



THE ENGINEERING SOCIETY
OF QUEEN'S UNIVERSITY

Council Meeting Agenda

Engineering Society of Queen's University
Wednesday, January 20th, 2021
6:30 pm, Video Conference

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|------|-----------------------------------|-------|---------------------------------|
| I. | Attendance | xiii) | Services |
| II. | Adoption of the Agenda: Motion 1 | xiv) | Social Issues |
| III. | Adoption of the Minutes: Motion 2 | VII. | Question Period |
| IV. | Speaker's Business | VIII. | Faculty Board Report |
| V. | Executive Reports | IX. | Alma Mater Society Report |
| | i) President | X. | Senate Report |
| | ii) VP (Operations) | XI. | Engineering Review Board Report |
| | iii) VP (Student Affairs) | XII. | Advisory Board Report |
| VI. | Director Reports | XIII. | Club Reports (Sunny Group) |
| | i) Academics | | i) ECE |
| | ii) Communications | | ii) Eng Phys |
| | iii) Clubs & Conferences | | iii) Mechanical |
| | iv) Design | | iv) Mining |
| | v) External Relations | XIV. | Year Reports |
| | vi) Finance | | i) Sci '21 |
| | vii) First Year | | ii) Sci '22 |
| | viii) Governance | | iii) Sci '23 |
| | ix) Human Resources | | iv) Sci '24 |
| | x) Information Technology | XV. | Statements and Questions |
| | xi) Internal Processes | | by Members |
| | xii) Professional Development | | |

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 Wednesday, January 20th, 2021, as seen on the Engineering Society website.

Moved by: Thomas “We’re on Wednesdays now” Wright
Seconded by: Zaid “Why aren’t you wearing pink?” Kasim

Motion 2

Whereas: It’s been some, longer than usual, 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, November 26th, 2020, as seen on the Engineering Society website.

Moved by: Thomas “No new business” Wright
Seconded by: Ilir “No new friends” Gusija

Executive Reports

President – Spencer Lee

president@engsoc.queensu.ca

Hey Council! Happy new year everyone! I hope classes started off well for all of you. I'm looking forward to working together this semester. Before I dive into my updates, I'd like to thank all of you for putting in the time and effort to making our Society a better place last semester! I've been seeing wonderful things across every portfolio in EngSoc.

What have I been up to these last couple weeks and over the break?

- Ended last semester with the hiring of a new Science Formal Convener – Exciting!
 - o Congrats to Matti Brannagan
- EngSoc took the winter break off, allowing for students to get some much deserved relaxation
- I took part in speaking at the Dean's Reception that was organized by Alison (shout out to her!)
- Executive social media takeover to advertise elections – elections team is doing great!
- Organising all my recurring meetings
- Faculty Board – there's a new Ryan Cattrysse scholarship in memory of the late Ryan Cattrysse, BASc 2018
- O-Week is currently in the process of hiring FRECs

What's in store for the coming weeks?

- Elections are the biggest thing! Excited to have a lower!
- Writing my transition manual for them will be taking up a lot of my time
- AMS assembly is on January 29th
- Recurring weekly meetings with directors and corporate initiatives
- Organizing hiring schedules for Science Formal Chairs and also next year's Directors

I hope everyone does well in their courses this semester. As always, I'm free to meet if you want to ask me any questions.

Stay Safe.

- Spencer Lee, EngSoc President



VP (Operations) – Ben Zarichny

vpops@engsoc.queensu.ca

Hey Council,

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

- Initial meetings for the semester (directors, exec, ED team, AB chair, faculty board, Dean meeting)
- Taking over Salma's DoF responsibilities
 - Several emails helping EngSoc groups with finance related questions
- Payments/etransfers, Sorting mail, taxes (the usual stuff)
- Instagram takeover for elections plus meetings with candidates over the break
- Helping Jay with payroll

Things that I will be doing over the next two weeks

- Continuing work on the review engagement while Salma is gone
- Developing financial analysis for services with board
- Organizing investment sign over and setting up online updates (instead of mail only)
- Regular meetings (directors, exec, etc) and other tasks (payments, mail, taxes, etc)
- Continuing with taking over DoF duties
- QUESSI meeting and Advisory board meeting
- Training with SQ business manager and FC treasurer
- Science quest payroll registration and contracts

Good luck to everyone running in the elections!!



VP (Student Affairs) – Alex Koch-Fitsialos

vpsa@engsoc.queensu.ca

HAPPY NEW YEAR EVERYONE!

I hope everyone had a safe and relaxing break!

Things I've been doing:

- Taking a niceee break 😊
- Meeting with Andrew Vasila and Ben regarding Advisory Board and Exec updates
- Helping Elections Team throughout the elections term
- Catching up with Exec
- Organizing plans for the Gender in Eng Panel this semester
- Organize Mentor Meeting for this sem – every **Sunday @ 1pm**
 - Sent Zoom calendar invite
 - Sent Teams message and follow-up email
- Director Statics
- Attending Faculty Board
- Meeting with Christina – Pres and EngSoc chats on Thurs @ 9:30am
- Attending Dean's Meeting with Exec

- Organizing BLM Patches distribution for this semester with Roch
- Starting to plan for EDI Accountability report/presentation for Council & students

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

- Starting to transition my lower (WOT omg so excited)
- Taking over director duties during the election period for Rein and Brian 😊 (proud mom over here)
- Continuing plans for EDI Accountability reporting
- Updating actuals for VPSA budget
- Director Statics <3

That's all for now! Cheers to the new year!

Alex

The 2020 we
were all really
hoping for vs The
2020
we got



Director Reports

Academics – Nick Arnot

academic@engsoc.queensu.ca

Hey Council!!

Long time no see, here's what my end of semester + break looked like:

EngLinks

- Ran a lot of tutorials and workshops!

iCons

- Opened Mitchell Hall for the exam season!

BED Fund

- Reps made proposals (very well done overall!)
- Initial proposals were looked over and sent back for revisions

Advocacy

- Academic Feedback Network (lol remember this?)
 - Revamped to avoid the issues that came up last semester
 - Last touches being put on (shoutout to VPAs and Arhum!)

Everyone

- Took a well deserved break

Next two weeks are looking like:

- Get AFN off the ground, open to the public
- Set up statics with teams
- EngLinks starting back up
- More reviewing and finalizing of BED Fund proposals
- Transition manual!

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

Nick Arnot

Communications – Arhum Chaudhary

comm@engsoc.queensu.ca

No report submitted.

Clubs & Conferences – Brian Seo

conferences@engsoc.queensu.ca

Hi council! Hope everyone has had a wonderful winter break.

It's been a while, here are a few things that I have been up to:

- QEC happened over the 17-18th, great success!
- Meetings & day to day ops
- Getting QCTF ready for exec transition
- Finishing transition manuals!
- Updating the conferences resource package

Over the next two weeks:

- Check-ins with conferences
- Hiring preparation
- Statics with clubs/conferences/officers
- Finishing clubs manual!
- Policy changes pertaining to C&C

A special shoutout to VPSA Alex for reporting on my behalf, and a quick plug that QGEC, QCBT and QSC are all having events the next two weeks so keep an eye out for delegate apps!

Just really relishing the next time I'll get a nice haircut after this lockdown. Adios!

GEN Z'S UPVOTING 'YEE YEE ASS HAIRCUT' MEMES



ALSO THE GEN Z'S:



Design – Liam Murray
design@engsoc.queensu.ca

Hello Council!

What I have done in the last two weeks:

- Transitional notes
- November Roundtable

What I will be doing for the next two weeks:

- Transitional notes
- Meeting with Penny for updates on the beginning work on Design Team Showcase
- Going through policy to find ways to allow this year's design team captains to still be incorporated next year (revising up and out rule)
- Starting to solidify team captain hiring policy

Au revoir,

Liam Murray
Director of Design

When my mom catches me
watching The Office on an illegal
streaming site in 2021



External Relations – Rochana Gunawardana

external@engsoc.queensu.ca

No report submitted.

Finance – Salma Ibrahim

finance@engsoc.queensu.ca

Hi Council!

What I have done since the last Council:

- Routine tasks:
 - Month ends, transactions, answering emails, statics, and meetings with groups
 - Writing up invoices and depositing cheques for groups before the end of the semester.
- Enjoyed my winter break with my family (haven't seen them in over a year).

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

- Quarantining because I just got back from travel
- Running for VPOPs until January 24th!
 - If you have any finance-related help/concerns, please contact Ben at vpops@engsoc.queensu.ca!
- Meeting with my FOs
- Preparing pre-actuals and finalizing some policy changes to present at next Council
- Catching up on month ends with bookkeeper.



Figure 1: Camels I spotted at the beach

First Year – Rein Tiisler

firstyear@engsoc.queensu.ca

Hi Friends!

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

- Collecting info from first years on how last semester yet to re-evaluate and tailor this semester to their needs
- Exploring new platforms with my FYPCO to work on our project in connecting first years
- Re-vamped the First Year discord
- Actually started on jacket council!

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

- Jacket council!!!! (Tentative Jan 25th)
- Helping CEO with jackets
- Planning events for first years
- The return of FRECEVENTZ

Well, I hope your first couple of weeks back have been treating you well! Good luck to all exec candidates!

Rein "Yabba dabba doo" Tiisler



Governance – Thomas Wright
governance@engsoc.queensu.ca

Suh Council,

What I've been doing in 2021 (so far):

- Ran a successful nomination period with Elections team who are my personal heroes
- Held all-candidates meeting w/ Zaid
- Working with the CRO (hi Gideon) on campaign monitoring and setting up voting software w/ the AMS
- Working with the DRO (hi Andrew) on debate nights (come check out the second debate tomorrow night!)
- Chats with Julia/Spencer about setting precedent for Society endorsements

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

- Finishing up the General Election and therein becoming one step closer to washed up (good luck to all the candidates!)
- Telling all of you to vote
- Beginning planning for Awards Committee w/ Alex F

Long may yer big jib draw,

Thomas

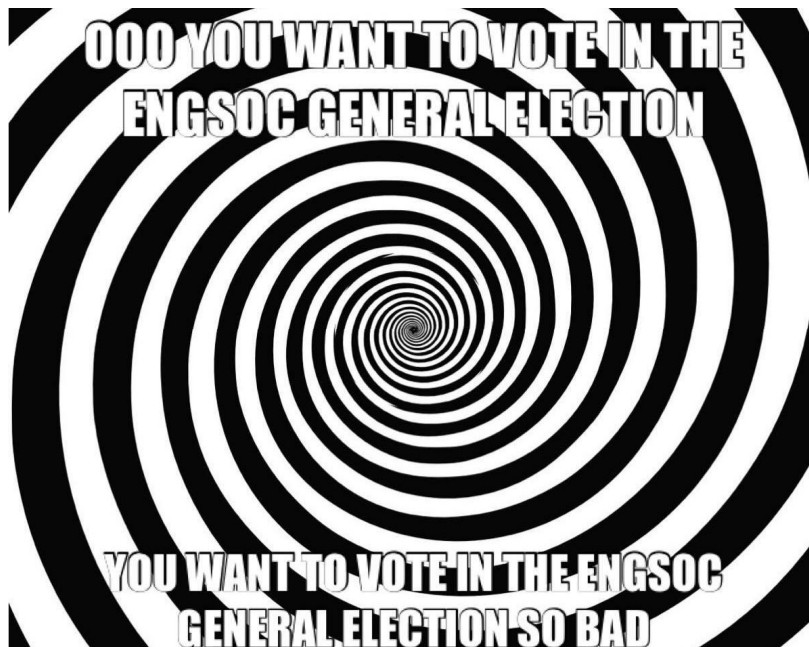


Figure 2: Hocus pocus you will vote for Pres, VPops, VPSA, and Junior Senator on Jan 25/26 and also go to the debate tomorrow night.

Human Resources – Craig Maslan

hr@engsoc.queensu.ca

Hello council! I hope everyone had a safe, restful, and overall enjoyable break. Here is a brief update going forward within the HR portfolio:

Since Last Council:

- Mostly enjoying a peaceful winter holiday season!
- Starting transition manual.
- Scheduling for W2020 and deciding on initiatives going forward.
- Organizing 2nd semester statics.
- Getting FYPCO project progress updates.

Next Little While:

- Reworking accessibility training.
- Centralized feedback hub.
- Centralized misconduct reporting.
- Transition manual updates!
- Winter training conference prep.
- Live speaker bookings.
- Continuing FYPCO project.
- COVID response feedback .
- Survey incentive lottery.
- General dash upkeep + hiring rush prep.

Information Technology – Alex McKinnon

doit@engsoc.queensu.ca

Hi Council!!!!!!

Just wanted to update that there are some severe **Dash issues** that are being investigated. Many many positions are locked by a bug so if you need assistance please reach out to me by email and mark it as urgent.

Things that have been completed over the break:

- Domain registrars consolidated to two platforms (cheaper)
- Partial review of technical documentation
- Website assistance and technical support
- Retired old servers to bring down monthly expenses

Our next two-ish weeks:

- Reviewing strategic plan's objectives and KPIs for completion and metrics.
- Review budget actuals
- Central EngSoc IT services page coming soon to the main EngSoc site
- Dash repairs
- Shifting gears to prep the portfolio for the incoming director
 - Correcting and updating our knowledge base and instructions

- Team review of systems
- Writing a transition manual and starting an operations manual
- Reviewing some very limited email issues (domain security side, sending and receiving not affected)
- Assisting others with website building.

There are a handful of things I would have changed when I started this position... but hindsight is 2020.

Kind regards,

Alex McKinnon

Director of Information Technology



Figure 1 – Me defending my garbage

Internal Processes – Alison Wong

doip@engsoc.queensu.ca

Hi Council!

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

- Wrapped up the Dean's Reception
- Started a post-event evaluation for next year's Dean's Reception
- Working on my Transition Manual

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

- Start brainstorming ideas for the EngSoc Banquet
- Starting some DoIP documentation
- Wrapping up my post-event evaluation
- Finishing my Transition Manual

Have an amazing week!

Cheers,

Alison

When you check the FEAS Dean's Reception email chain after one day of solid studying



Professional Development – Varnikaa Gupta
pd@engsoc.queensu.ca

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

- Updating / organizing the DoPD OneDrive
- Establish new static / meeting times
- Working with Ty – PD Alumni Networking Summit (ANS) Chair to finalize details of ANS (Sat, Jan 30, 9:30 AM – 5:00 PM)
- Putting together a marketing schedule for ANS
- Collecting responses on the PD Feedback Survey (Industry Relations Team will be summarizing and presenting results to the team)
- Understanding how to update and integrate the PD Website to engsoc.io (PD FYPCOs will lead the redesign of the new website)

Things that I will be doing over the next 2 weeks:

- Completing the marketing campaign for ANS
- Assisting with logistics of ANS on the day of the event
- Beginning the DoPD transition manual (PD Exec Team will be going the same)

Ongoing tasks:

- PD Connects (we have a new format! Shoutout to Adi – PD Marketing Coordinator)
- Weekly statics with PD Exec Team members
- Monthly PD Full Team Meetings

Take-Aways:

- Sign-up for ANS!!!
- PD Resume Review is back in action!

Me going to pee after I got all comfy
womfy in my bed



The longest walk of my day

Services – Andrew Kernerman

services@engsoc.queensu.ca

Things that I have been doing the last few weeks:

- Working with CEO to plan alternative jacket delivery options.
- Hired Science quest team.
 - o Options for summer camps are still unclear at this time but alternative options are being planned.
- Statics with head managers and Ben

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

- Jacket delivery stuff with CEO
- Science quest logistics

- Meetings with Ben and head managers

Have a great week everyone!

Andrew Kernerman

when u say ur going to take an hour
nap and wake up 10 hours later



Social Issues – Julia Newcombe

dosi@engsoc.queensu.ca

Hey friends,

Welcome back from break! Hope everyone took some well-deserved time off!

What I did over break/exams:

- Shoutout to ARHUM!!!!!! New RESOURCE PAGE is up!!!!
- Ran the Dec 6th memorial
- Finalized my FYPCO project who will be working on getting free menstrual products in Mitchell when (fingers crossed) it reopens this term

- Planning with the sustainability committee whose goals for this term: figuring out how to write a climate action plan, media campaign for earth day, and investigating Clark Halls suppliers in an effort to make it more sustainable
- Bursary Committee Chair is preparing a presentation for you and the “How to Write a Successful Bursary Application” Manual that will be available to students
- Consulting with EngLinks on improving the notetaker system

What I am working on:

- PANEL ON RACISM IN ENGINEERING!!!!!! Incredible speakers on Jan 25th at 7pm EST. Please interact with the event on Facebook to help us advertise: <https://fb.me/e/7d4a3g8gA>
- Report on Orientation week: coming out in the next month
- Accessibility training for FC to help them plan an inclusive orientation week (late Feb)
- Transition Manual (reach out if you want to talk about being DoSI)
- Equity team + Sustainability Committee meetings
- Accessibility Rd 2 survey should be out by now

Cheers,
Julia.