

###### Council Minutes

Wednesday, January 20th 2021

6:30 pm, Video Conference

Speaker: Zaid Kasim

Secretary: Ilir Gusija

*Council begins, 6:32 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 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

Thomas Wright: Sorry we don’t have new business, we’re a bit busy with elections and as a result no new business.

**Motion passes, 6:34 pm.**

# III. Adoption of the Minutes: Motion 2

##### 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

**Motion passes, 6:35 pm**

# IV. Speaker’s Business

Zaid Kasim: First and foremost, welcome back everyone, I hope you all enjoyed your holidays. I know COVID has been stressful and hope the new semester is treating you well. I only have one announcement, after being apart of ENGSOC for 4 years, I say this with a heavy heart I am stepping down from speaker on Sunday.

# V. New Business

No new business.

# VI. Executive reports

##### i) President

Spencer Lee: Ended last semester with the hiring of a new Science Formal Convener – Exciting! 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.­ Executive social media takeover to advertise elections – elections team is doing great! Organising all my recurring meetings. Faculty Board.­ 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. ­

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.

##### II) Vice president of operations

Ben Zarichny: 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. Developing financial analysis for services with board. Continuing work on the review engagement while Salma is gone. 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.

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

Alex Koch-Fitsialos: HAPPY NEW YEAR EVERYONE! I hope everyone had a safe and relaxing break!

Things I’ve been doing: Taking a nice 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. Director Statics. Attending Faculty Board. 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. Taking over director duties during the election period for Rein and Brian. Continuing plans for EDI. Accountability reporting. Updating actuals for VPSA budget. Director Statics.

# VII. Director Reports

##### i) Academics

Nick Arnot: 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. Revamped to avoid the issues that came up last semester. Last touches being put on (shoutout to VPAs and Arhum!).

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!

##### II) Communications

Arhum Chaudhary: Nothing to report.

##### iII) Clubs & conferences

Alec Koch-Fitsialos: QEC happened over the 17-18th! 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.

##### IV) Design

Liam Murray: 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 Deputy of Design 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.

##### V) External Relations

Rochana Gunawardana: For the last two weeks: Attended CELC stream, ratified the national executives and the new Ontario ambassador. Started working on transition manual. Working on transition of oversight of BLM patches. Over the next two weeks: First meeting with ExCommComm. First meeting with outreach. Continue working on transition manual.

##### vI) Finance

Ben Zarichny: Over the past two weeks: 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 Salma will be doing over the next two weeks: Running for VPOPs until January 24th! Meeting with my FOs. Preparing pre-actuals and finalizing some policy changes to present at next Council. Catching up on month ends with bookkeeper.

##### vii) First Year

Alex Koch-Fitsialos: 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 Rein 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.

##### VIII) Governance

Thomas Wright: What I’ve been doing in 2021 (so far): Ran a successful nomination period with Elections team who are my personal heroes. Working with the CRO 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!). Beginning planning for Awards Committee w/ Alex F.

Tangent 1: Election season is upon us, involve yourself and stay informed on the candidates, this is a pivotal election in the engineering society. This is the first exec to navigate the ENGSOC outside of the COVID era. Please come out to the debate and watch the recordings.

Tangent 2: We are losing Zaid after this council so I would like to make a quick announcement on behalf of council, I held the position last year and thought when Zaid wanted the position I thought he was the perfect man for the job. I would like to thank you for your work Zaid.

##### IX) Human Resources

Craig Maslan: 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 w/ live speaker bookings.

##### x) Information Technology

Alex McKinnon: 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.

##### xI) Internal Processes

Alison Wong: 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.

##### xiI) Professional Development

Monika Naterer: Things that we’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. Putting together a marketing schedule for ANS. Collecting responses on the PD Feedback Survey. 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.

##### xiII) Services

Ben Zarichny: Things that Andrew has been doing the last few weeks: Working with CEO to plan alternative jacket delivery options. Hired Science quest team. Options for summer camps are still unclear at this time but alternative options are being planned. Statics with head managers and Ben.

Things that Andrew will be doing over the next few weeks: Jacket delivery stuff with CEO. Science quest logistics.

##### xIv) social issues

Julia Newcombe: 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 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.

# VIII. Question Period

No Questions.

# IX. Faculty Board Report

Spencer Lee: Wasn’t too eventful, the Ryan Cattrysse scholarship was created, who was a former student who passed away and it is in his honour, it funded by his family.

# X. Alma Mater Society Report

Matthew Green: Editing the bursary and grant errors.

# xi. Senate Report

Jeremy Nguyen: One of the notable things was that there was a severe increase in academic integrity issues over the last semester. There has been no serious action plan, the problems have been acknowledged and there looks to be a report on the matters coming out soon after next meeting.

# XII. Engineering Review Board Report

Anne Broughton: Nothing to report.

# XIII. Advisory Board Report

Andrew Vasila: Took a bit of a break over the winter. Had a chance to analyse the EDI and accessibility orientation week survey. Had meetings with subcommittees for next semester’s projects. Shoutout to my team who’ve been working very hard.

# XIV. Club Reports

##### ECE

Nothing to Report.

##### Eng physs

Nothing to Report.

##### Mechanical

Komal Jethoo: We had our first social for the new year, looking into getting a Patagonia order for merch.

##### mining

Alex Koch-Fitsialos: They’re going to a competition soon and they’ve been doing a lot of merch and stuff.

# XV. Year Reports

##### I) Sci’21

Kate Lappan: Did a lot of polling and we’re making a physical yearbook for this year, in order to get it here on time it needs to be done before the end of the month. Photo submission form is up. Merch. Bob Ross night. Yearbook cover photo competition.

##### II) Sci’22

Julia Takimoto: Our facemasks have arrived. Should be up on CEO soon. Planning a Netflix party soon.

##### III) Sci’23

David Flis: Jacket council coming up.

##### Iv) Sci’24

Ali Bekheet: Monday we’re having a tik tok challenge. Giving away sci 24 merch. Starting up hoodie orders. BED FUND rep finishing up proposal.

# xVI. Statements and Questions by Members

##### Motion to Close:

Moved by Andrew Vasila

Seconded by Alex Koch-Fitsialos

**Motion Passes, 7:18 pm**