

Council Meeting Agenda

Engineering Society of Queen's University Thursday, September 26th, 2019 7:00 pm, Dunning Room 11

- I. Attendance
- II. Adoption of the Agenda: Motion 1
- III. Adoption of the Minutes: Motion 2
- IV. Break

IX.

- V. Speakers Business
- VI. Presentations
 - i. Operational Budget
 - ii. Affiliated Groups Debt
- VII. Discussion Period Alcohol Policy
- VIII. New Business: Motions [3-10]
 - **Executive Reports**
 - i. President
 - ii. VP (Operations)
 - iii. VP (Student Affairs)
- X. 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

Speaker: Thomas Wright Secretary: Dana Fahey

- xi. Internal Affairs
- xii. Professional Development
- xiii. Services
- xiv. Social Issues
- XI. Question Period
- XII. Faculty Board Report
- XIII. Alma Mater Society Report
- XIV. Senate Report
- XV. Engineering Review Board Report
- XVI. Advisory Board Report
- XVII. Club Reports (Sunny)
 - i. Geological
 - ii. ChemEngChem
 - iii. Applied Mathematics
 - iv. Civil
- XVIII. Year Reports
 - i. Sci'20
 - ii. Sci'21
 - iii. Sci'22
- XIX. Statements and Questions by Members

Motion List

Motion 1

Whereas: An agenda was made; & whereas: we need to approve it;

BE IT RESOLVED THAT:

Council approve the agenda of the Council meeting of Thursday, September 26th, 2019, as seen on the Engineering Society website.

Moved by: Ben "I'm just a guy, I'm not a god" Zarichny Seconded by: Thomas "Sometimes I feel like I'm a god, but I'm not a god" Wright

Motion 2

Whereas:	It's been two weeks since the last council;
& whereas:	Dana made the minutes for it and they need to be approved;

BE IT RESOLVED THAT:

Council approve the minutes of the Council meeting of Thursday, September 12th, 2019, as seen on the Engineering Society website.

Moved by: Ben "Reads the minutes" Zarichny Seconded by: Dana "Types the minutes" Fahey

Motion 3

Whereas: By-Law is outdated;& whereas: Groups up for ratification should be asked more than one question at Council;

BE IT RESOLVED THAT:

Council approve the removal of By-Law 2.C.5.b as seen in APPENDIX "QUESTIONS".

Moved by: Zaid "One question." Kasim Seconded by: Ben "Only one?" Zarichny

Motion 4

Whereas: & whereas:	There are currently three general members on the Committee on Equity; Policy says we need two more;	
BE IT RESOLVED THAT:		
Council elect	and to sit on the Committee on Equity.	
	Moved by: Abbey "What rhymes with Regi" Ford-King Seconded by: Nick "Squeegee" Neokleous	
Motion 5		
Whereas:	Policy mandates two non-Board, voting members of Council sit on the Advisory Board Strategic Planning Committee;	
BE IT RESOLVED THAT: Council elect and to sit on the Advisory Board Strategic Planning Committee.		
	Moved by: Andrew "Gimme a Strat" Vasila Seconded by: Julia "Gimme a Plan" Takimoto	
Motion 6		
Whereas: & whereas:	It is the second council; we must elect a committee to externally communicate;	
BE IT RESOLVED THAT:		
Council elect	,, to sit on the Committee on External Communications.	

Moved by: Zaid "Paternal Considerations Committee" Kasim Seconded by: Delaney "Nocturnal Investigations Committee" Benoit

Motion 7

Whereas:	The Engineering Society has an operational budget for the 2019-2020 operating
	year;
& whereas:	we need to approve it;

BE IT RESOLVED THAT:

Council approve the operational budget for the Engineering Society as seen in Appendix "OPERATIONAL BUDGET" for the upcoming year 2019-2020 year.

Moved by: Jinho "Money doesn't grow on trees" Lee Seconded by: Liam "Yes it does, it's paper" Cregg

Motion 8

Whereas:	Currently an elected voting member of Council serves as chair of the External
	Communications Committee;
01	The Directory of External Deletions alocated instead design the second it as

& whereas: The Director of External Relations should instead chair the committee;

BE IT RESOLVED THAT:

Council approve the changes to By-Law 9: Section B – Committee on External Communications, as seen in APPENDIX "EXCOMMCOMMCOMMCOMM".

Moved by: Zaid "Dope Jope with Soap on a Rope" Kasim Seconded by: Delaney "Swell Del who Fell on a Bell" Benoit

Motion 9

Whereas: The Student Choice Initiative poses a threat to the Engineering Society;& whereas: it is no longer financially sustainable to support affiliated groups who do not bank with us;

BE IT RESOLVED THAT:

Council approves the changes to Policy Section κ .A – Engsoc Affiliated Groups as seen in APPENDIX "CLUBS".

Moved by: Zaid "Who do I bank with?" Kasim Seconded by: Jinho "The Bank of Engsoc!" Lee

Motion 10

Whereas:Sci' 21's nickname was changed last year;& whereas:Sci' 21 should have its original nickname back;

BE IT RESOLVED THAT:

Council approve the return of Sci' 21's nickname to its original self of "Sci 2-day is gonna by the day that they're gonna throw it back to you. By now you should've somehow realized what you gotta do. I don't believe that anybody feels the way I do, about you now. Backbeat, the word was on the street that the fire in your heart is out. I'm sure you've heard it all before, but you never really had a doubt. I don't believe that anybody feels the way I do about you now. And all the roads we have to walk are winding. And all the lights that lead us there are blinding. There are many things that I would like to say to you but I don't know how. Because maybe, you're gonna be the one that saves me. And after all, you're my 1-derwall" which will be sung by the speaker before the Sci' 21 report with the option of musical accompaniment. Additionally, the Speaker will have the option to say "Sci 21-derwall" if Council has entered extended session.

> Moved by: Andrew "Guess who's back" Farley Seconded by: Andrew "Back again" Vasila

Executive Reports

President – Delaney Benoit

president@engsoc.queensu.ca

Hello Council!

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

- Getting things rolling!
- Helping with Jacket Fitting
- AMS Assembly
- Prepping for Jonah to go to CFES President's Meeting
- Interviewing/Hiring Convenor Applicants
- Interviewing OC Applicants
- Interviewing/Hiring Science Quest Applicants
- QUESSI Meeting #1!
- Meeting with the Dean

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

- Hiring a new OC
- Helping new OC Hire a new Chief FREC and FC
- Helping new Convenor Hire Chairs
- Helping transition in the new OC and Convenor
- Signing AMS MOUs
- Finalizing Mental Health Guide
- Being available for Jonah as he sits in on President's Meeting

As always, let me know if you have any questions, concerns, or feedback!

Best,

Del



VP (Operations) – Jinho Lee

vpops@engsoc.queensu.ca

Hello Council!

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

- Hiring
 - o SQ Head
 - o Convenor
 - OC
 - Service Officer
- Business Manager Training
 - All the services have gone through training!
 - Doing one for the corporate Initiatives

- Director Supports
 - Helping Sarah, DoS
 - Helping CEO with Jacket Fitting
 - Helping Clark with Patio Ritual
 - Helping TR with FoB Access
 - Helping Liam, DoF
 - Affiliated group finace contract
 - FO training moral support
 - Helping Andrew, DoIT
 - Moral IT Support on server issues
 - Taught him how to do printer codes
- Planning IMAGINUS Poster Sales with Christina, DoE
- A lot of paperwork that is sitting on my desk is slowly clearing up. I apologize for the ED Office mess.

- Hiring
 - o SQ Business Manager
- Filing HST for the services Clark, Tea Room and Golden Words
- Sorting QFA Statements with Liam
- Distributing Affiliated Group Contracts with Zaid
- Helping Liam with putting people on the new Bank of EngSoc Platform
- Unexpected events problem solving as usual.
- Problem Solving Payroll with Business Managers if they don't run
- Month End Check up for all the services and corporate initiatives

IMAGINUS Sept 29 to Oct 4th – Please come.

SQ assistant managers – Please apply.

ITOPs Team and EssDev Team – Please apply.

Kind StOnKs,

Jinho Lee

VP (Student Affairs) – Zaid Kasim

vpsa@engsoc.queensu.ca

Hey Council!

It's been so awesome to see all the amazing work our volunteers/employees have accomplished in September! It's been a privilege to watch, so I'd like to thank everyone for all their hard work. September can be one of the busiest times of year for the Engineering Society regarding hiring, events, marketing, services, advocacy, and much more, and everyone is killing it so far. There are still tons of job postings up on EngSoc Dash, so be sure to apply if you or anyone you know is interested! I highly suggest you all check it out!

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

- Helping Christina and the Terry Fox coordinators (AMAZING JOB):
- Working on the Student Choice Initiative media campaign in conjunction with all the Engineering Society services;
- Attending the Alma Mater Society Assembly with the Engineering Society delegation;
- Meeting with my Directors to better understand the goals we have for this upcoming year;
 - This includes some event planning, policy writing, and meetings;
- Helping Bethany with any September hiring rush things + some new policy for hiring and pre-hiring forms;
- Met with all the conference co-chairs with Allison to better understand the year;
- Meeting with all the clubs to discuss banking → creating all the affiliated groups contracts (shout-out to Liam C and Jinho for working on the financial portion of the contract!!!);
- Bethany and Max ran the Involvement Fair and Design Team Night, so helping them out with anything they needed;
- Meetings with all the design teams to go over the new policies + meeting with some prospective teams who wish to get ratified;
- Working with Max to revamp design team hiring policy \rightarrow More on this later;
- Got office hour snack for the ED team (yum);
- Helping Ben and Nick with first year executive elections (congratulations to all the elected members!!!);
- Helping Nick with the first year workshop and jacket fitting;
 - Hiring the new Science Formal Convener and Orientation Chair!
 - Congratulations!!!

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

- More hiring;
- Meetings with discipline clubs and year executives;
- A lot more governing document changes and restructuring;
- Attending the second AMS Assembly;
- Preparing for the results of the Student Choice Initiative;
- Office hours and statics with all my Directors, weekly;
- Faculty Board meeting is coming up;
- Developing some strategic documents in regards to elections, engagement, involvement, and training;
- Developing better hiring policies \rightarrow specifically for design teams;
- Chatting to all the hotels and venues in Kingston to discuss some better deals on stuff cause we use them a lot;
- Lots of other stuff!!!;

Very very very busy time for me, but I love the work I'm doing! There is nothing more rewarding than seeing people grow right in front of you 😊

Love <3, Zaid VPSA 2k19-2k20



Look at these cuties

Yeeeeeeeeeeeeeeeeeeeeeeeeeee

Director Reports

Academics - Helen Rotenberg

academics@engsoc.queensu.ca

Heyy council

Here are the things that I've been doing the past 2 weeks :p

Englinks:

- Full team meeting
- Met with head manager
 - Lots of fun new ideas...
- First workshop!
 - Went well, good attendance
- Training!
 - Went well
 - Except they ran out of pizza ⊗
- Implementing new tutor matching and workshop hiring system!

iCons

- Met with head manager
- sorting out uniform issues
- training!
 - 2 sessions, attended by (almost) every staff
- Shifts have started!

BEDfund

- Met with lori from the faculty
 - Super productive meeting
 - Looking forward to abolishing the student fee
- Met with ECE department manager
- Wrapping up purchasing with a few things
- Sending out thank you emails to department managers
- Met with VP academics (bed fund reps) and had a big presentation!

Academic advocacy

- Met with both positions
- Big meeting with vp academics
- Focusing on fall term break issues

- Continue meeting with everyone
- Not as much I have midterms so ill be busy
- Setting up first academic caucus
- Making sure Englinks website doesn't break
- Dealing with course issues as they come up

Have a great week everyone ily TTYL

Helen Rotenberg



<u>Communications – Ally Shikaze</u>

communications@engsoc.queensu.ca

Hello Council!

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

- Edited and posted all orientation week photos (full albums on Facebook)
- Edited and posted Terry Fox Run photos

- Weekly All Eng newsletters
- Promoting hiring for the Communications Team
- Promoting various events and positions on our various social media platforms and stories

- Sending out the All Eng
- Hiring the Communications Team
- Assisting with SCI marketing

If anyone has anything that they want to be included in Monday's All Eng, please submit it on comm.engsoc.queensu.ca by no later than noon on the Sunday before.

Have a great week everyone!

Ally Shikaze

he needs those parts for his space ship

he's going to otter space



<u>Conferences – Allison Finer</u> conferences@engsoc.queensu.ca

Hi Everyone!

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

- Meetings with Co-Chairs
 - Updates on progress and hiring

- Hiring Refresher session
 - Make sure all co-chairs are reminded of the hiring protocols and how to use EngSoc Dash
- Helped with some conferences hiring
- Meeting with Conferences Officers to get an update on their summer projects and plan next steps
- Meetings and email communications with all EngSoc ratified clubs to:
 - Establish a line of communication
 - Get updates from them
 - Go over the new banking policy and how it may affect them

- Continue helping with hiring
- Assist in the review and editing of policy related to conferences and clubs, especially related to how they bank with EngSoc
- Meet with Conferences Officers
- Set up attending a committee meeting with each conference

Thank you! Allison

Join The Club



Design – Max Bigioni design@engsoc.queensu.ca

Hello Council!

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

- Execute Design team night
- FOB access
- Final iterations of re-ratification and ratification forms
- Set expectations for space with the faculty

- Moving forward with new design team policy
- Hopefully Ratify New Teams!!!
- Work with iCons on space cleanliness updates

Enjoy the week,

Max Bigioni



Also went to school. #civil

<u>Events – Christina Bisol</u>

events@engsoc.queensu.ca

Hello Council!

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

- Biweekly meetings with everyone
- Overseeing the planning of the Terry Fox Run / Terry Fox Run happened

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• Posting on Instagram

@events.engsoc.queensu

- Began planning the Dean Wine & Cheese
 - Meet with Faculty Events Coordinator
- Organizing shifts for the Imaginus Poster Sale
- Hiring + Finance training for the team
- EngVents + Movember Committee are hiring
- Preliminary plans for ILC escape room
- Yoga at the Pier planning, last minute sanctioning etc
- Events Rebranding ideas w Zaid

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

- Hiring EngVents + Movember Committee
- Imaginus Poster Sale with ASUS
- ILC Escape Room Teaser
- ILC Escape Room (Sat Sept 28)
- Festival of Cheer logistics with EngChoir

EngVents + Movember Hiring on Dash ILC ESCAPE ROOM SAT Sept 28!

Special thanks to Ally, Chris Viloria and Kaitlyn Hoesterey for making the Terry Fox Run a major success. Special Thanks to Armando Casanova for planning Yoga on the pier. Have a great week everyone,

Christina Bisol

Look mon lean carry plates

External Relations – Jonah Opler

events@engsoc.queensu.ca

Hello Council!

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

- Swab Drive! Was a huge success and we had the biggest turnout ever!
- Getting ready for PM, including learning about CFES, deciding on how to vote, absorbing all possible knowledge about EngSoc, and planning out where I will take all my selfies. GOIN CAMPINGGGGGGG
- Organizing Blood Donation trips
- Fix n Clean signups have started!
- Outreach and External Communications Officer are on Dash
- Met with CFES Ontario ambassador to discuss PM, our EngSoc's goals, problems, etc.
- Re-watched the Good Place

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

- Report on PM at the next council
- Hiring for ExComm Officer and Outreach
- More Fix n Clean signups

- More Swab Drive stuff
- Planning for ExCommComm and having the first meeting!
- Outreach working on Thundercanz, pier clean-up, Eng-Nursing event

If first years ask you what they can get involved in, recommend **Fix n Clean**! They are both an amazing and fulfilling way to give back to the community.

ALSO SIGN UP TO DONATE BLOOD.

Catch you on the flippety flip, Jopler



Real photo of me rn in Kelowna.

Finance – Liam Cregg

finance@engsoc.queensu.ca

Howdy!

What I've done over the last two weeks:

- First meeting with Financial Officers to process transactions
- Writing contracts for our affiliated groups
- Working out some AMS IT issues regarding the SharePoint site
- Working on some financial policy (overspending, de-ratification/ratification processes, etc.)
- Bunch of coin orders/deposits for the services

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

- Training and working with FOs to process our transactions
- Contacting and getting contracts signed by all the treasurers of our affiliated groups
- Giving training on our new system and transitioning people over to that
- Adding people to the site

Reminders/Events:

- Any sales and stuff, make sure you let me or the finance team know as far in advance as possible, at least a week ideally
- If you haven't yet been transitioned over to the SharePoint site, continue using the Google Form for cheque reqs (available from the EngSoc website under "About -> Finances" <u>https://engsoc.queensu.ca/index.php/finances/</u>)

Cheers, Liam Cregg, Director of Finance



<u>First Year – Nick Neokleous</u>

firstyear@engsoc.queensu.ca

Hello Council!

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

- Working closely with Ben to run:
 - FYE elections (we have an exec, yay!)
 - Super Section rep elections (at the time of writing this, we are still electing two more)
- Ran the welcome workshop
- Decided to push jacket council later in the year due to a bunch of time constraints
- At the time of writing this, FYPCO applications are due in 3 days! Hopefully by council we will be preparing for interviews.
- Jacket Fitting
 - Huge thank you to everyone who volunteered their time to come help
 - Huge congratulations to CEO for running the event so well!
- Sending out emails and resources to the first years.

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

- Conducting FYPCO interviews this weekend
 - Attend the first FYPCO meeting
- Meeting with FYE
 - Year crest painting as well!
- Meeting with my team members
 - Discuss the potential of running some lowkey events to promote wellness and a network of support
- Making sure the first years are made aware/have access to all the mental health, wellness and resources that are particularly critical during midterm season
- Make sure the first years are informed about the Englinks workshops.

Reminders:

- With midterms coming if you know any first years make sure you're plugging Englinks and all the other resources available to them
- Some of them just need to know they can do it, so don't be afraid to shoot out some words of encouragement if it seems fitting
- We're all starting midterms too, take care of yourself friends.

Eat your greens,

Nick Neokleous



Figure 1: When the waiter brings your spaghetti before your garlic bread

<u>Human Resources – Bethany Viray</u>

hr@engsoc.queensu.ca

Hello Council!

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

- Meetings and statics with my team
- LOTS of hiring stuff
- Helping Anne execute the Fall Hiring/Involvement Fair
- Sending out feedback from Eng Orientation Week surveys (shout out to Nick for all his help with getting that to the frosh)
- Helping Damian plan and run the Fall Interview Workshop
- Finalizing surveys for internal and external feedback

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

• Continue helping out with hiring stuff

- Distributing feedback surveys
- Working with my Feedback Officer and the Services Officer to set up and distribute service-specific feedback surveys
- Collaborating with FC to collect and go through Eng Orientation Week feedback survey

Huge thank you to everyone who's been busy with hiring lately and all the Directors and Exec who've been helping out with hiring. You're all doing a great job and making my life a lot easier.

Cheers, Bethany Viray



Information Technology – Andrew Farley doit@engsoc.queensu.ca

Shalom Council!

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

- Dash dash dash, more fixes, teaching Bethany how it works
- EngSoc servers have had many more issues, fixing them as well as multiple crashes (including an entire weekend)
- Englinks site crashing, looking into fixing that
- Dealing with more website issues for many design teams and clubs
- Helping people with password resets on emails, AMS now has to do it, please submit requests to <u>https://www.queensu.ca/itrack/AMS/ams.php</u>

- The fires are slowly dying out, working on preventative measures for future
- Getting an SSL certification for Science Formal

- Dash, dash dash. Ensuring it is up for hiring season
- Dealing with more server issues (there will be more)
- Helping get more websites setup
- Acting as a consultant for directors who have IT questions or projects
- Helping my managers get ready for hiring and hiring next weekend!

Hope class is going well for y'all and if you have any programming/IT questions about anything (not necessarily related to EngSoc) I am happy to help!

Pitter Patter,

Ya Boi Farley



(I've been in and out of both of these the last 2 weeks)

Internal Affairs - Ben Zarichny

iaffairs@engsoc.queensu.ca

Hey Council

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

- Sci 23 year exec elections
- Elected a new Sci 22 Faculty Board rep and Sci formal rep
- Super section rep elections
- Preparing for this council
- Met with Policy officers
- Policy officers sent the updated manual and Secretary sent the minutes, uploaded these to the website

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

- Meeting with the elections committee for the first time
- Hopefully receiving confirmation on upcoming Council dates
- Preparing for the first years to be at Council -> talking to them about Council/printing placards
- Figuring out when to hold Jacket Council
- Try to determine potential Banquet dates

Ben



Professional Development – Liam Hough

pd@engsoc.queensu.ca

Hello Council!

Things that I've been doing over the summer:

- Had initial meetings with individual portfolios
- Met with the faculty to establish the timeline of various recruiting events throughout the year
- Worked with my team to create initial marketing plan and advtertise alumni events

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

- Preparing for homecoming alumni events!
- Prepare for LinkedIn and Headshot workshop
- Continue to send out weekly newsletters for information
- Plan resume reviews for Eng&Tech Fair

Remember that our resume review service is in full effect, so head over to pd.engsoc.queensu.ca! Also, if you are in 4th year, get involved in the Alumni Mentorship program on Homecoming Friday!

Stay professional and let's fix those resumes

Liam Hough - DoPD

When you have no life experiences or achievements



Me on my resume 😂 😂 😂

#RelevantExperience

Services – Sarah Hatherly

services@engsoc.queensu.ca

What is Up Council!

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

- CEO jacket fitting
- Marketing managers meeting
- Science Quest Head Manager Hiring
- Science Quest School Year planning
- Services Officer Hiring
- Lots of statics

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

- CEO homecoming pre-sale preparation
- Science Quest Assistant Manager Hiring
- Head managers meeting
- Marketing managers meeting 2.0
- Advisory Board meeting
- Developing the Services Officer portfolio
- Lots of statics

Reminder that Clark is running a ton of amazing career networking events, live music (Craig Cardiff!), trivia, Clark Hall club, and ritual! See you all there ©

Huge thank you to Nick Neokleous, the CEO team, and everyone else who helped out at jacket fitting!

Peace out,

Sarah Hatherly



This is Luna the tiger at my house circa 2015

Social Issues - Abbey Ford-King

dosi@engsoc.queensu.ca

Howdy Council! Happy Week 3!!

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

- Jacket bursaries
- Orientation week bursaries
- Finalizing equity team and bursary committee training
- Mental health resource posters

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

- Equity team meetings
- Bursary committee meetings
- Training!

Equity team events will be starting soon! Very exciting!!! Stay tuned for more info ;)

Have a great week everyone,

Abbey