

###### Council Minutes

Thursday, November 26th 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 26th, 2020, as seen on the Engineering Society website.

Moved by: Thomas “Bye 2020” Wright

Seconded by: Zaid “See ya never” Kasim

**Motion passes, 6:33 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, 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 passes, 6:34 pm**

# IV. Speaker’s Business

Zaid Kasim: Hope everyone is taking care of themselves, hope everyone is doing well with preparing for exams.

# V. New Business

##### 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

Spencer Lee: It does not have to be a voting member so I will change that. We need to elect a single member to sit on this committee, in case anyone didn’t know this award is the highest tribute that can be paid to a Queens student. This requires you to go through all the nominations and filter through them all and discuss them all with other members of the committee.

Nominations: Julia Newcombe

Spencer Lee: The committee is made up of many members of diverse backgrounds. How do you work with a team with many differing opinions?

Julia Newcombe: Respect their views and opinions and try to see where they’re coming from and present the views and values of the engineering society to the rest of the committee.

Andrew Vasila: This award carries a lot of weight and takes into account the accomplishments of different students; how would you assess these accomplishments.

Julia Newcombe: It doesn’t matter to me what faculty they’re in, it matters what they’ve done.

**Motion Passes, 6:45 PM**

##### 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

Thomas Wright: Hello everybody, now is the time to vote on election rules. I didn’t feel the need to present this as a presentation since we got it out in advance. First, we added a clause under the CRO position that they can take on the role of CEO or DRO should one of the members be unable to fulfill their duties during the election period. We just changed the dates as usual. We decided to change the time of the general election in relation to the AMS election because they are running their election into early February which we decided was too late. Also added a clause where no candidates campaign can be in violation of public health guidelines, whether it be for Kingston or where they are currently residing. Nomination budgets have stayed the same. No physical campaign materials allowed. We made sure to keep things as broad as possible for clauses that don’t affect nominations this year such as the clause for the TV in the lounge.

Peter Matthews: Why do we have the election at a different tome

Thomas Wright: I was contacted by the AMS CEO a month back or so and they were planning on having their election days in early February, this would be too late to hire our execs because they would have tp hire directors and transfer . Usually we hold elections in late January, this means we have to push nominations a bit before classes start. We figured since everything’s online this wouldn’t disturb nominations too much.

Julia Takimoto: The way the rules are phrased, candidates are not allowed to use the Golden Words “This is for real” section to advertise for their campaign. That doesn’t really account for the fact that they’re now using their social media often, do you have a way of preventing candidates from using their social media for advertising?

Thomas Wright: This rule has been fairly static for the past few years. With that being said I don’t think its necessary to be more specific in that clause.

Alex Galvin: For the social media section there is no distinction on who’s actually posting the advertising such as the candidates personal account and their friends personal account per se. For example, if one of your friends puts up a poster for you. Should this be amended?

Thomas Wright: I am in favour of amending that to say all stories on a candidate’s personal account.

Andrew Vasila: I would say any personal accounts.

Zaid Kasim: I think it should stay the same regardless of what personal account is posting it.

Thomas Wright: I would agree.

Zaid Kasim: We can move into debate for the amendment. Looks like there’s no debate so we can move into voting for the amendment.

Peter Matthews: Can we get clarification on what the amendment is?

Alex Galvin: I would add a new section 6.6, candidates shall not create content to be posted on social media pages controlled by them in promotion of their candidacy.

Andrew Vasila: I think that the point is more than valid, the way the wording is structured is that it means any personal account needs to be approved so I think the amendment is redundant.

Alex Galvin: I think since I was confused it’d be nice to clarify so no one else gets confused in the future.

Peter Matthews: The rules as they currently stand prevents people from sharing campaign posts. How would we enforce that?

Thomas Wright: In the spirit of the rules, I think that a post that’s been made is already approved so sharing of that still works.

Spencer Lee: Can we get a clarification on the amendment?

Alex Galvin: It would just be to add a new section 6.6 to prevent the creation of unauthorized material on other peoples’ social media is prohibited.

**Amendment Passes, 7:03 PM**

Thomas Wright: I’m going to go ahead and add this amendment.

Spencer Lee: On the topic of Golden Words, all ENGSOC accounts during nomination periods remain non-partisan.

Thomas Wright: Thank you for the amendment I am glad council approved it.

**Motion Passes, 7:05 PM**

##### 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

Craig Maslan: This policy change is putting in place some framework regarding conflict of interest regarding interviews. In the past, there was a form, an excel sheet, declaring your conflict of interest. This year I have seen a lot of complaints about a lot of paperwork. So now we are centralizing it to the interview notes. So, the policy says all conflict of interest should be stated at the top of the notes.

**Motion Passes, 7:08 PM**

##### 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

Craig Maslan: It’s a simple name change policy, currently HR officers fall under recruitment training or feedback. I think it should be centralized to one general HR officer to allow for increased collaboration. **Motion Passes, 7:09 PM**

##### 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

Andrew Kernerman: This policy is a change to allow for specific circumstances (like COVID) where people can reapply for services.

**Motion Passes, 7:11 PM**

# VI. Executive reports

##### i) President

Spencer Lee: For O-Week we did all of FC Hiring and O-Week survey through Advisory Board. For Sci Formal: new and improved format, trying to get a Sci 22 convener. For AMS, I attended the assembly, committee on external alignment. Prospective AMS team. For FEAS I attended faculty board meeting. Meeting with the Dean. For the December 6th memorial I did logistics with the Faculty. QUESSI board meeting

Now for the rest of the semester. For AMS, corporate special general meeting. Presidents Caucus. December Assembly. December 6th memorial is being held on December 3rd. Organizing the event with the Faculty. For the exam period EngSoc will have minimal operations around this time so that students may focus on their academics and prepare for finals.

##### II) Vice president of operations

Ben Zarichny: A lot of meetings, regular tasks. I did start on the review engagement with Salma. I also organized investment sign over for current exec. Spencer and I had a meeting with AMS for student fees. Over the next two weeks Salma and I will continue the review engagement. Hiring Science QUEST assistant directors. Evaluating current services financial reporting, begin developing a new process over winter break

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

Alex Koch-Fitsialos: Had the gender in Eng speaker event which went well. I attended the Sustainable Action Fund committee meeting; we gave out some bursaries to people. Had first year exec meeting, planning on rolling out year exec and discipline club roundtables. Attending advisory board. Attending Dean’s 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! For 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.

# VII. Director Reports

##### i) Academics

Nick Arnot: 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.

##### II) Communications

Arhum Chaudhary: Things that I’ve been doing over the past two weeks: Finished comm team website. Put the All Eng on Instagram. Met with FYPCO twice, the project is to build/enhance comm team’s online presence. Began with EngSoc elections marketing. Projects going on within my team. Fall video under works (meant to give information about current resources/spaces available on campus w covid restrictions). Currently editing fix’n’clean video. WISE and FC headshots. Story templates for clubs/conferences/design teams to have as a highlight on the EngSoc instagram. Sent out All Eng’s each week. Over the next two weeks I will continue working with FYPCO on comm team’s online presence. Resource page! Continue marketing for elections. Support my team with ongoing projects

##### iII) Clubs & conferences

Alex Koch Fitsialos: 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 he will focus mainly on school. Budget check-ins. Statics with clubs/conferences/officers. Continuing the clubs manual. Conferences check-in on the 30th. Writing motions for portfolio policy changes!

##### 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

Spencer Lee: 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. Over the next two weeks he will be 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.

##### vI) Finance

Salma Ibrahim: 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. 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.

##### vii) First Year

Alex Koch-Fitsialos: He’s been helping first year exec with their housing event. He completed a holiday movie FRECevent. Met with FYPCO. Met with CEO for jacket pickup. He’s been doing planning for discipline fair. Over the next two weeks more planning in general. Also, a meeting with DOFY^3. Working on exams and academics.

##### VIII) Governance

Thomas Wright: 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 execs are also a great resource! Got policy and bylaw updated after some technical difficulties with Wordpress. Over the next two weeks I will be 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).

##### IX) Human Resources

Craig Maslan: In the last few weeks I have been closing the 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 consists of 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?).

##### x) Information Technology

Alex McKinnon: FYPCO Project launched. Internal documentation review/reshuffle. Routine operations tasks. A spike in password resets. Our next two-ish weeks will be 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 will be compiling statistics for KPIs from the past year. Review budget actuals. Work with ESSDev on EngSoc Dash’s update. Complete FYPCO technical training.

##### xI) Internal Processes

Alison Wong: I’ve been collecting Tearoom letters. Still organizing Dean’s Reception which will be second semester. Met up with a FYPCO and will work on planning the reception.

##### xiI) Professional Development

Spencer Lee: Transitioned the new Industry Relations Chair and oversaw the transitions of all new committee members. Started working with her 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. 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. Organizing next steps for the Gender in Engineering Panel (i.e. assigning mentees to mentors, future speakers, etc.).

##### xiII) Services

Andrew Kernerman: 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 will be 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.

##### xIv) social issues

Julia Newcombe: 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. Over the next two weeks I’ll continue to work on all the previously mentioned things. Also, 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 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.

# VIII. Question Period

No Questions.

# IX. Faculty Board Report

Spencer Lee: First thing from the Dean, if you have any in person classes 2nd sem you will have to do 14 days quarantine when you come back from break. For the percentage of courses being dropped, there was a higher percentage in 2nd and 3rd year. There were more QUIP placements this year, a 53% increase.

# X. Alma Mater Society Report

Matthew Green: The main thing was QSETs which is replacing the old survey, which is an updated teacher feedback survey.

# xi. Senate Report

Nothing to report.

# XII. Engineering Review Board Report

Nothing to report.

# XIII. Advisory Board Report

Andrew Vasila: Released EDI and orientation week survey. Aside from that we had meetings with subcommittees.

# XIV. Club Reports

##### geological

Rachel Burns: Nothing to Report. Just a few socials over zoom.

##### CHemengchem

Serena Lagusima: We gathered more BED FUND ideas. We started the process for the pre-order of our hoodies. We had some intro posts on our new Instagram page. The open house went well.

##### apple math

Aidan Shimizu: We have been continuing to advocate for improving online delivery. Also some online socials.

##### civil

Lili Guilbault: Working on socials. Also, some civil merch which will be done by the end of the semester.

# XVIi. Year Reports

##### I) Sci’21

Kate Lappan: First Netflix party event. Getting merch rolled out. We’re looking at getting the yearbook rolling.

##### II) Sci’22

Julia Takimoto: Virtual coffee house was cancelled because we did not get enough videos. We have ordered out face masks through CEO. Advertising for Sci Formal.

##### III) Sci’23

Noa Wyman: We do not have a ton to report right now, the backordered year merch finally arrived. We will have another pickup day next term.

##### Iv) Sci’24

Ali Bekheet: We finished planning our housing event, and we had it. We would like to thank any uppers that helped out. We also surveyed what the student would like to buy in terms of merch. For the next two weeks we will be having a competition and we made a sci 24 tik tok account. Might be getting stickers soon. We will finalize a timeline for the next semester.

# xVIII. Statements and Questions by Members

Alex Galvan: I think we’re not on the email list for the newsletter.

Thomas Wright: I’ll make sure to attend to that.

##### Motion to Close:

Moved by Zaid Kasim

Seconded by Julia Takimoto

**Motion Passes, 7:45 pm**