



THE ENGINEERING SOCIETY
OF QUEEN'S UNIVERSITY

Council Meeting Agenda

Engineering Society of Queen's University

Thursday, October 22nd, 2020

6:30 pm, Video Conference

- | | | | |
|-------|--------------------------------------|--------|-------------------------------------|
| I. | Adoption of the Agenda: Motion 1 | x) | Information Technology |
| II. | Adoption of the Minutes: Motions 2,3 | 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 4-12 | 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 (Sunny Group) |
| IX. | Director Reports | | i) Geological |
| | i) Academics | | ii) ChemEngChem |
| | ii) Communications | | iii) Applied Mathematics |
| | iii) Clubs & Conferences | | iv) Civil |
| | iv) Design | XVII. | Year Reports |
| | v) External Relations | | ii) Sci '21 |
| | vi) Finance | | iii) Sci '22 |
| | vii) First Year | | iv) Sci '23 |
| | viii) Governance | | v) Sci '24 |
| | ix) Human Resources | XVIII. | Statements and Questions 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 “Boo!” Wright
Seconded by: Zaid “I’m terrified” 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 “type type type” Wright
Seconded by: Ilir “keyboard go brrrrrr” Gusija

Motion 3

Whereas: It’s been a greater amount of time since the council before last;
& whereas: Ilir wrote those minutes as well and they also 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 “Double double” Wright
Seconded by: Ilir “Stay in your bubble” Gusija

Motion 4

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 5

Whereas: Not enough members of council want to sit on the equity team.
& whereas: We should provide more opportunities for students to become involved with EngSoc;

BE IT RESOLVED THAT:

Council approves the changes to By-Law Section 9 as seen in Appendix "WOOPS".

Moved by: Julia "oopsie" Newcombe

Seconded by: Spencer "daisy" Lee

Motion 6

Whereas: The Equity team is amazing;
& whereas: We need 4 more voting members to sit on the team;

BE IT RESOLVED THAT:

Council elect _____, _____, _____, and _____ to sit on the Equity Committee.

Moved by: Julia "MOVED BY" Newcombe

Seconded by: Spencer "SECONDED BY" Lee

Motion 7

Whereas: it is necessary to have people on the bursary committee so that bursaries can be given out;
& whereas: the members of the Bursary Committee should accurately represent the members of the Society;
& whereas: the Bursary Committee needs a first-year member of council to join;

BE IT RESOLVED THAT:

Council elect _____ to sit on the Bursary Committee as it's 5th member, representing first years.

Moved by: Julia "Can we be friends? **to a first year**" Newcombe

Seconded by: Spencer "You're scaring them" Lee

Motion 8

Whereas: It is the third 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

Motion 9

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 second 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 10

Whereas: Bursary Committee handles lots of money;
& whereas: Due to confidentiality there is not accountability for how bursary spends that money;
& whereas: We should have a system of accountability for the committee;

BE IT RESOLVED THAT:

Council approves the changes to Policy Section q – Society Bursaries as seen in Appendix “BURSARY CHANGES”.

Moved by: Julia “it’s midnight” Newcombe

Seconded by: Andrew “let’s write this now” Vasila

Motion 11

Whereas: The world is literally currently on fire;
& whereas: We should do our part to prevent climate change by having an Environmental Sustainability Committee.

BE IT RESOLVED THAT:

Council approve the second reading of the changes to Bylaw 9 – Standing Committees as seen in Appendix “SUSTAINABILITY”

Moved by: Julia “let’s have less forest fires” Newcombe

Seconded by: Thomas “the Governor” Wright

Motion 12

Whereas: We call the ‘Committee on Inclusivity’ the ‘Equity Team’.
& whereas: this creates confusion when look for the Equity Team in policy and bylaw.

BE IT RESOLVED THAT:

Council approve the second reading of the changes to Bylaw 9 – Standing Committees as seen in Appendix “WE_WANT_EQUITY”

Moved by: Julia “sipping equi-tea” Newcombe

Seconded by: Spencer “sipping inclusive-tea” Lee

Executive Reports

President – Spencer Lee

president@engsoc.queensu.ca

No report submitted.

VP (Operations) – Ben Zarichny

vpops@engsoc.queensu.ca

Hey Council,

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

- Statics with Directors
- Meeting with Services
- Payments/etransfers
- Sorting mail (cra/wsib for bookkeeper, cheques, etc)
- OC hiring
- Budget presentation prep
- Advisory board and subcommittee meetings
- Assisting salma with month end questions + other stuff

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

- Working on audit with Salma
- Hiring (Science Quest)
- Payments/e-transfers
- Regular meetings
- Evaluating current services financial reporting, begin developing a new process
- Taking a bit of a break during the fall reading week :)

Ben Zarichny





VP (Student Affairs) – Alex Koch-Fitsialos

vpsa@engsoc.queensu.ca

Helloooo Council :)

I hope everyone had a lovely and ~ safe ~ HOMEcoming!

I'll be going over a few things that I've been working on since we've gotten back and other things that I'll be completing in the coming weeks!

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

- OC Hiring & interview scheduling
- Meeting with QGEC to discuss merger with Oil & Gas
 - o Came to resolution that we will be collabing with them this year (supporting each other through online conditions)
- Organizing training for:
 - o 1) ED Team – LivingWorks START program (suicide prevention & response training)
 - o 2) Gender in Eng Team Training – cross-cultural competency, self-care & fatigue, sexual violence training
- Gender in Eng Meeting planning & logistics
 - o In contact with Professor Rudie for speaker organizing
- Attended final OEC Team meeting
- Contacted Alex McKinnon about Stripe form setup for BLM patches :)

- Met with External Relations team to organize patches
- Met with Andrew Vasila to discuss more on the Charitable Fund Foundation committee (what this would look like, next steps, etc.)
- Conducted Clubs/Conferences strat plan workshop (thanks sooo much Andrew!)
- Organized Sexual Violence training for Gender in Eng mentors
- Contacted Arunima to schedule trainings for mentors ASAP
- Attended Faculty Board
- Met with Advisory Board Strategic Planning Committee to discuss EDI and O-Week plans
- Attended ED Team Meeting
- Meeting with EngSoc-affiliated groups to discuss online plans
- More planning for Gender in Eng Panel

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

- Discussing plan moving forward with ESSCO...
- Statics with Directors!
- Participating in First Year Interview Workshop
- Finalizing BLM patches with External Relations team
- Gender in Eng planning – member recruitment

Ben searching for the new OC...



Director Reports

Academics – Nick Arnot

academic@engsoc.queensu.ca

Hey Council!!

Long time no see, here's what the past couple weeks have looked like:

EngLinks

- Workshops!
- Personal tutoring behind the scenes revamp!

BED Fund

- Idea generation!

Advocacy

- Student Feedback Survey – got results, passed on to faculty!
 - Department specific feedbacks!
- Faculty conversations about remote proctoring!
- AMS Academic Caucus!

Next two weeks are looking like:

- More EngLinks workshops
- More BED Fund idea generation & rep support
- More conversations with the faculty
- Looking at department feedback as they happen
- Midterms and projects :(

Miss you all over reading week, see you soon xoxo

Nick Arnot



Figure 1: Reading week vibes

Communications – Arhum Chaudhary

comm@engsoc.queensu.ca

Hi Council!

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

- Hired all general members for all 3 sub-teams' part of the Communications Team (photography, videography, and graphic design)
 - o Already lots of brainstorming happening for new possible campaigns for EngSoc social media platforms, exciting stuff!
- Fulfilled graphic/photo-related requests (headshots, general graphics)
- Set up biweekly statics for each manager on my team
- Hosted first team-wide meeting with all general members (these will repeat biweekly)
- Attended meeting with the faculty regarding discipline night organization for this year
- Ongoing work on communications team website
- Attended a Sexual Violence Response training session for the Gender in Engineering Panel

- Sent out All Eng's each week

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

- Software/equipment related tutorials and exercises for each sub-team to get familiar with the tools that will be used to fulfil comm-team related requests
- Meeting with Matthew Shepherd (Director of Marketing/Communications for the Engineering Faculty) to discuss collaboration for this year
- Continue designing a resource page on the EngSoc website mostly targeted towards incoming first years
- Continue working to redesign the comm team website
 - o In the meantime, email me at comm@engsoc.queensu.ca your photo/video/graphic requests

Best,
Arhum Chaudhary



Clubs & Conferences – Brian Seo

conferences@engsoc.queensu.ca

Hi everyone!

Much of my work since our last council has been maintenance,

- Clubs strategic planning workshop/finance training
- Training modules for EngSoc
- Working on online transition for C&C, namely platform and formatting
- Day-to-day email

- Surviving school

Over the next two weeks:

- Finalizing the Q&A
- Portfolio collaborations
- Budget check-ins
- Statics with clubs/conferences/officers
- Continuing the clubs manual

Keep on rocking in the free world,

Doot do la doot doot

My mom: What stupid youtuber are you watching now?

The teacher in online class:



Design – Liam Murray

design@engsoc.queensu.ca

Hello Council!

What I have done in the last two weeks:

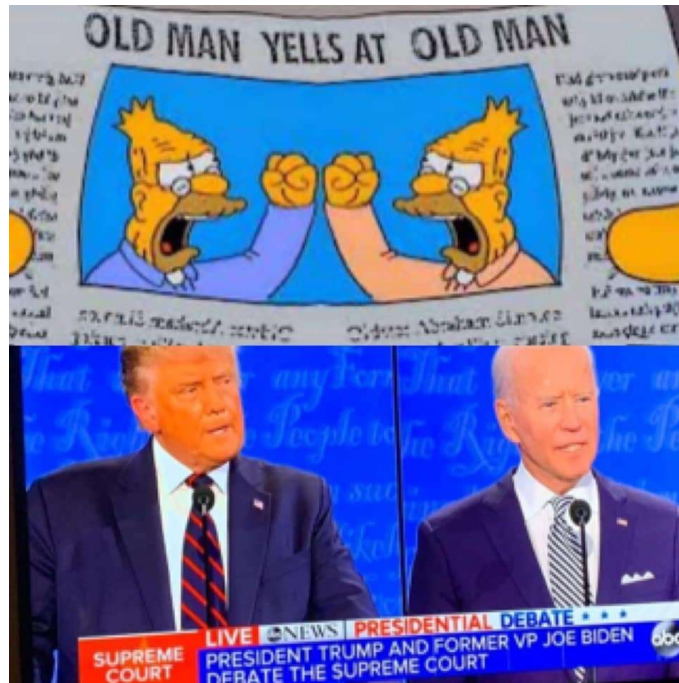
- Transitional notes
- Working with a new team to be ratified

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
- Getting things organized to get a new team ratified
- Meeting with DoHR to start policy changes on team captain hiring

Hasta la vista,

Liam Murray
Director of Design



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

Hello council!

Things I've been doing the last two weeks:

- Met with the Queen's blood donation representative and signed Queen's up for a team and received promotional materials
- Talked with the movember representative and in the process of planning a commerce eng trivia night with movember themes
 - Possibly making Movember patches
- Met with Alex and my Outreach team managers and discussed the next steps on selling the BLM patches

- Received a lot of client testimonials for Fix n Clean that my coordinators plan on using to advertise fix n Clean

Things I will be doing over the next two weeks:

- Establishing a timeline for my Outreach team
- Finish the Movember events
- Finally assemble my full ExCommComm Team



Oh to be a panda eating bamboo.

Adios,

Rochana Gunawardana

Finance – Salma Ibrahim
finance@engsoc.queensu.ca

Hi Council!

What I have done over the last three (? idk what time is anymore) weeks:

- Day-to-day tasks – month ends, transactions, answering emails...
- Held my final finance training session for affiliated groups
- Continued to review incoming budget

- Continued to set groups up on the Bank of EngSoc
- Finally caught up on month ends (YAY!) – April to August
- Extra finalized operational budget with Ben

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

- Working with my FOs soon and doing September month ends with them.
- 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.
- Working on our review engagement with Ben



amanda
@mandixpandi

awake but at what cost



First Year – Rein Tiisler

firstyear@engsoc.queensu.ca

A very spooky hello Council!

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

- Getting FYE Elected, welcome by the way!! So happy you're here!
- FrecEventz keep on rolling
- FYPCO's have been hired!
- Sci' 24 is no longer faceless

- Helped Thomas and Steve with the “Are You Chief FREC” event. Went quite well!
- Still sending those emails (mostly) on time
- Helping with advertising to first years
- Preparing for and doing midterms and final exams (6 week courses are ROUGH)

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

- More Emails!
- More promoting (services, teams, and the like. CONTACT ME if you need something promoted for first years!)
- Getting the exec settled into their positions
- Interview workshop (Tuesday of reading week!!!)
- Jacket council planning (Shh, don't tell the frosh)
- Revealing this crest to the first years in a fun way 😊
- Meeting my fypco!
- High key vibing, low key gliding

A very happy reading week! Stay safe, stay awesome, and please watch for turtles when driving.

Your friendly neighbourhood dancing pumpkin,

Rein “You tellin’ me there’s a SKELETON inside me?!” Tiisler



Oops, couldn't help myself

Governance – Thomas Wright
governance@engsoc.queensu.ca

How are ya now?

What I've been doing over the past few weeks:

- General Election planning with Elections team
- Updating policy with the Policy Officers
- Helping Rein with FYE elections

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

- More elections planning
 - o Marketing strategies
 - o Updating rules for Council approval
 - o Possibly meeting with Governance people from other Societies to exchange best practices
- Regular static stuff for Council
- Helping Rein with Jacket Council :o
- Still staying in

I hope you all have a safe and fun reading week!

Long may yer big jib draw,

Thomas

How it started:



How it's going:



**Vice-President
(Operations)**

Ben Zarichny
vpops@engsoc.queensu.ca

**Director of External
Relations**

Rochana Gunawardana
external@engsoc.queensu.ca

Director of Governance

Thomas Wright
governance@engsoc.queensu.ca

Human Resources – Craig Maslan

hr@engsoc.queensu.ca

Hey Council! Happy International Colour Day! Here is what I have been up to the last two weeks, and what my portfolio outlook is looking like!

What have I been up to the last two weeks:

- Keeping up with Dash requests. Fall hiring rush in full swing so a lot of general maintenance.
- Mainly working on getting the fall training conference up and running by our November 1st goal.
- Working alongside IT to learn the software to help with FAQ from people enrolled in training.
- Transitioning old hiring training to new online delivery.

- Finalizing work on new Anti-Oppression training with training officers and VPSA.
- Working on framework for fall training conference feedback survey.

What will I get up to in the future:

- Continue to enroll students in training classes and collect email lists from directors.
- Continue dash upkeep.
- Be active in responding to FAQ regarding academy and training content.
- Hopefully get great engagement from trainings and engage in discussion with students.
- Launch feedback survey after 2-week training completion deadline.

Information Technology – Alex McKinnon

doit@engsoc.queensu.ca

Hi Council!!!

Things that have been completed over the summer up to this point:

- Email hack for QEC and some FC stuff
- HR EngSoc Academy
- ESSDev team hired
- ESSDev Workshop run by an Alumni
- Sorting out Englinks video distribution
- SSL renewed
- Fixed a website forwarding error on the server that was triggered by visitors using IPv6 to access our sites
- Zoom Branding

Our next two weeks:

- IT Help Desk and knowledgebase
- EngLinks workshop integration with EngSoc Academy
- Begin ESSDev projects
- BLM patches selling site
- Reviewing strat plan objectives

Reading week is almost here!

Kind regards,

Alex McKinnon

Internal Processes – Alison Wong

doip@engsoc.queensu.ca

Hello hello hello Council!

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

- Working on the EngSoc Lounge Request to Resume On-Campus Activities Form
- Currently still sending out EngSoc Services documentation to head managers, as well as collecting forms
- Working on a way to host the Dean's Reception and EngSoc Banquet online – currently in contact with the FEAS event coordinator

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

- Continuing to collect Services documentation
- Finalizing the EngSoc Lounge Request to Resume On-Campus Activities Form
- Coordinating with FEAS to plan those events

Have a great week!

See ya later alligator,

Alison



Professional Development – Varnikaa

pd@engsoc.queensu.ca

We meet again, Council,

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

- Received Sexual Violence training as part of the Gender in Engineering Panel
- Put up Dash postings for all my committee member positions and the Industry Relations Chair
- Advertising push for hiring – helping take some load off of the PD Marketing Coordinator
- Contacting CEO for team apparel

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

- Likely extending job postings and pushing advertising
- Interviews
- Meeting for the Gender in Engineering Panel to establish next steps

Ongoing tasks:

- Sending out PD Connects
- Conducting resume reviews
- Weekly statics with my Chairs and Coordinators

Take-Aways:

- Would appreciate any support on the hiring advertising front 😊
- 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>)
- Would love to answer any questions PD or related!!

Varnikaa Gupta

DoPD



Services – Andrew Kernerman

services@engsoc.queensu.ca

No report submitted.

Social Issues – Julia Newcombe

dosi@engsoc.queensu.ca

Dear Diary,

These past few weeks:

- Proofread my motions (hopefully)
- Jacket Bursaries (Shoutout to: KOMAL, ANDREW, JT, KATHERINE for our 5-hour meeting on Monday night)
- Meetings with my team, incoming Bursary Chair, Spencer
- Sustainability Committee is getting started on a Climate Action Plan!
- Transitioning new Bursary Chair
- Policy changes with Andrew at 2 am for Bursary committee
- Accommodations Survey: I sent y'all emails on Sunday
- Looking at Improvements for Frosh week:

Type of Equity	Does this activity:
Promote positive culture	<ul style="list-style-type: none"> Consider the monetary culture promoted Have an overall positive tone presented regarding Engineering, EngSoc, the university, etc Have diversity being expected and designed for? Have leaders that are trained with Queen's Positive Space training?
Socially Equitable	<ul style="list-style-type: none"> Have access to gender neutral bathrooms Use gender neutral, and racially inclusive language Provide land acknowledgements Work to be inclusive to all cultures Consider financial accessibility
Physical Accessible	<ul style="list-style-type: none"> Take place in a wheelchair accessible location (building/terrain) Have access to wheelchair accessible bathrooms Have captions on videos as needed Have described video as needed Include activities that are accessible to students with physical disabilities and are these activities appealing and fun

This upcoming week:

- More Discussion about how to improve Frosh Week
- Feedback from Accessibility Survey
- Organizational stuff for Bursaries ('How to write a Bursary Application' coming soon to an EngSoc website near you, changing notification email (shoutout to Komal))

Lots of love,

Julia.

