



THE ENGINEERING SOCIETY
OF QUEEN'S UNIVERSITY

Council Meeting Agenda

Engineering Society of Queen's University

Thursday, January 23rd, 2020

6:30 pm, Dunning Room 11

- | | | | |
|-------|--|--------|-------------------------------------|
| I. | Attendance | ix. | Human Resources |
| II. | Adoption of the Agenda: Motion 1 | x. | Information Technology |
| III. | Adoption of the Minutes: Motion 2 | xi. | Internal Affairs |
| IV. | Break | xii. | Professional Development |
| V. | Speakers Business | xiii. | Services |
| VI. | Moment of Silence | xiv. | Social Issues |
| VII. | Presentations | XIII. | Question Period |
| i. | CDE Presentation | XIV. | Faculty Board Report |
| ii. | QBACC Presentation | XV. | Alma Mater Society Report |
| iii. | Director Changes | XVI. | Senate Report |
| iv. | Clearing Debt | XVII. | Engineering Review Board Report |
| VIII. | Discussion Period – Awards Restructure | XVIII. | Advisory Board Report |
| IX. | Discussion Period – BED Fund | XIX. | Club Reports (Happy) |
| X. | New Business: Motions [3-10] | i. | Eng Phys |
| XI. | Executive Reports | ii. | ECE |
| i. | President | iii. | Mechanical |
| ii. | VP (Operations) | iv. | Mining |
| iii. | VP (Student Affairs) | XX. | Year Reports |
| XII. | Director Reports | i. | Sci'20 |
| i. | Academics | ii. | Sci'21 |
| ii. | Communications | iii. | Sci'22 |
| iii. | Conferences | iv. | Sci'23 |
| iv. | Design | XXI. | Statements and Questions by Members |
| v. | Events | | |
| vi. | External Relations | | |
| vii. | Finance | | |
| viii. | First Year | | |

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 Thursday, January 23rd, 2020, as seen on the Engineering Society website.

Moved by: Zaid "IA in Training" Kasim
Seconded by: Thomas "IA at heart" 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, November 21st, 2019, as seen on the Engineering Society website.

Moved by: Zaid "Making middle names is hard" Kasim
Seconded by: Dana "Reading the minutes isn't" Fahey

Motion 3

Whereas: QBACC has presented their side of the fossil fuel divestment issue;
& whereas: Whether it is within the mandate of the Engineering Society to endorse any campaign is uncertain;

BE IT RESOLVED THAT:

Council approve the ability of the Engineering Society to vote on endorsement of QBACC's campaign to a future council as seen in APPENDIX "QUESTIONS".

Moved by: Abbey "Is this in our mandate?" Ford-King
Seconded by: Delaney "Let's find out!" Benoit

Motion 4

Whereas: There is a need for Executive Director Team restructuring;
& whereas: The Executive workload needs to decrease;

BE IT RESOLVED THAT:

Council approve the changes to Policy Section β - Society Leadership as seen in APPENDIX "FUNDIRECTORS".

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

Motion 5

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 6

- Whereas: The Agnes Benedickson Tricolour Award is the highest honour in the Alma Mater Society;
- & whereas: We need a new representative from The Engineering Society to help decide who wins the award;
- & whereas: This person must be available for the entirety of the weekend of February 1st and 2nd and not be nominating someone or nominated for the award

BE IT RESOLVED THAT:

Council elect ____, as the Engineering Society representative for the Agnes Benedickson Tricolour Award Selection Committee 2020.

Moved by: Delaney "New Decade" Benoit

Seconded by: Zaid "Same Council" Kasim

Motion 7

- 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 ζ.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 ζ.C.3 – Responsibilities and Duties of the Officers of the Board and Policy ζ.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 ζ.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 ζ.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 η.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 θ.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 θ.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 θ.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 8

Whereas: Golden Words Policy is seriously outdated and needs to be edited to reflect current practices;

BE IT RESOLVED THAT:

Council approve the changes to Policy Section β - Society Leadership as seen in APPENDIX “GOLDENWORDS”.

Moved by: Sarah “Golden” Hatherly

Seconded by: Oren “Words” Katz

Thirdded by: Seth “Slaps” Davis



Motion 8

Whereas: CSE is at the end of reading week this year;

& Whereas: We under budgeted for travel assuming everyone would be in Kingston;

BE IT RESOLVED THAT:

Council approve the changes to the President Budget to increase the cost of CSE

Delegate Travel to \$610 as seen in APPENDIX "CSE".

Moved by: Delaney "Not going to Waterloo" Benoit

Seconded by: Jonah "Going to Waterloo" Opler

Executive Reports

President – Delaney Benoit

president@engsoc.queensu.ca

Hello Council!

Once again, I hope everyone had an outstanding winter break and is excited to be back for the new year! Thank you for your continued commitment to council and I'm looking forward to another great semester!

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

- Meeting with Dean Deluzio
- Meeting with my Directors and the Corporate Initiatives
- Working on Sexual Violence Prevention and Response with other Faculty Societies
- Working on Transition Material for the soon-to-be-elected new prez!
- Meeting with President's Caucus
- Attending AMS Assembly
- Attending Summit (Shoutout Liam!)
- Communicating with SOARB
- Helping Hire CSE Delegates
- Attending Ex-Comm-Comm
- Having our E/D Meetings

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

- Attending Debate Night!
- VOTING!!
- Attending Elections Reveal
- Attending President's Caucus
- Attending AMS Assembly
- Attending QUESSI Meetings
- Attending Faculty Board
- Working with other societies on SVPR and FTB

- Working on a General Manager Description
- Working on Transition Material for the soon-to-be-elected new prez!

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:
 - Directors
 - Board

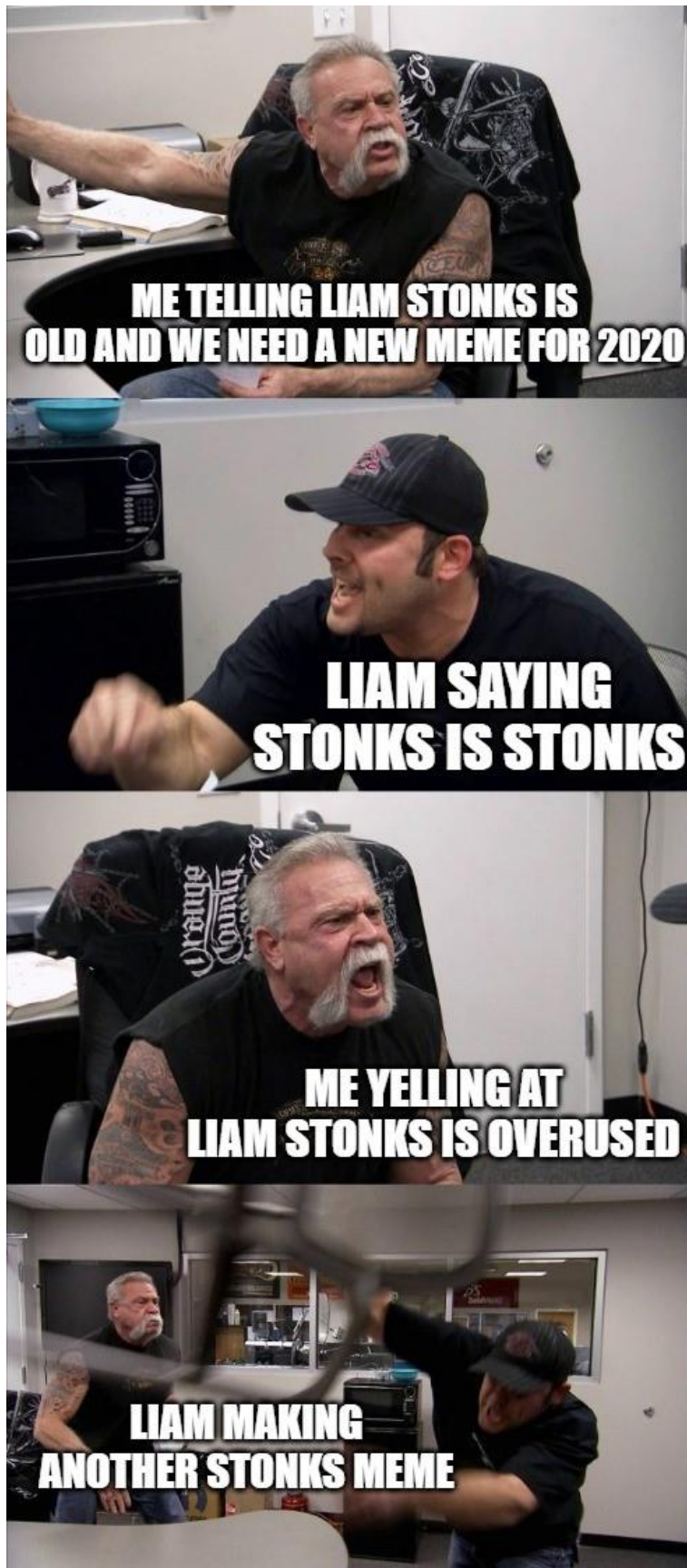
- Dean
- Business Partners
- Payments for Affiliated Groups
- Answering some emails
- Working on my transition manual/video
- Implementing Bounce for Affiliated Group
- Business Manager Re-training
- December Month Ends
- Behind the scenes work, dealing with fires to keep EngSoc Alive as usual
- Some old credit card reconciliation process

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

- January Month Ends
- Developing the new director portfolio
- Transitioning my lower

Any specific reminders you might have about an event or initiative you have coming up.

- Can't wait for my baby VPOPs, you will be the best one in history! I fixed a lot of the stuff that would of gave you a headache



Kind regards,

Jinho

VP (Student Affairs) – Zaid Kasim

vpsa@engsoc.queensu.ca

HAPPY NEW YEAR COUNCIL!


Woooo it's 2020! It's so amazing to see all of you back on campus! This semester is going to be really exciting for the Engineering Society and I'm pumped to see all the incredible things all of you will accomplish before the Summer! This is my first Council in awhile since I took a health break the 3 weeks prior to the end of last semester so I'm so excited to see all yall 😊 Be sure to start thinking of positions for next year as tons of vacancies will soon be open throughout the Engineering Society (Directorships, Service Managers, etc...)

Stuff I've been doing over the past two weeks (And break);

- Writing a lot of policy/by-law;
- AMS Assembly;
- Setting up statics with my Directors → And meeting with them;
- Getting ready to organize Awards and Banquet with Ben;
- Alumni Networking Summit (I attended lol);
- Getting some Design Team stuff organized for their competitions this semester;
- Working on the new Directorship with Del and Jinho;
- Meeting with VPSA Candidate(s) → A lot of meetings in general;
- Dean's Meeting;
- Got office hour snack for the ED team (yum);
- Learning how to IA <3;
- Meeting with OEC and getting them set up;
- Making the new office hour schedule;
- Working on elections with elections committee;
- Lots of other less important stuff;

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

- Elections;
- Transitioning;
- Faculty Board meeting;

- 
- AMS Assembly;
 - Office hours and statics with all my Directors, weekly;
 - Developing some strategic documents in regards to elections, engagement, involvement, and training;
 - 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!!!;
 - Dealing with stuff as they come up;
 - CONFERENCESS;

Excited to see all of u do sick stuffs!!!!!!!!!!!!!!!!!!!!!!

Love <3,
Zaid VPSA 2k19-2k20

Yeeeeeeeeeeeeeeeeeeeeet

Director Reports

Academics – Helen Rotenberg

academics@engsoc.queensu.ca

Heyy council

Here are the things that I've been doing

Englinks:

- Full team meeting
 - Were making money!
 - Thinking about restructuring hiring
- Meeting with HM

iCons

- Website is back up! Sams making updates
- Winter staff training renewal

BEDfund

- Proposals are in
 - Looking through those with thea and del soon
 - Applying edits etc.
- Looking into student fee changes

Academic advocacy

- Summarizing fall term break survey
 - Interesting results..
- Met with Caucus coordinator

xoxo

Helen Rotenberg

"I'm being serious rn what if I kissed u"



Communications – Ally Shikaze
communications@engsoc.queensu.ca

Hello Council!

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

- Organizing nominations and elections promotions with the elections team
- Managing ticket sales through the EngSoc website for various events and conferences
- Met with the Communications Team and reviewed new jobs for the new year
- Creating graphics and promoting events on social media
- Design Team featurette on Humans of the ILC
- Sent out the All Eng

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

- Sending out the All Eng
- Working with the elections team to promote upcoming EngSoc elections
- Oversee Communications Team projects
- Working with the Internal Records Officers on some new 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



Conferences – Allison Finer

conferences@engsoc.queensu.ca

Hi Everyone!

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

- Conference promotion campaign
- Working with officers to start transition manuals for conferences
- Meeting with co-chairs

- Re-thinking club fund to maximize its use and making a more formal application document
- Club Fair
- Conference season has begun!
- Started another round of budget review

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

- Complete a round of budget review
- Support conference co-chairs through conference season
- Do QEC co-chair hiring
- Attend conferences
- Start advertising conference officer positions and co-chair positions so that they can be hired as early as possible after reading break
- Gathering and reviewing club fund applications



Thank you!
Allison

Design – Max Bigioni
design@engsoc.queensu.ca

Hello Council!

Things that I've been working on over the break:

- Shifting my budget for the things that we didn't spend money last semester
- Preparing for the Design team showcase
 - Canceled
- New ideas for the design bay
- Creating hiring training for teams
- Reading quarterly reports

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

- Giving hiring training
- Setting up inspections for the bay

Enjoy the week,

Max Bigioni

Events – Christina Bisol

events@engsoc.queensu.ca

Hola Y'all!

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

- Preliminary planning on other EngVents activities
- Saying good bye to T-sledz (not enough snow, now not enough time to plan)
- Wrapping up last semester events
- I made soup (from scratch)

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

- Organizing transition manuals for all of EngSoc Events
- EngVents planning for 2nd semester
-

Special thanks to Jade Freeman for organizing a wonderful 30th memorial on December 6th (and crushing her 2 exams the day after)

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:

ExCommComm

- Meetings have started back up and projects are doing great!

FYPCO

- Have come across scheduling complications with Boys and Girls Club, stay tuned

CFES

- CSE delegates have been hired! Conference is Feb 21-23

Outreach Team

- Snowman Building / Clothing Drive planning is all done – event is on Sunday

Blood Donation

- Happened on Tuesday

Fix n Clean

- Planning is underway

OSCARS 2020

- I have watched seven of the nineteen movies on my Oscar list. Wish me luck.

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

- Continuing planning, etc for above projects
- Doing pre-conference stuff with the CSE delegates!
- Hopefully the other 12 movies idk man

**COME TO OUTREACH TEAM
SNOWMAN BUILDING / CLOTHING
DRIVE AT AB FIELD AND BRING
CLOTHES TO DONATE**

Love, JOPE



Finance – Liam Cregg
finance@engsoc.queensu.ca

Hi everyone!

What I've done the last two weeks:

- Set up new Finance Officer schedule, had first meeting
- Finished up month-ends for November and December, as well as credit card statements
- Doing lots of deposit tracking for conference tickets
- Working on new platform (Bounce) for online tickets – set up now but working on learning it/moving people over to it
- Sorted some ledger issues for affiliated groups, so that they can do Dean's Donation
- Gave more detailed financial training to design teams

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

- Revamping the Operating Budget with Jinho to reflect any mid-year changes people want to make
- 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



First Year – Nick Neokleous

firstyear@engsoc.queensu.ca

YEET Council!

Things that I did over the break:

- Caught up on some R & R
- Worked on my transition for future DoFY :)
 - Encouraged team to work on their manuals as well
- Made sure Discipline Fair was ready to go
 - Did some budget reallocation
 - Sanctioning forms
 - A lot of logistical things
 - Big thanks to my team and the volunteers for responding and doing some work over the break
- Responded to questions about J-Section, involvement, etc.

Things that I did over the last two weeks:

- Ran the discipline fair 😊
 - **THE WORLDS BIGGEST SHOUT OUT TO GENEVIEVE, VALENCIA, AARON, AND SIBOHAN FOR LITERALLY STEPPING UP TO BAT AND SCORING NOTHING BUT HOME RUNS**
 - **ADDITIONAL HUGE SHOUT OUT TO ALL THE BOOTH VOLUNTEERS, THERE WOULD HAVE BEEN NO FAIR WITHOUT YOU**
- Continuing work on my transition
- Setting meeting times with my team so we can discuss transition and any term two goals
- Fleshing out EngPlay policy with my FYPCOS (I <3 you Jeremy and Sylvie)
- Talked Super Semi with Year Exec.
 - It's gonna happen folks!

Things I will be doing over the next two weeks:

- Continuing to work on transition (so many memes to fit into one manual)
- Meet with year exec and make sure super semi is on track, also try and get some sci '23 merch in before the term is through
- Meet with Jeremy and Sylvie, and continue to work on EngPlay policy; hopefully bring it to next council!
- Make sure first years are informed on the election
- Hire a J-Section Rep! 😊
- Advertise all the positions coming up (Directors, services, etc.)

- Continue to act as a resource.
- Physics cookies

Reminders:

- FREC hiring is going on right now, FC is putting in a lot of hard work, make sure to let them know they're doing a good job if you see them
 - o On that note, many first years are partaking in what might be their first university interview. It's a stressful time, if you know anyone in first year, just make sure to all continue being your kind compassionate selves, and remind them that you're there for them.
- The hypotenuse is the shortest distance between 2 points in 2d space (I think)

TEEY,

Nick Neokleous

**WHEN COMING BACK TO SCHOOL MEANS
MORE TESTS, MORE DEADLINES, AND MORE
STRESS... BUT I GET TO SEE MY FRIENDS
AGAIN.**



Human Resources – Bethany Viray

hr@engsoc.queensu.ca

Hello Council!

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

- Working on a Transition Manual to pass on to the next DoHR
- Working with my FYPCO Bella to plan/execute her campaign for the semester
- Working with my Recruitment and Feedback Officers to develop newer training 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 on the first project of her campaign for the month
- Continue working on my transition manual
- More winter hiring stuff

Hope everyone's had a great first couple weeks back. Just a reminder to keep checking Dash for exciting opportunities to get involved (spread the word within your teams too!), and good luck to those running this election season!

Cheers,
Bethany Viray



Information Technology – Andrew Farley

doit@engsoc.queensu.ca

Shalom Fam,

Things that I've been doing over the break:

- Servers, servers, servers. Remember how we got hacked? It was way worse than we thought, had to completely rebuild our entire IT infrastructure. On the bright side, we mind as well move away from Rackspace if we have to setup everything all over again. We are going to be on digital ocean saving the society approximately \$8000 a year.
- ITOps is looking through dash, trying to get more features in and bugs fixed.

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

- Finishing server transition, many more hours still need to be put in
- Get ITOps setup to help test the new servers
- Finishing Max's room booking software
- Getting ESSDev back into gear
- Investigating bounce, a new payment platform

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



[#IfChristWasATorontoMan](#)

"Trynna bless me a bus ticket
fam?"

Internal Affairs – Ben Zarichny
iaffairs@engsoc.queensu.ca

Professional Development – Liam Hough
pd@engsoc.queensu.ca

Hello Council!

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

- Ran Alumni Networking Summit which had over 100 registered!
- Gael's Den ran with QYEA to provide funding to Design Teams that pitched at Summit
- Setting up preparation for BellxPD Workshop this past Tuesday

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

- Preparing for Alumni events coming up (Discipline Brunch, Job Shadowing, and Clark Social with Alumni)
- Prepping more workshops for students
- Resume Reviews!
- Reaching back out to firms for Consulting Week

Be on the look out for more PD events coming up soon, we will be bringing a lot of companies and Alumni to campus to talk to YOU! Also shoutout to my team for a great job on Alumni Networking Summit preparation!

Stay professional and look out for my newsletter <3

Liam Hough – DoPD

Before Summit:



After Summit:



Services – Sarah Hatherly
services@engsoc.queensu.ca

hey hi hello council!

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

- Advisory Board
- HR related things and operational changes
- Science Quest School Year PA day workshop discussions
- Services Feedback survey- delivered feedback and set new goals surrounding training, transitions, and shared responsibilities between service managers
- Worked on services transition manual
- Static meetings with all head managers, as well as Jinho
- Continued planning future head manager and marketing manager meetings

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

- Another Advisory Board meeting
- Working at the Science Quest workshop
- Science Quest hiring and set up
- Head managers/ marketing managers meetings
- Lots of statics

Events are happening! Check out the weekly Clark events like Trivia and Ritual plus Nashville next week! See the services instagrams/facebook for details on any upcoming events ☺

see u l8r,

sarah



wickedwonderlandd

Betrayal,disappointment,Rage

Social Issues – Abbey Ford-King

dosi@engsoc.queensu.ca

Hello Council,

Happy new year and first week of classes.

Things that I've been doing since last council:

- Transition manual and materials
- Sexual violence and equity policy development
- Equity training development
- Working with other faculty societies for bursary modifications

- Wellness centre meetings
- Wellness resources
- FYPCO meetings and project
- Communication with local women's shelter regarding collaboration
- QBACC communication
- Contacting other DoSI equivalents to gain insight and info

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

- Bursary allocation meetings
- Equity team meetings
- More equity team campaigns→
 - mental health and accessibility focused humans of the ILC collaboration with Communications
 - tree planting prep
 - Women in Eng mentorship program
 - Celebration of Nations
 - Poster awareness campaigns
- Collaboration with the Queen's Student Diversity Project
- Organizing hygiene product donations
- Clark accessibility project
- More wellness centre stuff
- Communication with Simon Smith regarding FYPCO project

Lots of cool stuff planned for the semester, stay tuned!! 🧐

xoxoxo,

Abbey

When the prof is surprised that no one's read the syllabus

Whoa Partner!
Do you really expect
me to read...

