



THE ENGINEERING SOCIETY
OF QUEEN'S UNIVERSITY

Council Meeting Agenda

Engineering Society of Queen's University
Thursday, October 1st, 2020
6:30 pm, Video Conference

- | | | | |
|-------|-----------------------------------|--------|---------------------------------|
| I. | Adoption of the Agenda: Motion 1 | x) | Information Technology |
| II. | Adoption of the Minutes: Motion 2 | xi) | Internal Processes |
| III. | Attendance | xii) | Professional Development |
| IV. | Speaker's Business | xiii) | Services |
| V. | Presentations | xiv) | Social Issues |
| | i) Operational Budget | X. | Question Period |
| VI. | New Business: Motion 3-8 | XI. | Faculty Board Report |
| VII. | Break | XII. | Alma Mater Society Report |
| VIII. | Executive Reports | XIII. | Senate Report |
| | i) President | XIV. | Engineering Review Board Report |
| | ii) VP (Operations) | XV. | Board of Directors Report |
| | iii) VP (Student Affairs) | XVI. | Club Reports (Happy Group) |
| IX. | Director Reports | | i) Eng Phys |
| | i) Academics | | ii) ECE |
| | ii) Communications | | iii) Mechanical |
| | iii) Clubs & Conferences | | iv) Mining |
| | iv) Design | XVII. | Year Reports |
| | v) External Relations | | ii) Sci '21 |
| | vi) Finance | | iii) Sci '22 |
| | vii) First Year | | iv) Sci '23 |
| | viii) Governance | XVIII. | Statements and Questions |
| | ix) Human Resources | | by Members |

Speaker: Zaid Kasim

Secretary: Ilir Gusija

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, October 1st, 2020,
as seen on the Engineering Society website.

Moved by: Thomas "Muted" Wright
Seconded by: Zaid "Video off" Kasim

Motion 2

Whereas: It's been some amount of time since the last council;
& whereas: Ilir wrote the minutes and they need to be approved;

BE IT RESOLVED THAT:

Council approve the minutes of the Council meeting of Tuesday, September 22nd,
2020, as seen on the Engineering Society website.

Moved by: Thomas "Name" Wright
Seconded by: Ilir "and Position" Gusija

Motion 3

Whereas: The Equity team is amazing and awesome because it creates meaningful change;
& whereas: we need members of council to be general members on the committee;
& whereas: we need to decide who these people are going to be;

BE IT RESOLVED THAT: Council elect _____, _____, _____, _____,
_____, to sit on the bursary committee.

Moved by: Julia "Did you wear your Orange shirt yesterday?" Newcombe
Seconded by: Alison "I definitely did" Wong

Motion 4

Whereas: We need to include EDI-specific questions in interviews to evaluate how senior leadership roles in EngSoc will seek to elevate EDI principles in their roles;
& whereas: it's written in our EDI Action Plan.

BE IT RESOLVED THAT:

Council approve the changes made to Policy Section γ.B as seen in Appendix "EDI HIRING QUESTION".

Moved by: Alex "We love EDI" Koch-Fitsialos

Seconded by: Craig "We love Interviews" Maslan

Motion 5

Whereas: The Engineering Society has an operational budget for the 2020-2021 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 2020-2021 year.

Moved by: Ben "Money" Zarichny

Seconded by: Salma "Can buy happiness" Ibrahim

Motion 6

Whereas: By-Law related to Year Executives is outdated
& whereas: Some duties of Year Executive members are unclear and need to be updated

BE IT RESOLVED THAT:

Council approve the changes to By-Law 5 Section C as seen in its first reading in Appendix "YEAR_EXEC_IS_BEST".

Moved by: Peter "Follow Queenseng22 on Instagram" Matthews

Seconded by: Salma "Sci'22 has the best memes" Ibrahim

Motion 7

Whereas: It is the second council

& whereas: we must elect the second part of the committee to communicate externally (the sequel has arrived)

BE IT RESOLVED THAT:

Council elect _____, _____, and _____ to sit on the Committee on External Communications

Moved by: Rochana "I'm tired" Gunawardana

Seconded by: Thomas "Hi tired, I'm Thomas" Wright

Executive Reports

President – Spencer Lee

president@engsoc.queensu.ca

Bonsoir Council!

Things that I've done in the past two weeks:

- AMS Assembly
- OEC Presentation
- Thriving Online Conference
 - o Consumed my weekend
- Roch going to CFES PM

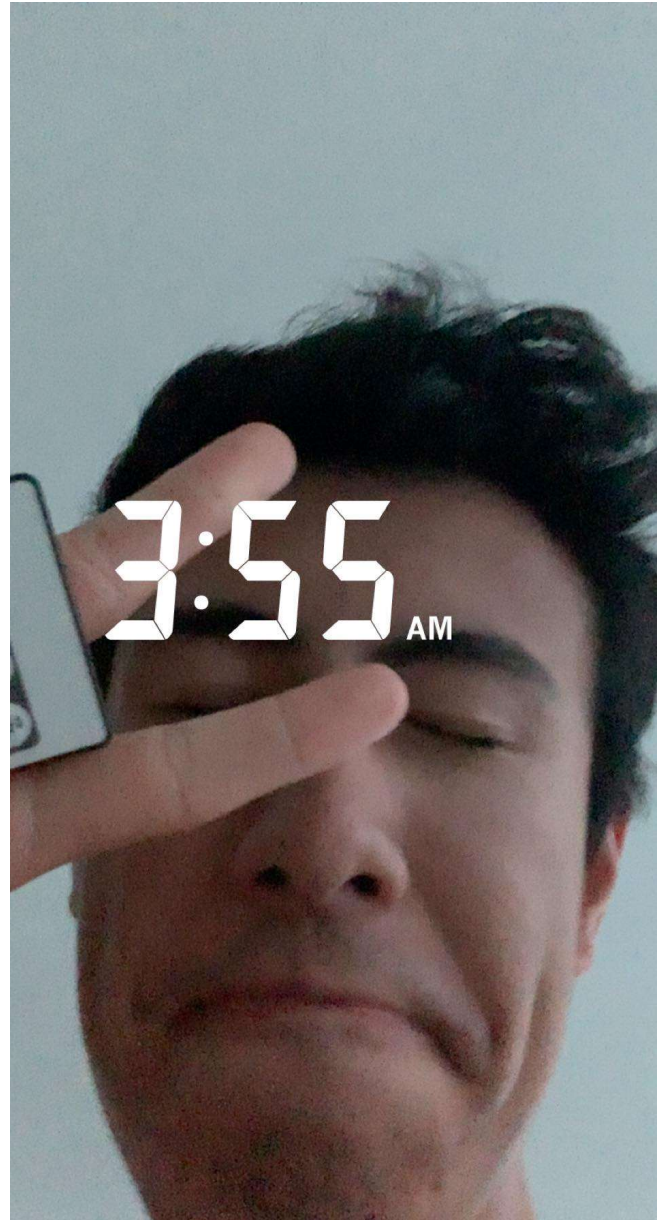
Things that I will be doing over the next two weeks:

- Meeting with OC applicants
 - o OC apps close on Wednesday!
Apply!
- Hiring an OC
- LGBTQ+ working group
- AMS External Alignment working group
- Exec monthly meeting with the Dean
- Organize attendance of CFES Presidents' Meeting

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

Sometimes it really do be like it is,

Spencer



VP (Operations) – Ben Zarichny

vpops@engsoc.queensu.ca

Hey Council,

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

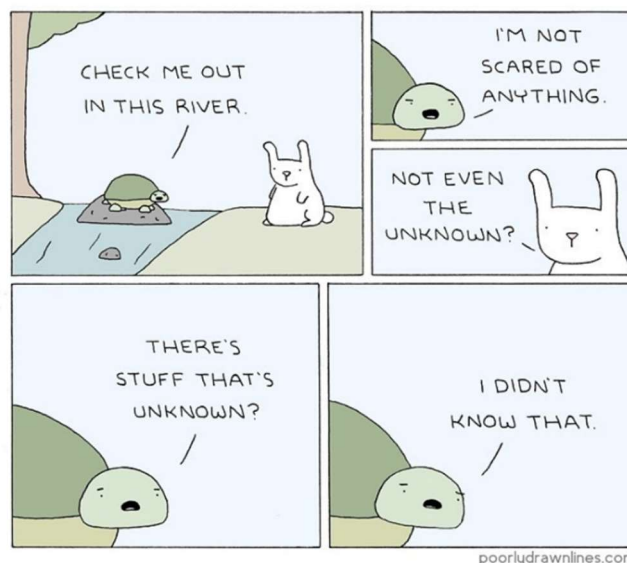
- Finalizing payroll and contract set up
- Science Quest CSJ final claim
- Completing the annual budget with Salma
- Statics
- Meeting with CEO to discuss jackets
- Helping out Tea Room
- Advisory Board

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

- Working on audit with Salma
- Hiring (OC, Science Quest)
- Business Manager training
- Payments/e-transfers
- Regular meetings
- Finalizing month ends

I hope everyone is doing well!

Ben Zarichny



VP (Student Affairs) – Alex Koch-Fitsialos

vpsa@engsoc.queensu.ca

Hello hello Council!

It's been so long (w o w). Here are some things that I've been working on over the last week and a bit, as well as some projects I'll be completing for the next two weeks!

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

- Bursary Chair Hiring with Julia
- Organizing interviews for Gender in Eng Panel Mentor hiring
- Attending Sustainable Action Fund Committee meeting
- Attending Clubs Roundtable (organized by Brian & our lovely clubs officer, Jessica!)
- Attending ESSCO's Teleconference to present for reasons for (1) abdicating hosting rights for OEC and (2) bidding for 2022 OEC
 - Presented with Spencer and our past OEC-Co-Chairs for 2021, Carlos & Andrew
 - Denied OEC 2022 hosting rights despite a well-executed presentation (this was unfortunately expected)...
- Attending AMS Assembly
- Meeting with Discipline Club Presidents at our Discipline Club Roundtable
- Meeting with Year Exec Presidents at our Year Exec Roundtable
- Writing up policy for EDI Hiring Question to get approved at Council
- Looking over Action Plan to review our progress
- Meeting with First Year team & Craig to organize FY Interview Workshop
- Getting in contact with Andrew Vasila & Advisory Board to organize a clubs strat plan workshop!!

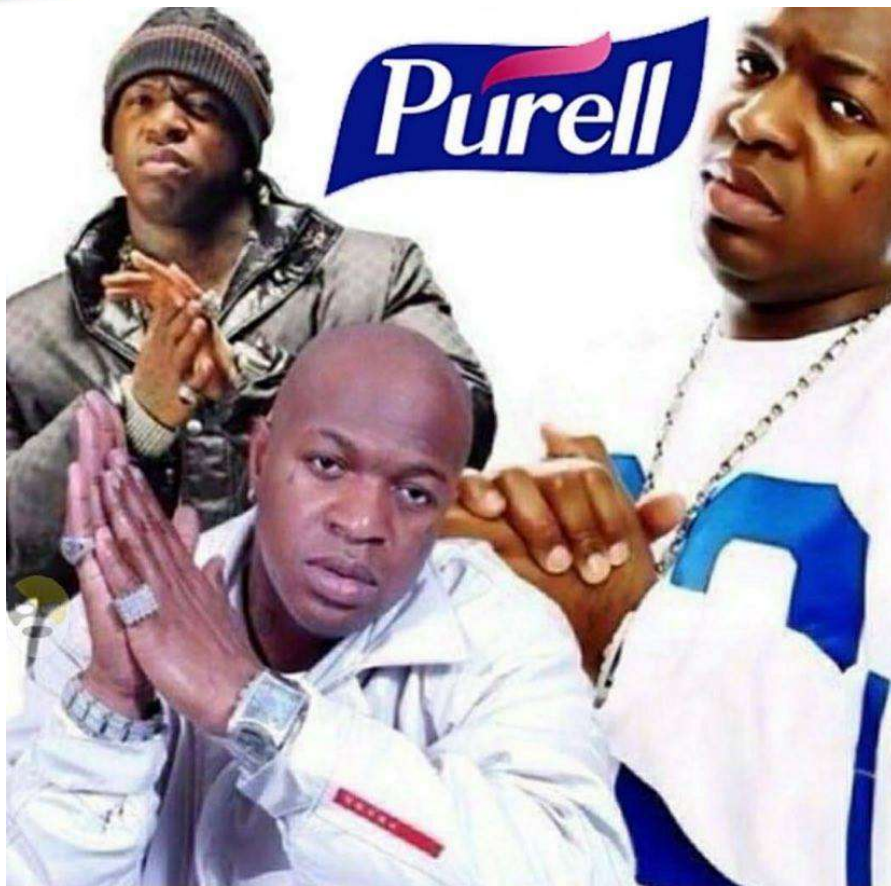
Things I'll be doing for the next two weeks:

- Organize appropriate training for Gender in Eng Mentors
- Looking into SafeTalks for forward-facing directors (DoFY, DoSI, etc.)
- Meeting with Andrew Vasila to discuss Charitable Foundation Committee
- Attending Dean's Meeting with Exec
- Director Statics <3

That's all for now!

Cheers,

Alex Koch-Fitsialos



Stay safe and keep applying that Purell ^^

Director Reports

Academics – Nick Arnot

academic@engsoc.queensu.ca

Hello Council!!

Hope you're all swell, here's what the past 2 weeks looked like for me:

EngLinks

- Met with HM
- First Year stuff
 - Chem video series
 - 171 Workshop
- Upper Years: first workshop! 221!
- Personal tutors going smoothly

iCons

- Met with HM
- Figuring out the year lol

BED Fund

- Met with HM
- Reps contacted; idea generation started!
- Department managers contacted, connections made, etc.

Advocacy

- AFN
 - Faculty approval, sent proposal to departments
 - Most things ready
- Met with VPAs -> training, AFN, goals. Good stuff!
- AMS Academic Caucus – happened after I wrote this but probably good

On the go for the next two weeks:

- Meetings with Undergrad Chairs re: AFN
- Prep AFN to be implemented (advertising, EngSoc website updates, etc.)
- FO & CC position reworking
- More Englinks workshops, BED Fund idea generation

Have a great two weeks! Can't wait to see you all again xoxo

Nick Arnot

Ancient Greek Astrologers be like...



Communications – Arhum Chaudhary

comm@engsoc.queensu.ca

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

- Helped the tea room with more promotional material for their opening
- Fulfilled other graphic/photo-related requests
- Hired general members for the photography team
- Extended applications for videography and graphic design teams
- Hired for the Gender in Engineering Panel
- Sent out two All Eng's

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

- Finish hiring general members for the video and graphic design team
- Continue designing a resource page on the EngSoc website mostly targeted towards incoming first years
- Finalize EngSoc Logo competition
- Continue working to redesign the comm team website (it got wiped during the summer)

- In the meantime, email me at comm@engsoc.queensu.ca your photo/video/graphic requests

Best,
Arhum Chaudhary

When someone says your
sweater is nice and you feel nice



Clubs & Conferences – Brian Seo

conferences@engsoc.queensu.ca

Hi Everyone, long time no see!

Not too much since the last time we met but:

- Meeting with QGEC to discuss a potential merger
- Finished fall hiring for QWEC
- Broke the news that everyone will be going online 😞
- Fall club roundtable and onboarding for clubs on Monday!

Over the next two weeks:

- Continuing work on the publicity campaign
- Rolling out improvements to the club fund initiative
- Statics with clubs/conferences/officers
- Starting the clubs manual

That's it for me,

Hey Alexa, play Dreams by Fleetwood Mac



Design – Liam Murray
design@engsoc.queensu.ca

Hello Council!

What I have done in the last two weeks:

- Transitional notes
- Receiving re-ratification forms from teams

What I will be doing for the next two weeks:

- Leaving weekly updates to prepare for transitioning and create a clear guide for my lower
- Go over re-ratification forms
- Get feedback on design team promo videos and Zoom Q&As
- Start planning teams group workshops

See ya later alligator,

Liam Murray
Director of Design



Figure 1 Spooky season

External Relations – Rochana Gunawardana external@engsoc.queensu.ca

Hello council!

Nice to see you again.

Things I've been doing the last weeks

- Hired Outreach Team
- Attended CFES PM last weekend
 - Discussed CEC
 - Discussed Mental health initiatives
 - Discussed sustainability goals
- Attended September TC last Wednesday
 - They did not vote for us to have UofTs 2021 OC bid

Things I will be doing over the next two weeks:

- Assembling the full ExCommComm team and having our first meeting
- Work on Fix N Cleans marketiting video
- Meet with Alex and discuss the organization of the BLM patches/ distribution with Outreach
- Begin outreach meetings and discuss ideas moving forward
 - Reach out to high schools to offer Q and A periods with the outreach engineers
 - Do a virtual reading buddies with elementary schools kids
 - Crafting for a cure

DoER Portfolio Post-Covid



I guess I'm broke now personally and professionally

Adios,

Rochana Gunawardana

Finance – Salma Ibrahim
finance@engsoc.queensu.ca

Hello Council!

What I've done over the last week:

- Day-to-day tasks – month ends, transactions, answering emails...
- Finalized operating budget with Ben
- Tested BOE flows to ensure that they are working
- Reviewed submitted group budgets

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

- Finance training for newly ratified clubs and conferences

- Preparing finance training for service's business managers with Ben
- Continuing to transition groups and FOs onto the SharePoint site.
- Continuing to review and approve/reject group budgets.
- Still finishing up month ends and catching up with day-to-day finances so that our books are up to date.
- Still working on group debt policy.



First Year – Rein Tiisler

firstyear@engsoc.queensu.ca

Howdy Council!

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

- Getting FYE Elected, welcome by the way!! So happy your're here (If I didn't manage to pull it off this week, rip to me)
- First Week of FRECEVENTZ (went really well!)
- Podcast for Prospective students
- Bolstering advertising for FYPCO positions
- Helping Thomas and Steve (FYSSMS) with Interview Workshop (Thanks Alex and Craig <3)
- Loads of emails (Had to send one to Sci' 23 which was fun – year motto)

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

- More Emails!
- More promoting (services, teams, and the like)
- First year exec election (if that already didn't happen)

- The faculty stuff (Town hall Oct 1st, which is tonight, hence why I am either not here or late)
- FYPCO hiring
- Meetings and statics
- Interview workshop
- Jacket council planning :o
- Listening to Eenie Meenie on Spotify
- All I can think of right now

Keep on being the awesome people you are! Stay safe, Ontario just had 700 new cases in 1 day (yikes).

Yabba Dabba Doo,

Rein Tiisler – DoFY



Governance – Thomas Wright
governance@engsoc.queensu.ca

Hey, Council!

What I've been doing over the past ~~two weeks~~ 9 days:

- Began General Election planning with Elections team
- Discussing ways to improve Council online with Zaid
- Made some last minute changes to my budget
- Updating policy with the Policy Officers
- Helping Rein with FYE elections

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

- More elections planning (transition to online, familiarizing with last year's rules and making improvements)
- Meeting with our incoming frosh members to talk about Council <3
- Regular static stuff for Council
- Helping Rein with Jacket Council :o
- Staying in

Hope everyone's been having a good week!

Long may yer big jib draw,

Thomas



Tony Hawk ✓
@tonyhawk



Text me at +1 (760) 492-6712
(for real; it's me)

13:44 · 10/18/19 from Encinitas, CA · Twitter for iPhone



Human Resources – Craig Maslan

hr@engsoc.queensu.ca

No report submitted.

Information Technology – Alex McKinnon

doit@engsoc.queensu.ca

Hi Council!!

Things that have been completed over the last week:

- Budget review
- Interviewing ESSDev Members
- SSL certificates renewal
- No fires this week 😊

- Meeting with HR for Academy training

Our next two weeks:

- IT Help Desk and knowledgebase
- EngLinks workshop integration with EngSoc Academy
- Coordinating with an alumni ESSDev advisor for project leadership guidance and workshops for our members

I swear zoom directorships are harder than normal ones...

Kind regards,

Alex McKinnon

Director of Information Technology

e: doit@engsoc.queensu.ca

When you find a past students Github



Internal Processes – Alison Wong

doip@engsoc.queensu.ca

Hello Council!

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

- Learning Microsoft Flow
- Creating and updating my SharePoint site
- Finalizing FYPCO documentation and tasks
- Continuing to delay certain tasks for next semester due to COVID-19
- Working on collecting missing keys for EngSoc

- Currently sending out EngSoc Services documentation to head managers, as well as collecting forms

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

- Continuing to collect Services documentation and missing keys
- Creating the EngSoc Lounge Request to Resume On-Campus Activities Form
- Editing my Strategic Plan

Have a great week!

Peace out girl scout,

Alison



Random
signed
contract files



Organized
and labeled
zip folders

Professional Development – Varnikaa
pd@engsoc.queensu.ca

Hello Council!

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

- Continuing to send out PD Connects
- Filling in the role of 'Industry Relations Chair' and conducting resume reviews
- Conducted interviews for the Gender in Engineering Panel
- Putting together EngSoc Dash postings to hire Industry Relations Chair and Committee members

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

- Advertising open PD positions
- Continue putting together and sending out weekly PD Connects
- Continue Resume Review rush before the Eng & Tech Career Fair Oct 6 - 7

Take-Aways:

- Resume Review: To have your resume reviewed by yours truly, send them to pd@engsoc.queensu.ca
- PD Focal: If you or someone you know (identifying as QTBIPOC+) is interested in having their professional achievements shared on @EngSocPD, we welcome you / them to fill in the self-nomination form in our Instagram bio (<https://docs.google.com/forms/d/e/1FAIpQLSfBHrX4-FoMlt7BkigGhCsW3FRHOe5jB1nUrJS6xPIBeNRW5w/viewform>)
- Eng & Tech Career Fair is next week! Be sure to attend
- I'm very very happy answering any questions PD or related!!

Varnikaa Gupta

DoPD



brianna zigler
@briannazigs

1/2

finally fall now i can really start dressin



Services – Andrew Kernerman

services@engsoc.queensu.ca

Things that I've been doing the last week:

- Statics with each service
- Helping the TeaRoom setup for opening
- Working with CEO on Jacket fitting logistics

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

- Begin hiring process for Science Quest Head Manager
- HR and operational related things
- Statics, statics, and more statics

Have a great week everyone!

Andrew Kernerman



Social Issues – Julia Newcombe

dosi@engsoc.queensu.ca

Hi Council,

Apologies for my limited appearance today, I am currently sitting on the Equity Caucus, made up of the Equity Representatives from each student society.

This past week:

- Hired sustainability committee members
- Hired bursary chair
- Checked in with reps

This upcoming week:

- Meetings with full equity team!
- First sustainability committee meeting
- Bursary committee policy changes to make
- Bursary committee transitioning

For Next Council Expect:

- First Year Bursary Committee Position Election (contact me if you want to learn more about it)

- Bursary Committee Policy Changes
- Second reading of Bylaw changes from Sept 22

Hope you all wore your orange shirts yesterday!

Julia.



Mr. Theo was not wearing an Orange shirt, but I made sure to educate him about residential schools in Canada and their lasting consequences.