

###### Council Minutes

Thursday, November 5 2020

6:30 pm, Video Conference

Speaker: Zaid Kasim

Secretary: Ilir Gusija

*Council begins, 6:33 pm.*

# I. ATTENDANCE

# II. ADOPTION OF THE AGENDA: Motion 1

##### 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, November 5th, 2020, as seen on the Engineering Society website.

Moved by: Thomas “Happy daylight savings!” Wright

Seconded by: Zaid “Worst holiday ever” Kasim

**Motion passes, 6:35 pm.**

# III. Adoption of the Minutes: Motion 2

##### 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 Thursday, October 22nd, 2020, as seen on the Engineering Society website.

Moved by: Thomas “Halloween’s over” Wright

Seconded by: Ilir “Still not the holidays yet” Gusija

Thomas Wright: I am going to amend the minutes, there was a typo where we got a name wrong.

**Motion passes, 6:36 pm**

# IV. Speaker’s Business

Zaid Kasim: To begin, let us acknowledge that Queen’s is situated on traditional Anishinaabe and Haudenosaunee territory. We are grateful to be able to be live, learn and play on these lands. Hope everyone had a lovely reading week, take of yourselves during these busy weeks and good luck on exams.

# V. New Business

##### Motion 3

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 approve the second reading of the changes to By-Law Section 9 as seen in Appendix “WOOPS”.

Moved by: Julia “oopsie” Newcombe
Seconded by: Spencer “daisy” Lee

Julia Newcombe: This motion makes it so that any member of EngSoc can sit on the equity team.

**Motion Passes, 6:39 PM**

# VI. Executive reports

##### i) President

Spencer Lee: I did not do anything over reading week except academics. I just did hiring for chief FREC, AMS assembly upcoming, faculty board, and o-week hiring.

##### II) Vice president of operations

Ben Zarichny: Not much happened. Did some business manager training, Payroll. We decided to close Tea Room because it was not feasible. For next two weeks, I will start review engagement and more science QUEST hiring.

##### II) Vice president of student affairs

Alex Koch-Fitsialos: Tomorrow I am meeting with Rochana Gunawardana’s team regarding logistics on BLM patches. Chief FREC hiring. Next two weeks we are rolling out the Gender in Engineering Panel, hosting a discipline roundtable, attending the Dean’s meeting with Exec and director statics.

# VII. Director Reports

##### i) Academics

Nick Arnot: Englinks ran a couple workshops, BED Fund is still collecting ideas. Advocacy had a meeting with faculty on academic integrity. Next 2 weeks, more Englinks workshops, policy changes for BED Fund and Englinks.

##### II) Communications

Arhum Chaudhary: Statics with managers, teamwide meeting. Meeting with director of marketing/communications for the engineering faculty to discuss collaboration for this year. Made updates to EngSoc website. Over next two weeks I will be advertising for the Gender in Engineering Panel and continue to work on redesigning the comm team website.

##### iII) Clubs & conferences

Brian Seo: Statics and budget check-ins with conferences. Rolled out the club fund. Next two weeks: Final check-ins QCTF (21st! Woohoo!) Meetings with Alex Meetings with Alex (<3) and the C&C team to consolidate plans next year. Instating an operations check-in over Christmas break. Reorganizing the conferences bursary policy. Budget check-ins. Statics with clubs/conferences/officers. Continuing the clubs manual.

##### IV) Design

Liam Murray: Communicating with team trying to get ratified. Meeting with DoHR to start team captain hiring. Quarterly Reports and will have first meeting with FYPCO.

##### V) External Relations

Rochana Gunawardana: Setting up Queen’s blood drive account. Looking into CDE conference. Establishing Fix n Clean Instagram. Next two weeks: Putting up the BLM Patch form. Develop Fix N Clean Promotional video. Working with Commerce society for Movember. Communicating with local schools to run a Q and A session with Outreach team. ExCommComm First meeting.

##### vI) Finance

Salma Ibrahim: Not much to update on. Keeping up with day-to-day tasks. Influx of budgets. Starting up on review engagement.

##### vii) First Year

Rein Tiisler: Helped Thomas out with the Interview workshop (S/O to Alex and Craig). Working on a couple special videos for the first years. Over next two weeks, More promoting (services, teams, and the like). Meeting my FYPCO! Faculty Fall open house. DoFY Q&A. DoFY Speaker series. More FRECEVENTZ. Business as usual.

##### VIII) Governance

Thomas Wright: General Election planning with Elections team. Updating policy with the Policy Officers. Next two weeks, getting together with Elections team, VPSA, and DoComm for more marketing planning. Finalizing General Election rules to be presented and passed at Council. Regular static stuff for Council

##### IX) Human Resources

Craig Maslan: Launching the Fall Training Conference and working on technical support with DoIT. Regular statics with the HR teams. Engaging in dialogue with students (good feedback thus far)! Preparing outline for FTC feedback survey. Working with training and feedback officers to devise plans to iterate FTC material. Reworking design team hiring with DoD. Ran interview workshop for first years with VPSA and DoFY. Feedback incentives. Recruitment matchmaking service start-up.

Next two weeks, ensuring completion of the FTC and overseeing its closure. Launching feedback and analyzing data alongside relevant stakeholders. Recruitment officer service advertisements. Continuing regular statics. Not thinking about training for one second. Starting “EngSoc Feedback Integration Initiative” (more to come!).

##### x) Information Technology

Alex McKinnon: Reduced AllEng, PD and Council newsletters finding their ways into people’s spam. engsoc.queensu.ca Store for BLM patches live soon. ESSDev Projects have launched. Successful ESSDev Git and CI/CD workshop. Meeting my FYPCO! Hired a Security Officer. Two separate infrastructure penetration tests o Implemented several security improvements from test results. Migrations of some apps into a more secure Docker-based system. EngSoc Hosting now emails our groups, password resets for are now automated and hosting related errors and notifications are now sent to the respective groups’ webmasters for self-service fixing. sci23.ca domain re-acquired. sci24.ca website now handed off to our first-year exec.

Next two weeks, trial run with HR for EngSoc Academy (Training Conference). Password audit upcoming. Grooming our internal documentation. Reviewing strategic plan’s objectives and KPIs for completion and metrics. Exploring central access control platform for IT infrastructure. Testing extended performance metrics and monitoring. Central EngSoc IT services page coming soon to the main EngSoc site.

##### xI) Internal Processes

Alison Wong: Completed the EngSoc Lounge Request to Resume On-Campus Activities Form. Currently still collecting EngSoc Services documentation. Organizing the Dean’s Reception online. Paired with a FYPCO! Next two weeks, continuing to collect the last of the Services documentation. Coordinating and organizing with FEAS to plan the Dean’s Reception

##### xiI) Professional Development

Varnikaa Gupta: Hired Industry Relations Chair and all PD committee members. Transitioning Industry Relations Chair / helping Chairs and Coordinators Transition their new committee members. Coordinating a keynote speaker for the Gender in Engineering Panel. For next two weeks, continue supporting new member transitioning. Ongoing tasks: sending out PD Connects, conducting resume reviews, weekly statics with my Chairs and Coordinators.

##### xiII) Services

Ben Zarichny: Hiring Science Quest head director. Working with CEO to finalize jacket orders and pickup options. Part of decision to close down Tea Room. Weekly statics with head managers. For next two weeks, hiring the rest of Science Quest team. Assisting CEO with jacket fitting. Weekly statics and meetings with Ben. Start working on projects for winter semester.

##### xIv) social issues

Julia Newcombe: Meetings with my team, incoming Bursary Chair, Spencer. Sustainability Committee is collecting data. Accommodations Survey: still looking for more responses. Looking at Improvements for Frosh week, working with Zoe (incoming OC), writing a report with all of Equity Team’s Suggestions. Switched over to a new application form for bursaries (now a Microsoft form).

For next two weeks, working on Frosh week report. Feedback from Accessibility Survey. Writing a document to help students write successful bursary applications. Full equity team meeting!

# VIII. Question Period

No Questions.

# IX. Faculty Board Report

Nothing to Report.

# X. Alma Mater Society Report

Nothing to report.

# xi. Senate Report

Jeremy Nguyen: If anyone wanted to look at things discussed they can check it out on the portal.

# XII. Engineering Review Board Report

Anne Broughton: We have hired the new incoming members of the board.

# XIII. Advisory Board Report

Andrew Vasila: Subcommittee meetings. Conducting initial survey. Meetings for debrief presentations for O-week and sci formal.

# XIV. Club Reports

##### Eng phys

Nothing to report.

##### ECE

Alec Koch-Fitsialos: Our last roundtable we worked on Among Us and Skribbl.io activities and figuring out merch.

##### MEchanical

Komal Jethoo: Working on merch, Kahoot activities.

##### Mining

Monica Nakahara: Held mining nights on zoom. Working on sponsorships from different companies. Trying to get merch sorted.

# XVIi. Year Reports

##### I) Sci’21

Kate Lappan: Planning our next event, Bob Ross paint night. Getting merch sorted. Thinking about year books. Exec roundtable tomorrow.

##### II) Sci’22

Julia Takimoto: We are working on merch; we have put in the order this week. Follow our social media. Have coffee house coming up.

##### III) Sci’23

Nothing to report.

##### Iv) Sci’24

Ali Bekheet: We have had our first meeting. Few people contacted their uppers. Set up schedule. Set up a discord server. Gathering opinions and concerns for the meeting with Brian Frank for APSC 100. Hoping to have an event within next 3 weeks. Getting merch set up.

# xVIII. Statements and Questions by Members

Zaid Kasim: Wanted to stress that we’re going to be ok regardless of the result of the election south of the border.

##### Motion to Close:

Moved by Zaid Kasim

Seconded by Alec Koch-Fitsialos

**Motion Passes, 7:16 pm**