

# Council Meeting Agenda

Engineering Society of Queen's University Tuesday, February 4th, 2020 6:30 pm, Dunning 10

II. Adoption of the Agenda: Motion 1

III. Adoption of the Minutes: Motion 2

IV. Break

V. Speakers Business

VI. New Business: Motions [3-7]

VII. Executive Reports

i. President

ii. VP (Operations)

iii. VP (Student Affairs)

VIII. 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

xiv. Social Issues

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. Club Reports (Sunny)

i. Geological

ii. ChemEngChem

iii. Applied Mathematics

iv. Civil

XVI. Year Reports

i. Sci'20

ii. Sci'21

iii. Sci'22

iv. Sci'23

XVII. Statements and Questions by

Members

Speaker: Thomas Wright Secretary: Dana Fahey

# **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 Tuesday, February 2, 2020, as seen on the Engineering Society website.

Moved by: Ben "not here" Zarichny

Seconded by: Thomas "sad react (2)" Wright

#### Motion 2

Whereas: It's been some amount of time 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, January 23<sup>rd</sup>, 2020, as seen on the Engineering Society website.

Moved by: Ben "20" Zarichny Seconded by: Dana "20" Fahey

#### Motion 3

Whereas: The associated changes to the Executive Director Team also require By-Law

changes;

#### BE IT RESOLVED THAT:

Council approve the changes to By-Law Section 8: Engineering Society Directors as seen in Appendix "COOLDIRECTORS".

Moved by: Delaney "Directors" Benoit Seconded by: Zaid "Love" Kasim Thirded by: Jinho "Exec" Lee

#### Motion 4

Whereas: The Advisory Board needs restructuring to make it more effective;

& whereas: The procedures of the Advisory Board need to be clarified; & whereas: There are some inconsistencies with practices and policy;

#### BE IT RESOLVED THAT:

Council approve the first reading of the changes to By-Law 18.B – Advisory Board Membership as seen in APPENDIX "Board\_Membership".

#### & BE IT FURTHER RESOLVED THAT:

Council approve the first reading of the changes to By-Law 3.I.3 – Engineering Society Elections as seen in APPENDIX "Board\_Membership\_Removal".

#### & BE IT FURTHER RESOLVED THAT:

Council approve the first reading of the changes to Policy  $\zeta$ .C.2 – Selection of Board Members as seen in APPENDIX "Board\_Membership\_Selection".

#### & BE IT FURTHER RESOLVED THAT:

Council approve the first reading of the changes to Policy  $\zeta$ .C.3 – Responsibilities and Duties of the Officers of the Board and Policy  $\zeta$ .C.5 – Responsibilities and Duties of the Board as seen in APPENDIX "Board\_Responsibilities".

## & BE IT FURTHER RESOLVED THAT:

Council approve the first reading of the changes to Policy  $\zeta$ .C.4 – Standing Committees of the Board as seen in APPENDIX "Board\_Committees".

#### & BE IT FURTHER RESOLVED THAT:

Council approve the first reading of the changes to Policy  $\zeta$ .C.6 – Rules of Order as seen in APPENDIX "Board\_Rules".

#### & BE IT FURTHER RESOLVED THAT:

Council approve the first reading of the changes to Policy  $\eta$ .M – Advisory Board as seen in APPENDIX "Board\_Duplicate\_References".

#### & BE IT FURTHER RESOLVED THAT:

Council approve the first reading of the changes to Policy  $\theta$ .D.5 – Corporate Initiatives Accountability as seen in APPENDIX "Board\_Accountability".

#### & BE IT FURTHER RESOLVED THAT:

Council approve the first reading of the changes to Policy  $\theta$ .D.8 – The Capital Planning Committee as seen in APPENDIX "Board\_Capital\_Planning\_Committee".

#### & BE IT FURTHER RESOLVED THAT:

Council approve the first reading of the changes to Policy  $\theta$ .D.9 – The Capital Fund as seen in APPENDIX "Board\_Capital\_Fund".

Moved by: Carson "Gotta love Advisory Board!" Cook

Seconded by: Andrew "The new and improved Advisory Board" Vasila

#### Motion 5

Whereas: By Law related to conferences and clubs is outdated;

& whereas: By-Law should be updated;

#### BE IT RESOLVED THAT:

Council approve the first reading of the changes to By Law 8: Section B.5 – Director of Conferences as seen in APPENDIX "Updated Director of Conferences By-Law".

#### & BE IT FURTHER RESOLVED THAT:

Council approve the first reading of the changes to By-Law 10: Section D –Conferences and Competitions as seen in APPENDIX "Conferences and Competitions".

#### & BE IT FURTHER RESOLVED THAT:

Council approve the first reading of the changes to By-Law 10: Section F –Clubs as seen in APPENDIX "Clubs".

Moved by: Allison "What's Peptalks?" Finer

Seconded by: Zaid "What's Queen's Automated Poker Team" Kasim

#### Motion 6

Whereas: Clubs currently do not follow our hiring policy; & whereas: there should be policy to guide club hiring;

#### BE IT RESOLVED THAT:

Council approve the changes to Policy Section  $\gamma$ : Section B.4 – The Hiring Committee as seen in Appendix "Club hiring policy".

Moved by: Allison "clubs" Finer Seconded by: Zaid "CLUBS" Kasim

## Motion 7

Whereas: Hiring must be as fair as possible by reducing bias;

& whereas: Conflicts of interest are inevitable;

& whereas: The pre-hiring conflicts of interest forms work in theory, but not in practice;

#### BE IT RESOLVED THAT:

Council approve the changes to Policy Section  $\gamma$ : Section B.8 – The Interview as seen in Appendix "hiring forms".

Moved by: Bethany "cool middle name" Viray Seconded by: Zaid "funny middle name" Kasim

# **Executive Reports**

# <u>President – Delaney Benoit</u>

# president@engsoc.queensu.ca

Hello Council!

If you haven't heard – some great work was done by the AMS, alongside our student senators, to get our Fall Term Break connected to thanksgiving for 2021! Thanks to everyone involved for their hard work!

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

- Meeting with my Directors and the Corporate Initiatives
- Working on Sexual Violence Prevention and Response with other Faculty Societies
- Working on Transition Material for Spencer!
- Attending Debate Night!
- VOTING!! Congratulations to our new elects!
- Attending Elections Reveal
- Attending President's Caucus
- Attending AMS Assembly
- Attending Advisory Board X2!
- Attending QUESSI Meetings
- Attending Faculty Board
- Having our E/D Meetings

Things I'll be doing over the next two weeks:

- <u>Transitioning Spencer</u>
- Meeting with Dean Deluzio
- Working with the AMS
- Meeting with President's Caucus
- Attending AMS Assembly
- Meeting with SOARB regarding Orientation Week concerns

Just a note for everyone who works alongside me: I will be out of office for personal reasons February 10-19th. As such, I will be away from my email and unavailable for meetings and

correspondence. I apologize for the inconvenience! If anything is pressing, I am happy to meet this week to get ahead of things!

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

Best,

Del 😊



# VP (Operations) – Jinho Lee

# vpops@engsoc.queensu.ca

Good evening council,

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

- Advisory Board
- Meetings:
  - o Directors
  - Board
  - o Book-keeper
- Payments for Affiliated Groups
- Answering emails
- Transitioning Ben
- Business Manager Re-training
- January Month Ends
- Behind the scenes work, dealing with fires to keep EngSoc Alive as usual

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

- January Month Ends
- Developing the new director portfolio with Ben!
- Transitioning my lower, BEN BEN BEN



Kind regards, Jinho

# VP (Student Affairs) - Zaid Kasim

# vpsa@engsoc.queensu.ca

Howdy,

Recovering from the flu (I learned that flu is short for Influenza the other day lol), but other than that I'm living life! Really excited to have a lower now and looking forward to meet the new Director team (APPLY BY THURSDAY AT MIDNIGHT)!

#### Stuff I did over the last 2 weeks;

- Elections!!! → ALEX IS ELECTED <3;
- Sleeping (I got the flu);
- Working with conferences to gather their final actuals and determine how much we made/lost;
- Design Team competitions are coming up so helping them up with orders and payments;
- Working with OEC to get rooms booked (they're being difficult since this is so far in advance);
- Working on Feedback/Training/Recruitment with Bethany;
- Met my FYPCO's to discuss their project;
- Made some graphics advertising stuffs;
- Getting prepared for the upcoming hiring rush!!! → lots of documentation;
- Figuring out what to do with the boogie boards (they starting to break RIP);
- Faculty Board meeting!;

#### Things I'm focussing on this semester:

- Continuing work with OEC and potentially meeting with the Principal's Office;
- Working with my FYPCO's on their project;
- Continuing to advocate for students and market the Society to students;
- Attending AMS Assembly;
- Office hours and statics with all my Directors, weekly;
- Plenty of meetings;
- Admin stuff;
- Banquet, Awards, and AGM set-up;
- Meeting with Discipline Clubs and Year Executives to completely restructure/revamp;
- Working on Feedback/Training/Recruitment with Bethany;
- TRANSITIONING ALEX <3 <3 <3</li>
- Facilitating Transitions throughout EngSoc as a whole;
- Ending my term on a good note <3;

Yeet out.

# Zaid Kasim **Outgoing** VPSA

# YeeeeeeeeeeeeeeEEET



# **Director Reports**

# Academics - Helen Rotenberg

academics@engsoc.queensu.ca

No report submitted.

# <u>Communications – Ally Shikaze</u>

communications@engsoc.queensu.ca

Hello Council!

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

- Helped run and livestream Elections Debate Night
- Assisted elections team with promotion and running voting booths
- Met with the Communications Team and reviewed current projects
- Creating graphics and promoting events on social media
- Elections team featurette on Humans of the ILC
- Social Issues team collaboration on Humans of the ILC
- IRO archival work
- Sent out the All Eng

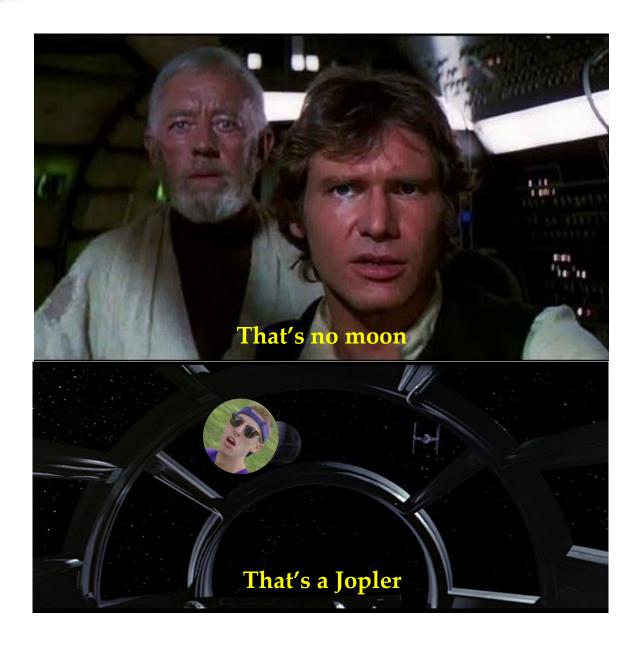
Things that I will be doing over the next two weeks:

- Sending out the All Eng
- Working on transition documents
- Promoting EngSoc Directorships
- Oversee Communications Team projects
- Working with the Internal Records Officers on projects

If you need any photo/video/graphic design services, please submit a request at comm.engsoc.queensu.ca.

Have a great week everyone!

Ally Shikaze



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

Hi Everyone!

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

- Attending Conferences
- Hiring
- Transition Manual
- Preparing motions for council

- Compiling a list of speakers for the faculty
- Officers: budget reviews, facilitating transition manuals, looking over schedules
- Reviewing club fund applications

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

- Meeting with Co-chairs
- Finishing my transition manual
- Preparing applications for new officers and co-chairs
- Organizing a Club and Conference Roundtable



My doggy, I promise she has no reason to look this sad!

Thank you! Allison

# <u>Design – Max Bigioni</u>

design@engsoc.queensu.ca

Hello Council!

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

- Giving hiring Training
- Setting up inspections for the bay
- Giving out keys for carbon fiber space

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

• More hiring training!

• Setting up teams on dash for more hiring!

Enjoy the week,

Max Bigioni



This was made before Sunday so it's either gonna be a little impressive or I'm gonna look stupid #risky

# **Events – Christina Bisol**

events@engsoc.queensu.ca

Hola Y'all!

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

- Trying not to be sick
- Look at a LOT of memes

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

- Not be sick
- Organizing transition manuals for all of EngSoc Events
- EngVents planning for 2<sup>nd</sup> semester

• Everything I was suppose to do for the past 2 weeks

Cheers,



Christina Bisol TTP, DoE

# External Relations – Jonah Opler

external@engsoc.queensu.ca

Hello Council!

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

• CSE travel booked, planning meeting with delegates before attending

#### **Outreach Team**

- Clothing Drive rained out, but still got some donations
- Eng-ConEd reading buddies was a success!

• Planning events with Nursing and Commerce

## **Blood Donation**

• Feb 11, sign up!

#### Fix n Clean

• Happened, success!

## **OSCARS 2020**

• I have watched **twelve** of the nineteen movies on my Oscar list. GETTING THERE!

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

- Feb 11 blood donation trip
- Meeting with CSE delegates
- Beginning transition manuals with Fix n Clean coordinators
- 7 movies to go...

Love, JOPE



Coming soon to Netflix.

# Finance - Liam Cregg

finance@engsoc.queensu.ca

Hi everyone!

What I've done the last two weeks:

• Met with FO's, did more month-end tings

- Working on CC statements for Nov/Dec
- Still doing lots of deposit tracking for conference tickets
- Had a few successful sales on Bounce
- Sorted some ledger issues for affiliated groups, so that they can do Dean's Donation

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

- Sorting out some QFS (Queen's Financial Services) stuff with Jinho
- Moving all our affiliated group balances to the Bank of EngSoc
- Continuing to review/correct group ledgers for Dean's Donation stuff
- Determining Financial Resource Officer roles for second semester
- Working on transition manual!!

#### 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

Liam Cregg, Director of Finance

# When you spend almost 2 hours making the stonks template in ms paint instead of using the original for a meme



# First Year - Nick Neokleous

# firstyear@engsoc.queensu.ca

Howdy friends,

Things that I did over the last two weeks:

- Working on transition! Trying to make it as intuitive and useful as possible
- Physics cookies bought, volunteers reached out to, just need to deliver the cookies (Wednesday, January 5<sup>th</sup>)
- Haven't been able to meet with Jeremy and Sylvie as much as I wanted to, so EngPlay is probably coming after the reading week
- Hiring a J-Section Rep with Ben on Thursday
- Emailed first years about the election (congrats to new exec)
- Talking about directorships with first years

Things I will be doing over the next two weeks:

- Working on transition (surprise, surprise)
- Meeting with new DoFY!
- Continuing to act as a support for year exec, the first year class and my team
- Taking some time to reflect and evaluate.

#### Reminders:

- Director applications are up until Thursday, January 6<sup>th</sup>. If you know anyone you think might be a good fit, encourage them to apply! All directorships are no experience required, just need to be committed and motivated.

Yeehaw,

# Nick Neokleous



Figure 1: Almost a year ago :')

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

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

#### Hello Council!

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

- Working on my Transition Manual
- Continue working with my FYPCO Bella on her self-care campaign project for the semester
- Focusing on developing training with my Recruitment and Feedback Officers to hopefully pilot at the Winter Training Conference
- Working with Abbey, Lily, and Kaija to develop newer training related to Mental Health, Anti-Oppression, and Accessibility
- Hiring training and other winter hiring stuff

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

- Continue working with Annie, Emily, Abbey and her team to develop training
- Continue helping my FYPCO Bella with the second project of her campaign for February
- Continue working on my transition manual
- More winter hiring stuff

Huge congratulations to Spencer, Ben, Alex, and Jeremy! You are all going to do such an amazing job next year and I truly look forward to the unique impact you'll each have on the Engineering Society. Also, congrats to FC for being done FREC/Plant hiring—you all did wonderfully.

Cheers, Bethany Viray

# i graduate in 4 months

# I GRADUATE IN 4 MONTHS



# <u>Information Technology – Andrew Farley</u>

doit@engsoc.queensu.ca

Salutations Council,

Things that I've been doing over the break:

- Remember how we got hacked? Well that happened again. Our new servers got infected, most likely from content from the old servers, but I am not 100% sure at this point. Once again, no sensitive information was taken however we are temporarily discontinuing the use of Tickera as a precaution
- ITOps is looking through dash, trying to get more features in and bugs fixed
- ESSDev is working away at their projects

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

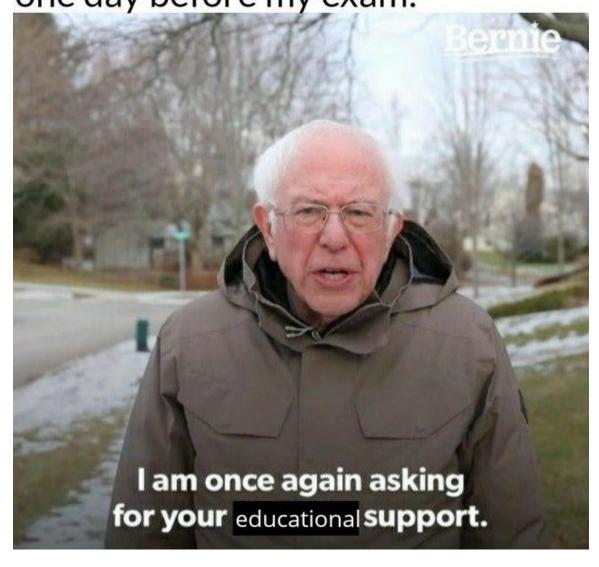
- Finishing server transition, mostly documentation and small bug fixes
- Looking into how we can prevent getting hacked again
- ITOps will be helping test the new servers

I'm your guy for any tech questions, does not need to be EngSoc related at all. Hit me with anything including advice for how to start programming or advice on different personal projects.

Pitter Patter,

Ya Boi Farley

Me to the Indian guy on YouTube one day before my exam:



# Internal Affairs - Ben Zarichny

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

# Hey Council

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

- Not much personally because I was in an election
- Elections committee did a great job, really proud of them! Each position was elected and the voting booth, debate night, reveal night all went really well
- Organizing this council

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

- Discussing awards restructuring with Zaid
- Looking into banquet invites
- Meeting with Mason my Fypco

# Professional Development - Liam Hough

# pd@engsoc.queensu.ca

Hello Council!

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

- Working to set up the Github workshop for this week with QSDC
- Planning future workshops for the rest of the semester
- Preparing for our Alumni events this coming weekend
- Confirming participation from Consulting Firms for Consulting week

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

- Running the various alumni events and workshops
- Preparing further for more workshops
- Finishing touches for Consulting Week
- PD Connects! And resume reviews!

If you are in first year or know any first years looking to learn more about various disciplines before selection, Discipline Brunch is an amazing way to meet Alumni in various fields over brunch! More information is on our Facebook page, with links to buy tickets!

ALSO, we are having a Clark Social event with Alumni this Saturday! Come out to have a great time at Clark and meet some amazing alumni at Queen's! FREE PIZZA is provided!

Stay professional and looking forward to seeing everyone at this week's events! Liam Hough – DoPD

In other news, I made my first TikTok and I'm now famous



# <u>Services – Sarah Hatherly</u>

# services@engsoc.queensu.ca

hi council!

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

- Advisory Board meetings
- Science Quest School Year PA day workshop set up and execution
- Worked on services transition manual
- Static meetings with all head managers, as well as Jinho
- Continued planning head manager and marketing manager meetings (happening this week!)
- Worked with Services officer to begin looking into guidelines and recommendations for managers, the demerit point system, and online training.

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

- Science Quest hiring and set up
- Head managers/ marketing managers meetings
- Service managers appreciation event
- Lots of statics
- Finishing up transition manual

As always, events are happening! Check out the weekly Clark events like Trivia and Ritual! See the services instagrams/facebook for details on any upcoming events ©

cheers, sarah



# Social Issues - Abbey Ford-King

# dosi@engsoc.queensu.ca

Hello Council,

Hope week 5 is treating you well so far!

Things that I've been doing since last council:

- Transition manual and materials
- Sexual violence and equity policy
- Equity training
- Bursaries
- Wellness centre development and planning
- FYPCO project

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

- Equity team meetings
- More equity team campaigns→
  - o mental health and accessibility focused humans of the ILC collaboration with Communications → currently running
  - o Awareness campaigns
  - o QSDP catalogue project
- More wellness centre stuff
- Lower transitioning soon!!!

Best,

Abbey

Please see attached a picture of my foster cat Cora napping on my bed.

