(YAY)!
- Supporting Nick in all his awesome work

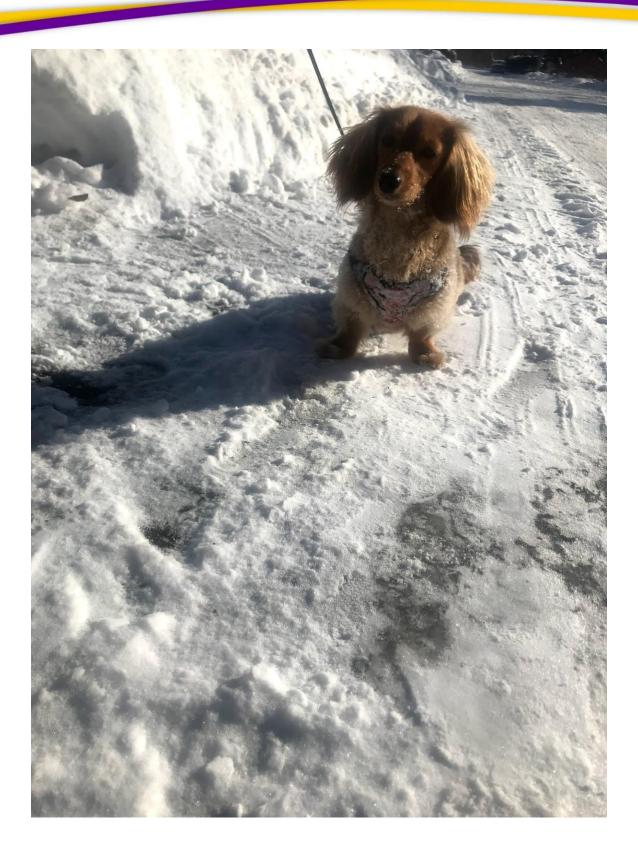
- Academic Caucus (thanks Sid and Leigh!)
- Emails

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

- Final Email 😣
- Talking with frosh
- Transitioning Nick YAY
- School

Thanks for an awesome year,

Emma Prairie



## **Human Resources - Kodie Becker**

## <u>hr@engsoc.queensu.ca</u>

Happy Spring(!?) everyone!

Hope y'all are doing well! Jeez, it's been a long year... here's what I've gotten up to this past year:

- Helping people with Dash/hiring/errors/emails/questions
- Testing the waters with Dash (and writing a whole list of things that need to be worked on, @Andrew)
- Implementing/updating hiring practices
  - Hiring tablets
  - o Hiring training
- Reviewing and editing policy (and even passing some too!)
  - o Hiring Policy overhaul
  - o ERB Policy
  - o Grievance policy (shout-out to Carson for spearheading this one)
- Cleaning up/updating documentation
  - Clark filing cabinet
  - HR OneDrive
  - Hiring resources
  - o Contracts, Forms, etc.
- Dealing with ERB fiascos (shout-out to Rebecca for literally being the best)

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

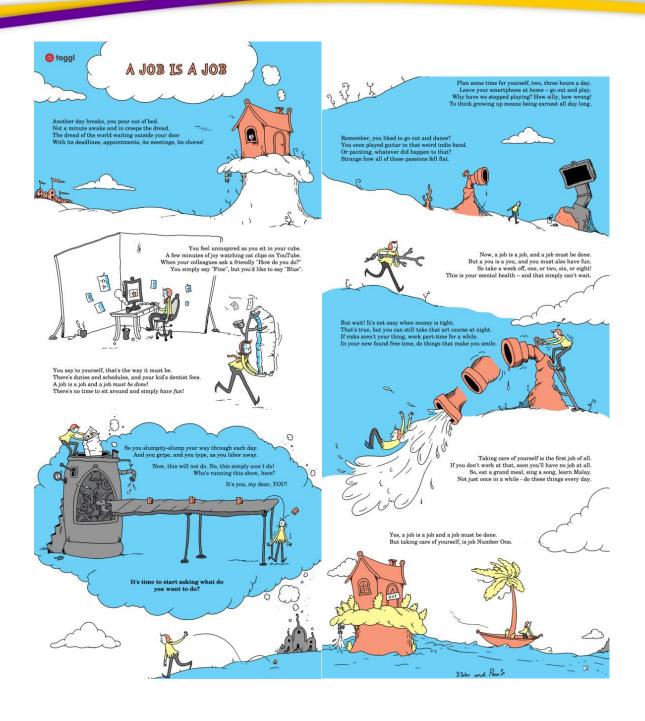
- Wrapping up loose ends
- Filing away hiring documentation (hiring notes, etc.)
- Handing over the reigns to Bethany

I want to give a big thank you to everyone who I've been able to work with this year. It's truly been a priviledge. A HUGE shout-out to my HR team: Owen Salter, Gregor Browning, Kate Hobbs, Delaney Benoit, and Jessie Xiong. Thanks for all the effort you put in this year, it really makes a difference! And one last thanks to my fellow ED peoples, love you all <3

Finally, best of luck to Bethany next year in this role. You're going to do great! :) Anyways, that's all from me. Have a great life, all!

#### Kodie

Director of Happy Retirement



# <u>Information Technology – Max Karan</u>

# doit@engsoc.queensu.ca

No report submitted.

## Internal Affairs - Emily Varga

# iaffairs@engsoc.queensu.ca

Hello Council,

I can't believe it's the last council of the school year!!

What I've been up to in the last two weeks:

- Banquet
- Transition stuff with Ben
- AGM changes
- Helping Ben with the last council of the year

Thank you so much to everyone who I've worked with this year. It has been such an incredible experience!! Thank you to everyone for bearing with me when I first came into this role in October, when I was just figuring out the role.

I am so incredibly lucky to have worked with incredible people such as yourselves and am so sad to see this year come to an end. I know that Ben will do such an amazing job next year and I am so excited to see all of the wonderful things he will accomplish!!



5 generations of Internal Affairs!!!!!! (2015-2020)

# <u>Professional Development – Juliana Brown</u>

## pd@engsoc.queensu.ca

### Hey Council!

Last Two Weeks:

- Wrapping up transitions
- Meeting with faculty to discuss next year's initiatives with Liam, Iain & Caleb
- Phone calls with industry reps for next year
- Actuals

Thanks to everyone who has made this year fantastic! I could not have enjoyed my time as DoPD more. I'm so lucky to have been a part of such a passionate and enthusiastic ED team and will miss working you all next year. A special thanks to the PD team for all of the hard work and enthusiasm you showed this year! You surprised me everyday with your passion, new ideas and the results you achieved. Thanks for being the best team I could ask for <3



# <u>Services – Tristan Brunet</u>

<u>services@engsoc.queensu.ca</u> Hello All, This is the end, here it is. After 4 years you finally got rid of me Queen's. I grew up, grew a beard, shaved it, embarrassed myself in EngSoc positions and as a person, but I'm leaving now.

It was a blast Queen's, it was a baller EngSoc. Good times and good vibes the whole time.

So um... if you want to ever see each other again, my number is (XXX) XXX-XXXX and like yeah I'd love to hang out with you again, maybe grab a coffee or like go for a walk or something idk haha....

Tristan