



THE ENGINEERING SOCIETY
OF QUEEN'S UNIVERSITY

Council Meeting Agenda

Engineering Society of Queen's University
Thursday, November 26th, 2020
6:30 pm, Video Conference

- | | | | |
|------|-----------------------------------|-------|---------------------------------|
| I. | Attendance | xii) | Professional Development |
| II. | Adoption of the Agenda: Motion 1 | xiii) | Services |
| III. | Adoption of the Minutes: Motion 2 | xiv) | Social Issues |
| IV. | Speaker's Business | VIII. | Question Period |
| V. | New Business: Motions 3-7 | IX. | Faculty Board Report |
| VI. | Executive Reports | X. | Alma Mater Society Report |
| | i) President | XI. | Senate Report |
| | ii) VP (Operations) | XII. | Engineering Review Board Report |
| | iii) VP (Student Affairs) | XIII. | Advisory Board Report |
| VII. | Director Reports | XIV. | Club Reports (Sunny Group) |
| | i) Academics | | i) Geological |
| | ii) Communications | | ii) ChemEngChem |
| | iii) Clubs & Conferences | | iii) Applied Math |
| | iv) Design | | iv) Civil |
| | v) External Relations | XV. | 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 | XVI. | Statements and Questions |
| | xi) Internal Processes | | 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, November 26th, 2020, as seen on the Engineering Society website.

Moved by: Thomas “Bye 2020” Wright
Seconded by: Zaid “See ya never” 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 Thursday, November 5th, 2020, as seen on the Engineering Society website.

Moved by: Thomas “It’s been a while” Wright
Seconded by: Ilir “How have you been?” Gusija

Motion 3

Whereas: The Agnes Benidickson Tricolour Award recipients must be chosen by a committee;
& whereas: EngSoc needs to elect a voting member of council to serve on the selection committee;

BE IT RESOLVED THAT:

Council elect _____ to sit on the Agnes Benidickson Tricolour Award Selection Committee.

Moved by: Spencer “eeny, meeny” Lee
Seconded by: Julia “miny, moe” Newcombe

Motion 4

- Whereas: The Engineering Society General Election is coming up next month;
& whereas: Council needs to approve the nomination and campaigning rules before they can be released;
& whereas: Operating this year's General Election at a different time than the AMS' General Election also requires Council approval;

BE IT RESOLVED THAT:

Council approve the rules of nomination and campaigning for the 2021 Engineering Society General Election as seen in Appendix "ENGLECTIONS_2"

Moved by: Thomas "Get ready to vote!" Wright

Seconded by: Zaid "It won't take a week to count the ballots" Kasim

Motion 5

- Whereas: It has been some time since policy regarding proper documentation of conflict of interest declarations has been in place.
& whereas: Proper documentation for the purpose of ERB hiring grievances and general human resources is required.

BE IT RESOLVED THAT:

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

Moved by: Craig "K-Town Crack-Down on Jotting-It-Down" Maslan

Seconded by: Alex "Renowned Countdown to Jot-Down, no Let-Down"
Koch-Fitsialos

Motion 6

- Whereas: The human resources officer positions should be generalized to allow greater teamwork amongst the officers in future years.
& whereas: This needs to be updated in policy.

BE IT RESOLVED THAT:

Council approve the changes made to Policy Section γ.B and β.C as seen in Appendix "MY NAME IS (HUH)".

Moved by: Craig "Can I get the attention of the class" Maslan

Seconded by: Alex "For one second My name is (MY NAME IS SLIM SHADY)"
Koch-Fitsialos

Motion 7

Whereas: Service managers were unable to fulfill their job duties due to COVID-19
& whereas: Some services didn't even operate at all

BE IT RESOLVED THAT:

Council approve of the changes to Policy γ - B.3.1.b as seen in Appendix "BACK2BACK"

Moved by: Andrew "boycott de cafe" Kernerman

Seconded by: Ben "money \$\$\$" Zarichny

Executive Reports

President – Spencer Lee

president@engsoc.queensu.ca

Hey Council!

Last few weeks:

- O-Week
 - o FC Hiring – done all of FC
 - o O-Week survey through Advisory Board
- Sci Formal
 - o New and improved format
 - o Trying to get a Sci 22 convener
- AMS
 - o Assembly
 - o Committee on external alignment
 - o Prospective AMS team
- FEAS
 - o Faculty board
 - o Meeting with the Dean
- December 6th memorial
 - o Shout out to Julia and her team
 - o Logistics with the Faculty
- QUESSI board meeting

The rest of the semester:

- AMS
 - o Corporate Special General Meeting
 - o Presidents Caucus
 - o December Assembly
- December 6th memorial is being held on December 3rd
 - o Organizing the event with the Faculty
- Exam period:
 - o EngSoc will have minimal operations around this time so that students may focus on their academics and prepare for finals

Thanks everyone for making the best out of a very difficult semester! Enjoy the break and stay safe!

Spencer Lee, EngSoc President



Figure 1 How it feels like to be entering Week 12

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 and affiliated groups
- Payments/etransfers, Sorting mail, tax forms, T4s
- Advisory board, faculty board, QUESSI, Dean meetings
- Began work on review engagement with Salma
- Organizing investment sign over for current exec
- AMS MOU meeting and student fees communication

Things that I will be doing over the next two weeks

- Continuing work on review engagement with Salma

- Hiring (Science Quest)
- Regular meetings and payments
- Evaluating current services financial reporting, begin developing a new process over winter break
- Speaking with BMO to determine better e-transfer system
- Starting transition manual
- Studying for exams

Ben Zarichny



VP (Student Affairs) – Alex Koch-Fitsialos

vpsa@engsoc.queensu.ca

Heyooo Council!

Hopefully everyone is taking some time to themselves during these ~ hectic ~ final weeks of the semester! Here are some things that I've been working on since the last time we met, as well as some projects I'll be completing for the coming weeks!

Things I've been doing:

- Holding the Gender in Eng Speaker Event!!! (HUGE shoutout to the team for all their hard work <3)
- Attending Sustainable Action Fund committee meeting
- Holding First Year Exec meeting :)
- Attending Advisory Board
- Attending Dean's Meeting

- Attending AMS Assembly
- Helping out with First Year FC Hiring with Zoe and Jake!!
- Year Exec & Discipline Club roundtables
- Attending Elections Team meeting!
- Discussing next steps for design team captain hiring with Liam, Thomas, Alex and Craig
- Helping out with Advisory Board's EDI & Accessibility survey on O-Week!
(**SHAMELESS PLUG**: don't forget to complete the survey to help make an impact on our O-Week!!!)

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

- Gender in Eng organizing with Varnikaa, Arhum, Julia and our lovely mentors :)
- More Elections-specific work alongside Thomas
- Rolling out Discipline Club & Year Exec November Roundtables
- Finalizing BLM Patches with External Team
- Director Statics <3
- Studying for exaaaams :((((((((((((

That's all for now!

Cheers,

Alex



Director Reports

Academics – Nick Arnot

academic@engsoc.queensu.ca

Hey Council!!

Past 3 weeks be like:

EngLinks

- Usual workshops and tutorials going well!
- Reviewing performance
- Ideas to improve next semester, next year

BED Fund

- Idea generation
- Reps beginning proposals

Advocacy

- AMS Caucus
- Looking at 6- v 12-week courses

Next little while is looking like:

- Englinks finals workshops
- Englinks Recordings logistics
- Meeting with the faculty
- Looking into possible policy changes
- Preparing for winter term

Final note: The end of the semester is coming up quick. Take care of yourselves, your academics will be okay! There are a lot of academic and personal support resources available so be sure to make use of them!

See you again soon! Can't wait xoxo

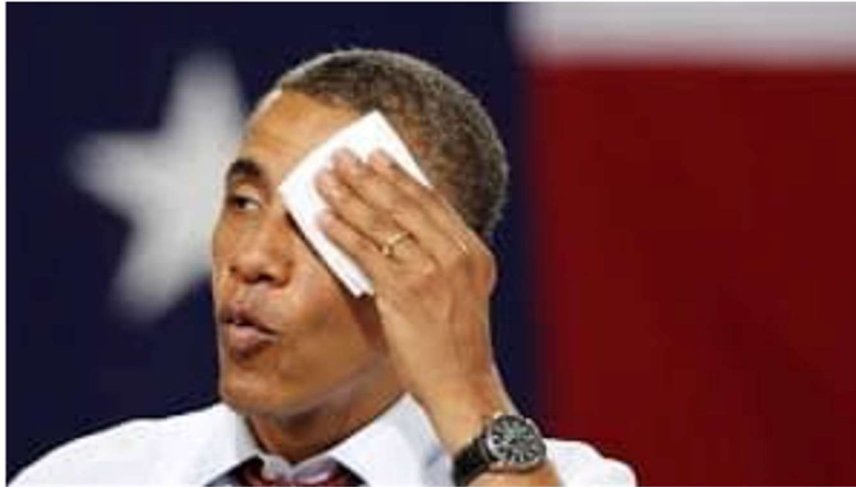
Nick Arnot

Me: Raises hand to answer question

Teacher: Calls on other kid

Other kid: Gets it right

Me, who had a different answer:



Communications – Arhum Chaudhary

comm@engsoc.queensu.ca

Hi Council!

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

- Finished comm team website woooooooooo
- Put the All Eng on insta :o
- Met with FYPCO twice
 - o Project is to build/enhance comm team's online presence
- Began with EngSoc elections marketing
- Projects going on within my team
 - o Fall video under works (meant to give information about current resources/spaces available on campus w covid restrictions)
 - o Currently editing fix'n'clean video
 - o WISE and FC headshots
 - o Story templates for clubs/conferences/design teams to have as a highlight on the EngSoc insta
- Sent out All Eng's each week

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

- Continue working w FYPCO on comm team's online presence
- Resource page!
- Continue marketing for elections
- Support my team w ongoing projects

Best,
Arhum Chaudhary

When you close the fridge door and
hear some stuff fall and leave it for
the next person



Clubs & Conferences – Brian Seo

conferences@engsoc.queensu.ca

Hi council, hope everyone's bundled up well inside.

A quiet few weeks, but things I have been up to:

- Overseeing QCTF on the 21st (Great success! Very nice!)
- FEAS corporate meetings
- CIRQUE Interview Reviews
- Typical day to day operations

Over the next two weeks:

- Exam prep ☺
- Budget check-ins
- Statics with clubs/conferences/officers
- Continuing the clubs manual

- Conferences check-in on the 30th
- Writing motions for portfolio policy changes!

That's it for me, hey Alexa play Ultimate by Denzel Curry

POV- YOU LANDED A BOTTLEFLIP TWICE IN
A ROW AND DABBED AND IT IS 2015



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
- Met with Alex, Alex, Craig, and Thomas to talk about design team captain hiring
- Received Quarterly Reports
- Met with FYPCO and assigned them task of running Design Team Showcase under supervision of Deputy of Design

What I will be doing for the next two weeks:

- Transitional notes
- Getting things organized to get a new team ratified
- Reviewing Quarterly Reports
- Design team roundtable

- Working with Alex, Alex, Craig, and Thomas to implement new design team captain hiring policy
- Meeting with Penny for updates on the beginning work on Design Team Showcase

Happy November,

Liam Murray
Director of Design



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

What's good council?

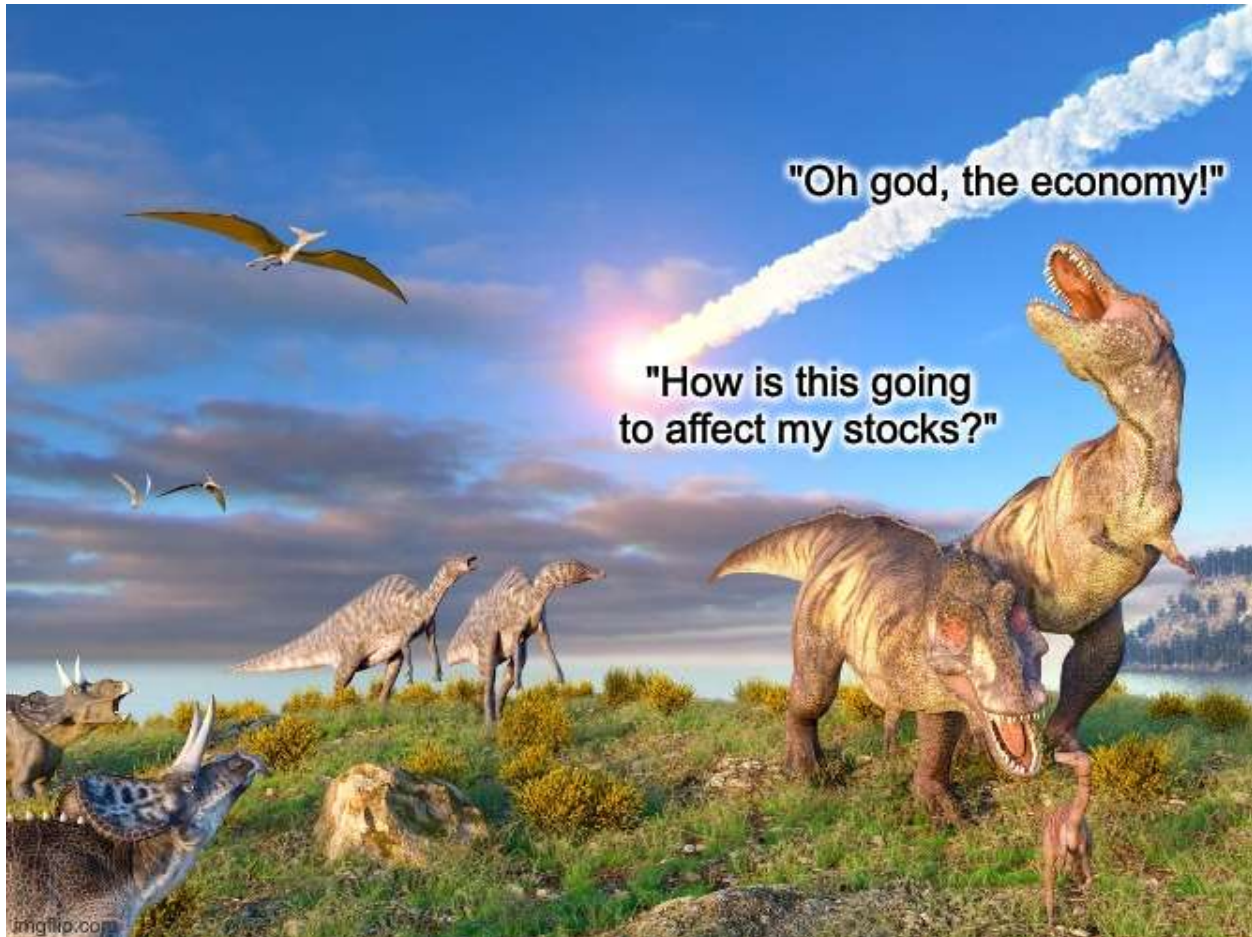
Things I've been doing the last two weeks:

- Had the Q and A session with the local high school about university and engineering (was very successful)
- Adding people to the movember eng vs com campaign
- Finished the fix n clean video set up, now just waiting on the video to be edited to release

Things I will be doing over the next two weeks:

- Marketing the BLM Patch form and taking in orders
- Working on Crafting for Kids event with Outreach team
- Zooming in with local elementary school and conducting a small experiment and introducing the kids to stem

- Releasing the Fix n Clean video across different platforms
- Working with ExCommComm team to get public opinion on engineering organizations (ESSCO and CFES)
- Promote Queens Blood team



Adios,
Rochana Gunawardana

Finance – Salma Ibrahim
finance@engsoc.queensu.ca

Hi Council!

What I have done over the last three weeks:

- Day-to-day tasks – month ends, transactions, answering emails, statics, and meetings with groups

- Reviewing budgets, creating new accounts for new groups, setting people who have received finance training up on the Bank of EngSoc
- Working on the review engagement with Ben
- Working on September and October month ends
- Working on getting e-transfer permissions set up on BMO with Ben

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

- Meeting with my FOs
- Continuing review engagement with Ben
- Continuing to transition groups onto Bank of EngSoc
- Working on long-term debt policy with Ben



First Year – Rein Tiisler

firstyear@engsoc.queensu.ca

No report submitted.

Governance – Thomas Wright
governance@engsoc.queensu.ca

Oi,Oi, Council

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

- Beginning elections marketing!! Elections team is absolutely phenomenal
 - o If you're interested in running for Pres, VPSA, VPOPS, or Junior Senator, you can reach out to the Elections team, current exec are also a great resource!
- Got policy and bylaw updated after some technical difficulties with Wordpress

What I'll be doing for the rest of the semester:

- Closing out the fall's elections marketing initiatives (get ready for some heated democracy next January)
- Setting the winter term Council schedule
- Beginning my transition manual (apply for DoG it's a cool and fun time)
- Finding the time to clean up policy and bylaw (it's a mess)

Long may yer big jib draw,

Thomas

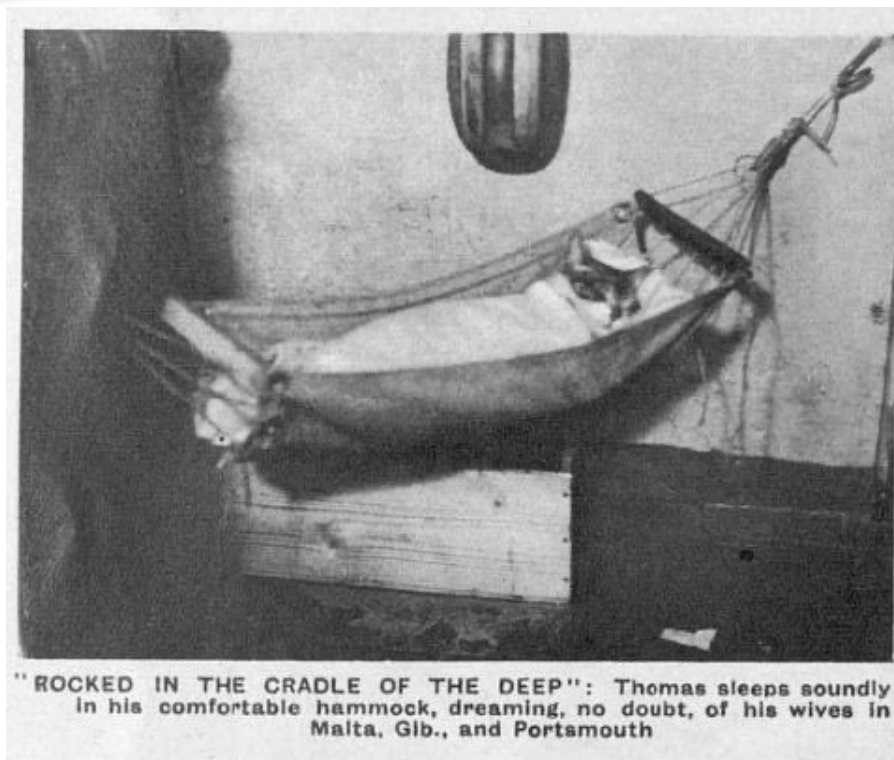


Figure 2: Manifesting this type of winter break

Human Resources – Craig Maslan

hr@engsoc.queensu.ca

Hello council, great to see everyone again! Here is an update report from the HR portfolio!

Last Few Weeks

- Closing Fall Training Conference
- Launching Feedback Survey
- Meeting with FYPCO and starting their project
- Updating and Implementing Policy
- Regular Statics
- Recruitment Matchmaking Process
- Preparing for next training conference process
- Upkeeping Dash
- Closing down for exams

Next Few Weeks

- Last round of statics
- Give winter break projects/timelines to officers + FYPCO
- Prepare to slow down the HR portfolio during examination period
- Enjoy some snow (maybe?)

I hope everyone enjoys their winter break, but firstly, good luck on exams!



Information Technology – Alex McKinnon **doit@engsoc.queensu.ca**

Hi Council!!!!

Things that have been completed over the past two weeks:

- FYPCO Project launched
- Internal documentation review/reshuffle
- Routine operations tasks
- A spike in password resets

Our next two-ish weeks:

- Reviewing strategic plan's objectives and KPIs for completion and metrics.
- Central EngSoc IT services page coming soon to the main EngSoc site
- Retire old services to reduce our monthly infrastructure costs.

Plans for the holiday break:

- Compile statistics for KPIs from the past year
- Review budget actuals
- Work with ESSDev on EngSoc Dash's update
- Complete FYPCO technical training.

Good luck with exams, and see you all in the new year!

Kind regards,

Alex McKinnon

Director of Information Technology



Flight attendant: Is there a doctor on this flight?

Dad: *nudging me* that should've been you

Me: Not now Dad

Dad: Not asking for a programmer to help, are they?

Me: Dad, there's a medical emergency happening right now

Dad: Go and see if "rm -rf node_modules" helps

Internal Processes – Alison Wong

doip@engsoc.queensu.ca

No report submitted.

Professional Development – Varnikaa Gupta

pd@engsoc.queensu.ca

Happy Week 11 Council,

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

- Hired all the remaining positions on the PD Team
- Transitioned the new Industry Relations Chair and oversaw the transitions of all new committee members
- Started working with my FYPCOs
 - Introduced them to each committee and the overseeing Chair / Coordinator
 - Gave them a project to work on that would help them learn about all aspects of PD (i.e. the PD Website remodel)
- Finalized PD team apparel, waiting on final steps from CEO to place order
- The Workshops committee ran their first workshop – Resume and Cover Letter Workshop in collaboration with MyCareers

- Coordinated the speaker, Dr. Jennifer Day, and facilitated the VERY FIRST GENDER IN ENGINEERING PANEL EVENT! (Big shoutout to the organizing team – Alex, Arhum, Ally)

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

- Advertising the next PD Workshop: QUIP Intern Panel Discussion on Thurs, Nov 26 @ 6PM (register on MyCareer)
 - Relevant to anyone considering internship
- Advertising the Alumni Networking Summit Taster event on Wednesday, Nov 25 @ 7 PM (register here: <https://docs.google.com/forms/d/e/1FAIpQLSfupYzvGWr8VIPzxX-vT-VRYtvv6VexMadMhmwHC3khqQgBNw/viewform>)
 - Highly recommend to EVERYONE
- Organizing next steps for the Gender in Engineering Panel (i.e. assigning mentees to mentors, future speakers, etc.)

Ongoing tasks:

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

Take-Aways:

- Register for the QUIP Intern Panel Discussion!
- Register for the Alumni Networking Summit Taster!
- 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



Simply a good boy.

Services – Andrew Kernerman

services@engsoc.queensu.ca

Things that I've been doing the last week:

- Assisting TeaRoom with closure logistics
- Working with CEO to finalize jacket delivery
- Science Quest assistant manager hiring process
- Weekly statics with head managers

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

- Hiring the Science Quest assistant directors
- Meeting with head managers of Clark and Tea Room to start transition manuals for next year
- Weekly statics and meetings with Ben

Have a great week everyone!

Andrew Kernerman

When you have 3 hours of unsaved progress on a game and it crashes



Social Issues – Julia Newcombe

dosi@engsoc.queensu.ca

Hello,

Since last time we chatted

- Meetings with my team, Bursary Chair, Spencer
- Sustainability Committee has been meeting and brainstorming
- Inclusivity and Accessibility Survey for Orientation week is out! Please fill it out and encourage friends to do so as well.
- Met with Jay (our lovely general manager) about making Clark Hall Pub more physically accessible. No currently viable solution. My team will be discussing more this weekend.
- Attended Gender Panel Speaker Event with Dr Day
- December 6th Memorial planning with the Faculty. The event will be held on Dec 3rd this year. The new Chair for Women in Engineering will speak and the new artwork in the ILC will be unveiled.
- Beginning to organize speaker panel about racism in Engineering that will be held at the end of January.

This upcoming week:

- Continuing to work on everything above

- Starting the Equity Team report on Orientation week, which will consist of a comprehensive list of possible additions to frosh week that could help make it more inclusive and accessible

A quick FYI from this Sunday until the the 22nd, with the exception of the Dec 6th memorial, I will be in exam mode! I will still answer emails, texts, carrier pigeons, but will be prioritizing other areas of my life.

As the holiday season approaches, for whatever holiday your family may or may not celebrate, if you are buying gifts, I urge you to consider who you are supporting with your purchases and try to buy local from small businesses when possible!

Cheers,

Julia.

