

# Council Meeting Agenda

Engineering Society of Queen's University Thursday, October 11<sup>th</sup>, 2018 6:00 pm, Dunning 27

I. Attendance

II. Adoption of the Agenda: Motion 1

III. Adoption of the Minutes: Motion 2

IV. Break

V. Speakers Business

VI. Presentations:

i. BED Fund

ii. CFES President's Meeting

iii. Hiring Digitization Update

VII. New Business: Motions [3-4]

VIII. Executive Reports

i. President

ii. VP (Operations)

iii. VP (Student Affairs)

IX. Director Reports

i. Academics

ii. Communications

iii. External Relations

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 ReportXVI. Equity Officer Report

XVII. Club Reports (Happy)

i. Eng Phys

ii. ECE

iii. Mechanical

iv. Mining

XVIII. Year Reports

i. Sci'19

ii. Sci'20

iii. Sci'21

iv. Sci'22

Speaker: Andrew Farley Secretary: Natalie Arpin

### **Motion List**

#### Motion 1

Whereas: This is the only council in October! & whereas: So we really need to discuss things;

#### BE IT RESOLVED THAT:

Council approve the agenda of the Council meeting of Thursday, October 11th, as seen on the Engineering Society website.

Moved by: Isabela "Get Excited for Halloween Council" Dominguez Seconded by: Andrew "It's the next one!" Farley

#### Motion 2

Whereas: Some things happened last council;

& whereas: we need to approve them;

#### BE IT RESOLVED THAT:

Council approve the minutes of the Council meeting of Thursday September 27<sup>th</sup>, as seen on the Engineering Society website.

Moved by: Isabela "Loved meeting the Sci '22s!" Dominguez Seconded by: Natalie "Were they even there?" Arpin

#### Motion 3

Whereas: The Strategic Planning Committee of the Advisory Board works to develop long

term strategic plans for the Engineering Society and the Engineering Society's

Corporate Initiatives

& whereas: We'd like to clarify some wording as to the composition of the Strategic Planning

Committee

#### BE IT RESOLVED THAT:

Council approve the changes to policy section  $\zeta$  as seen in Appendix STRATS

Moved by: Jamil "Clearly Clarifying Committees Compositions" Pirani Seconded by: Carson "Cool!" Cook

#### Motion 4

Whereas: It is great to have experienced people in the IT portfolio

& whereas: Their advice is valuable to current projects

#### BE IT RESOLVED THAT:

Council approve the changes to policy section  $\beta$  and section  $\lambda$  as seen in APPENDIX "MENTORSHIP"

Moved by: Max "Young, Dumb and Broke" Karan Seconded by: Carson "This is why we need mentors!" Cook

## **Executive Reports**

#### President - Carson Cook

#### president@engsoc.queensu.ca

Hello Council!

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

- CFES President's Meeting this past weekend!
- Gobbling down turkey
- Supporting the Engineering Wellness Centre
- Working with Sid on academic advocacy projects
- Organizing documentation on Orientation Week spaces

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

- Hiring SciFormal Chairs
- Hiring Chief FREC
- ESSCO evaluation
- Structure of long term image and status information gathering
- Kingston City election

Think about applying for Chief or SciFormal chair! Tell your friends! (For first years and third years respectively).

If you want my thoughts on the upcoming election candidates, reach out! I will be ensuring engineers are prepped to vote.

Thanks!

Carson

#### <u>VP (Operations) – Behshid Behrouzi</u>

#### vpops@engsoc.queensu.ca

Hello Council!

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

- Hiring CFOs
- Fixing payroll
- Advisory board: approved cap fund purchases
- Meetings with services

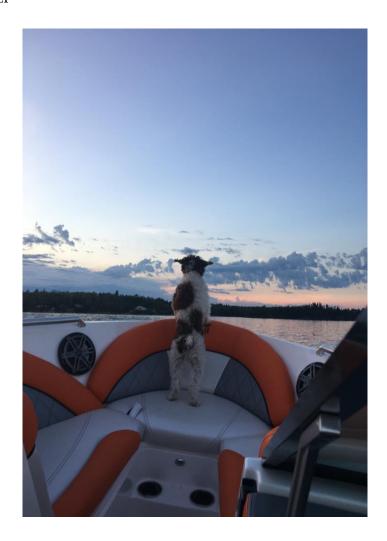
- Preparing for Homecoming ritual
- Ordering missing keys
- Month end for services and EngSoc-first one!

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

- Meeting with investment banking account manager
- Homecoming ritual
- Whatever else the world of Ops will inevitably call for!

Kind Regards,

#### Behshid Behrouzi



#Me looking forward to reading week

#### VP (Student Affairs) – Emily Wiersma

#### vpsa@engsoc.queensu.ca

#### Hello Council!

#### Past two weeks:

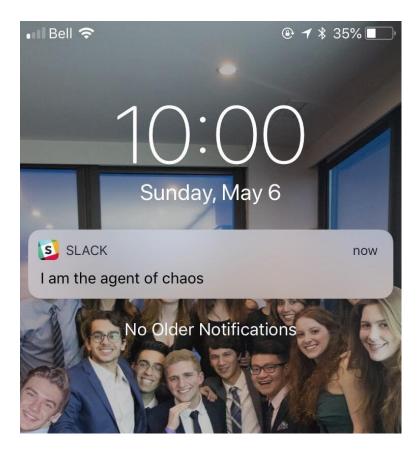
- OC and Convener interviews/interview reviews
- Meetings (Eng Wellness Centre, Dean's Wine and Cheese)
- CDE bookings/delegate info prep
- Hiring Tablets update

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

- Chief FREC interviews
- Meet my FYPCO
- Get ready for CDE
- Discipline/year club round table

Here's to not being sure what week it is but being excited all the same!,

#### Emily



## **Director Reports**

#### **Academics - Sidney Picco**

#### academics@engsoc.queensu.ca

#### Hey y'all!

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

- First Academic Office Hour and Feedback Booth were a success!
- BED Fund presentation to council, Faculty and discipline reps.
- AMS Academic Affairs Commission Caucus.
- Researched doing a fifth year for a marketing campaign to remove any negative perceptions.
- Investigated potential of a mentorship course with CFES.
- Hired BED Fund Discipline Rep Coordinator with Liam Congrats Marlene!!
- BED Fund frosh group challenge.

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

- First semester Academic Caucuses
- Engineering Dean of Academics (Dr.Kontopoulou) and Stacy Shane to present at
- AMS Academic Grievance Center training.
- Wrapping up all 2017-2018 BED Fund purchases with Liam.
- BED Fund Pizza for an Idea event
- Developing a plan to implement the feedback from the academic office hour
- Discussions about the BED Fund "General Fund" and it's future.
- Douglas Help Desk for first year midterm prep
- FYPCO!!!!!

#### Shout out to:

- EngLinks for running awesome midterm review workshops and Jordan for organizing the first Douglas Help Desks!
- Katie for running the FIRST Academic Feedback Booth

• Everyone that participated in the Academic Office Hour/Feedback Booth

Check out the NEW Academic Feedback page on the EngSoc website! It includes details on how to give feedback, a calendar and an on-the-go anonymous feedback survey.

Have a great week everyone,

Sid

(There's a moth meme below, get hyped)



<u>Communications – Alexander McKinnon</u> <u>communications@engsoc.queensu.ca</u>

Hey Council!

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

- New equipment has been ordered for video team (live streaming equipment)
- Experimental live streaming setup at council this week

- Hiring a team, many applicants, but we need videographers
- Video team needs more applicants
- New camera memory card to enable higher bitrate, more fun video

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

- Modify the All Eng template
- Fix the Clark digital signage spacing (this software sucks)
- Training the team, first team meeting, maybe a LinkedIn photo shoot

I believe everything is in the report.

Have a great week everyone,

Alex McKinnon

(You can include a cute animal picture or cartoon)



### <u>Conferences – Sam Roper</u>

conferences@engsoc.queensu.ca

Heeeeeeeeee Council!

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

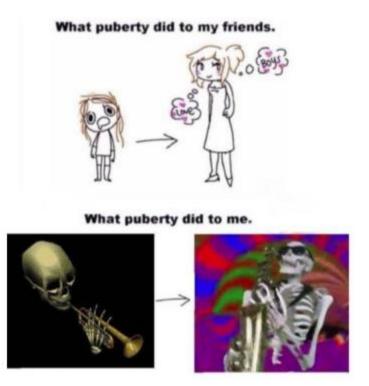
- Conferences are done hiring!!
- Had meetings re: budgets w some of the conferences

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

• Continuing co-chair meetings

Love you bye

Sam



### <u>Design – Hatem Dawaghreh</u> <u>design@engsoc.queensu.ca</u>

Hello Council!

Things that I've been doing over the past little while:

- Not being a narc
- Wrapping up stewardship agreements.
- Starting space allocation.
- Taking care of design bay.

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

• Drinking too much water

- Continuing space allocation.
- First aid training.
- Helping with PD event.

Cheers,

Hatem



#### Events – Miranda Bundgard

events@engsoc.queensu.ca

Bonjour mes amis,

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

- Working with Kyle, the faculty's events coordinator for Dean's Wine and Cheese
- Formulating invite list, RSVP page, catering, wine, music, and other essentials for D'sW&C
- Meeting with Clark Head Manager/Events Manager
- Assisting with Dec 6th Memorial
- Working on finalizing Terry Fox Run financials will continue into next weeks
- Hiring EngWeek committee

- Meeting with various chairs/coordinators
- Got a FYPCO!!

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

- Hiring the EngVents and Movember committees/exec member
- First meeting with EngWeek team this week
- Continue working on details for Dean's Wine and Cheese
- Stumbling through three weeks of mech midterms/assignments
- Try to begin a create a comprehensive inventory list for the Events locker
- Meeting with FYPCO and introduce them to the role/their project/EngSoc!
- Routine meetings with chairs and coordinators/update on progress

Cha gheill or nah gheill,

Miranda Bundgard



**External Relations-Zaid Kasim** 

outreach@engsoc.queensu.ca

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

- Hired the Community Outreach Team!!! Yay!!
- Helped Emma and Nick hire the FYPCO's!!!
- Organizing dates for the Blood Drive "Give Life Shuttle Bus" monthly donation trip dates for the year;

- First ExCommComm Meeting
- Fix 'n Clean planning and final details

Thing I'm working on over the next two weeks:

- 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; It's this weekend!!! EXCITING
- Working on developing more of a relationship with the youth hockey team we sponsor;
- Meeting with my FYPCO and getting their project underway
- Maybe planning a PUPPY ROOM??? in collaboration with the Humane Society

Nothing else from me,

Hope everyone has a sick week!

Zaid (yeetboy)



I LOVE ALPACA'S!!! THIS IS DAVE. I LOVE DAVE.

#### <u>Finance – Brandon Tseung</u>

#### finance@engsoc.queensu.ca

Aloha Council,

Hope yall had a dope thanksgiving.

Here's what I've been working on:

- -September month end financial reports and sheets
- -Regular deposits and bank runs
- -Hired my Financial Officers ( ♦ ♦ ♦ ♦)
- -Got my FYPCO!!! (♥♥♥)
- -Made my experimental Spotify playlist for office hours (mixed reviews, work in progress)

Things I'll be working on in the next two weeks:

- -Meeting with BMO NB to discuss setting up an investment account for QSIG
- -Hoco finance prep
- -Meeting with the Training Officer to get that set up
- -Training my FYPCO and FOs
- -Meeting with DoIT to discuss the FYPCO project

Don't forget to continually track your actuals! It will suck if you leave it all at the end.

Cha gheill,

**Brandon Tseung** 



#### First Year - Emma Prairie

firstyear@engsoc.queensu.ca

No Report Submitted

#### <u>Human Resources - Kodie Becker</u>

hr@engsoc.queensu.ca

Heylo all!

Hope y'all are doing well! Here's what I've been up to lately:

- Helping people with dash/hiring/errors/emails/questions (as always)
- Started to sift through hiring policy
- Made mashed potatoes

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

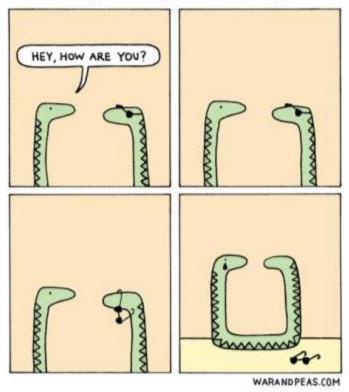
- Helping get ERB organized (hiring/policy)
- Training conference (Oct 13th)
- Looking through AMS hiring policy to compare to our policy

If you have any questions or know someone who's willing to get involved but doesn't know how, send them my way! Have a good week all!

Kodie

Director of Hearty Roasts (nom)

Me, when everyone's away for thanksgiving:



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

### doit@engsoc.queensu.ca

Hello Council!

Things that I've been doing over the past 2 weeks:

- Planning python event with Legal Hackers
- Hiring
- Dash transitioning
- Email resets... lots and lots of email resets

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

- Get new hires up to speed!
- More Dash transition
- More email resets

Until next time folks,

Max Karan



#youprobablydontgetthisbutitsfunnyifyoudo #LAMP

#### <u>Internal Affairs – Isabela Dominguez</u>

<u>iaffairs@engsoc.queensu.ca</u>

No Report Submitted

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

pd@engsoc.queensu.ca

Hi Council,

#### Last Two weeks:

- Working on finalizing Summit Date
- Application are live for the Homecoming Mentorship Program (if you're a Sci 19 you should apply! If you are not in Sci 19 you cannot apply, sorry)
- One on one resume reviews
- Chatted with Hatch about potential events
- Working on PEO event logistics
- Resume review training for the industry team and workshops coordinator
- Advertising internships and open positions at companies

#### Next Two Weeks:

- PEO Event will happen it's for first years, so if you're in first year you should go (October 23 6:30) there will be pizza
- Sci' 88 mentorship event will also happen Oct. 19th
- Summit date will be chosen
- Going to the Eng & Tech Fair (yay! Networking!)
- Meeting with Cisco Meraki
- Meeting my FYPCO!!!

#### I found a PD meme I hope you like it!



Cheers,

Juli

#### Services - Tristan Brunet

#### services@engsoc.queensu.ca

Hi all, hope you all had a nice danksgiving! With October rolling in strong things are picking up both in school and in the services. Here's what's been going on in Service world

- Advisory Board happened, and all the Services' Capital Fund Proposals passed!
- Helped CEO with Jacket Fitting by driving a Dodge Charger!
- Meetings Meetings!
  - o Talking about some strat planning for the services as a whole
  - Clark Accessibility planning
  - Statics fo daiz, everyone's doing pretty well and settling into their roles which is hyyyype!

What'll be rolling through in the next couple o'daiz

- Kicking things off with my new FYPCO!
- Helping Clark with Hoco Ritual
- Setting up Manager Feedback for the service staffs
- Posting the Science Quest Head Director Application on Dash!
- Meetings Meetings!

#### Adios!

#### Tristan

