



THE ENGINEERING SOCIETY
OF QUEEN'S UNIVERSITY

Council Meeting Agenda

Engineering Society of Queen's University
Wednesday, February 3rd, 2021
6:30 pm, Video Conference

- | | | | |
|-------|-----------------------------------|-------|---------------------------------|
| I. | Attendance | xi) | Internal Processes |
| II. | Adoption of the Agenda: Motion 1 | xii) | Professional Development |
| III. | Adoption of the Minutes: Motion 2 | xiii) | Services |
| IV. | Speaker's Business | xiv) | Social Issues |
| V. | Presentations | IX. | Question Period |
| | a. Half-Year Actuals | X. | Faculty Board Report |
| VI. | New Business [3-10] | XI. | Alma Mater Society Report |
| VII. | Executive Reports | XII. | Senate Report |
| | i) President | XIII. | Engineering Review Board Report |
| | ii) VP (Operations) | XIV. | Advisory Board Report |
| | iii) VP (Student Affairs) | XV. | Club Reports (Sunny Group) |
| VIII. | Director Reports | | i) Applied Math |
| | i) Academics | | ii) ChemEngChem |
| | ii) Communications | | iii) Geological |
| | iii) Clubs & Conferences | | iv) Civil |
| | iv) Design | XVI. | Year Reports |
| | v) External Relations | | i) Sci '21 |
| | vi) Finance | | ii) Sci '22 |
| | vii) First Year | | iii) Sci '23 |
| | viii) Governance | | iv) Sci '24 |
| | ix) Human Resources | XVII. | Statements and Questions |
| | x) Information Technology | | by Members |

Speaker: Andrew Vasila

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, February 4th, 2021, as seen on the Engineering Society website.

Moved by: Thomas "Something's changed" Wright
Seconded by: Andrew "ya think?" Vasila

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

Moved by: Thomas "Last Council..." Wright
Seconded by: Ilir "... 'til you're washed up" Gusija

Motion 3

Whereas: We have a new Speaker;
& whereas: Deputies shouldn't have to give up their vote at Council when they replace a Speaker;

BE IT RESOLVED THAT:

Council approve the first reading of the changes to Bylaw 1 – Engineering Society Council as seen in Appendix "TRUSTY_DEPUTY"

Moved by: Thomas "I'm a deputy" Wright
Seconded by: Andrew "I deputize" Vasila

Motion 4

Whereas: The position of Director of Internal Affairs no longer exists;
& whereas: that title still appears for policy in duties now under the Governance portfolio;

BE IT RESOLVED THAT:

Council approve the changes to the Engineering Society Policy Manual as seen in Appendix "BYE_IA".

Moved by: Thomas "IA is dead" Wright

Seconded by: Alex "Long live IA" Koch-Fitsialos

Motion 5

Whereas: The position of Director of Internal Affairs no longer exists;
& whereas: that title still appears for policy in duties now under the Governance portfolio;

BE IT RESOLVED THAT:

Council approve the changes to the Engineering Society Bylaw Manual as seen in Appendix "BYE_IA".

Moved by: Thomas "Governance is the name" Wright

Seconded by: Alex "Governance is the game" Koch-Fitsialos

Motion 6

Whereas: EngLinks' policy is outdated and does not reflect some current practices;
& whereas: EngLinks' policy needs updating so it does reflect current practices;

BE IT RESOLVED THAT:

Council approve the changes to Policy Sections η.K – Services and Corporate Initiatives: EngLinks and ι.B – Academics: EngLinks as seen in Appendix "LINKSofENG".

Moved by: Jonah "When I say Eng you say Links" Opler

Seconded by: Nick "But you never said Eng" Arnot

Motion 7

Whereas: The Engineering Society Software Development Team definitely exists
& whereas: Bylaw doesn't think so, and so it must be clarified

BE IT RESOLVED THAT:

Council approve the first reading of the changes to ByLaw 8 Section B.2 as seen in Appendix "And then there was ESSDev".

Moved by: Alex "Bylaw gaslighting" McKinnon
Seconded by: Ben "Bylaw LEDlighting" Zarichny

Motion 8

Whereas: It was poorly outdated and undefined
& whereas: We should outline our current and new practises

BE IT RESOLVED THAT:

Council approve the changes to Policy Section β.C.7 as seen in Appendix "HODL-DOGE"

Be IT FURTHER RESOLVED THAT:

Council approve the changes to Policy Section λ.A as seen in Appendix "THECLOUD"

Moved by: Alex "I did it" McKinnon
Seconded by: Ben "you 'DoITed' it" Zarichny

Motion 9

Whereas: Clubs and Conferences are consolidating
& whereas: Conference officers are no more!

BE IT RESOLVED THAT:

Council approve the changes made to policy as seen in Appendix "C&C Portfolio Update".

Moved by: Brian "We are" Seo
Seconded by: Alex "Downsizing" Koch-Fitsialos

Motion 10

Whereas: There's an upcoming design team showcase
& whereas: there needs to be prizes to award design teams

BE IT RESOLVED THAT:

Council approve the changes to the Director of Design's budget as seen in Appendix "11300"

Moved by: Liam "Last minute" Murray

Seconded by: Alex "No time to waste" Koch-Fitsialos

Executive Reports

President – Spencer Lee

president@engsoc.queensu.ca

No report submitted.

VP (Operations) – Ben Zarichny

vpops@engsoc.queensu.ca

Hey Council,

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

- Regular meetings (directors, exec, ED team, services (englinks and Tea Room), QUESSI)
- Did DoF responsibilities during elections
 - Several emails helping EngSoc groups with finance/tax related questions
- Caught up on payments/etransfers, Sorting mail, taxes (the usual stuff)
- Preparing for transition
- Science quest payroll registration and contracts

Things that I will be doing over the next two weeks

- Continuing work on the review engagement
- Developing financial analysis for services with board with finance committee
- Regular meetings (directors, exec, etc) and other tasks (payments, mail, taxes, etc)
- Training with SQ business manager and FC treasurer
- Advisory Board and Faculty board meetings
- Taking a look at the multiple features that Quickbooks offers that we aren't utilizing, so that we use it to its full potential (for example, could begin to accept credit card payments).
- Transitioning Ben!!! Super excited to have a lower and help him step into the role!

Congrats to the new executive for being elected!!



VP (Student Affairs) – Alex Koch-Fitsialos

vpsa@engsoc.queensu.ca

Bonjour Council!

I hope everyone has been doing well and chugging through Week 4!!

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

- Transitioning my lovely lower, Kaija!!! 😊
- Completing some Gender in Eng planning with the team → upcoming speaker event happening this Thursday, Feb 4th at 5PM!
- Director apps are due FEB 4th at 11:59PM!!!
- Holding January Discipline Club & Year Exec Roundtables
- Attending AMS Assembly
- Attending JACKET COUNCIL!
- Working with Arhum to deliver marketing content for upcoming director hiring!
- Director Statics <3
- Organizing EDI Accountability report/presentation for Council & students

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

- Continuing to transition Kaija!
- Continuing plans for EDI Accountability reporting

- Attending AMS Assembly
- Updating actuals for VPSA budget
- Director Statics <3

That's all for now!

Cheers,

Alex

me: why does my back hurt?

also me:



Director Reports

Academics – Nick Arnot

academic@engsoc.queensu.ca

Hey Council!!

So you wanna know what my portfolio has been up to? Lemme tell you:

EngLinks

- Finalizing schedules, prepping for the semester
- Updating policy

BED Fund

- Good progress on proposals, thank you Reps!
- Meetings with faculty contacts clearing financial stuff up

Advocacy

- Academic Feedback Network launched!!!
 - engsoc.queensu.ca/academic-feedback
 - Submit your feedback, help make your classes better
 - Huge shoutout to VPAs and Arhum
- FYPCO project rolling well

Next two weeks are looking like:

- Monitoring the AFN for bugs, making sure it runs smoothly
- Couple meetings with other Academics, etc.
- Finalizing of BED Fund proposals, making presentation for council
- Meetings with prospective baby DoAs
- Transition manual!

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

Nick Arnot



Figure 1: @BenFrost

Communications – Arhum Chaudhary

comm@engsoc.queensu.ca

Hi Council!

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

- Finished up marketing for EngSoc elections
- Held a brainstorming session for the comm team to plan and implement ideas for the rest of the term
- Updated the 'Academic Feedback' portion of the EngSoc website
- Worked on getting forms up on the comm team website (thanks alex mckinnon!)
- Discipline night promotions
- Helped organize promotions for director hiring
- Got the Communications Team Instagram up and running
 - o **Follow @engsoc_comm !!**
- Helped promote the upcoming Gender in Eng Speaker event
- 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
- Fielding new comm team requests

- Support my team w their ongoing projects

Best,

Arhum Chaudhary

When all your friends are talking about
the jobs they applied for online and
you just finished a survey to find out
what type of bread you are



Clubs & Conferences – Brian Seo

conferences@engsoc.queensu.ca

Hi Council, great to see everyone again!

A big shoutout to the new exec and everyone that participated in the elections, here's my report since being back!

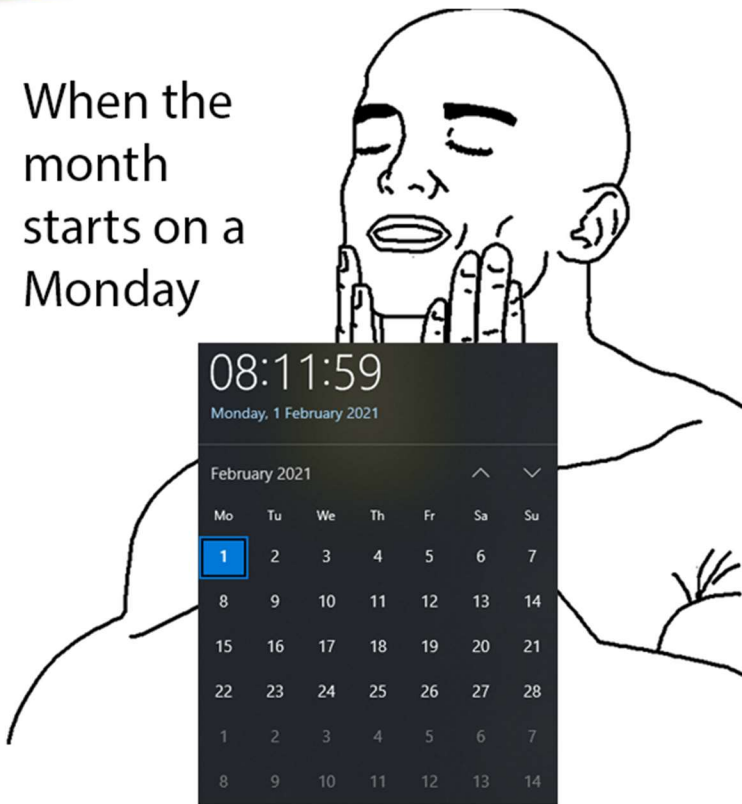
- Preparing for transition (Dash postings, AllEng, advertisements)
- Meetings & day to day ops
- Finishing transition manuals!
- Updating the conferences resource package
- QCTF, QGEC, QSC!

Over the next two weeks:

- Check-ins with conferences
- Advertisements!
- Statics with clubs/conferences/officers
- Preparing for transition 😊

Last report being young and competent, I guess? Adios!

When the
month
starts on a
Monday



and ends on a Sunday

Design – Liam Murray

design@engsoc.queensu.ca

Hello Council!

What I have done in the last two weeks:

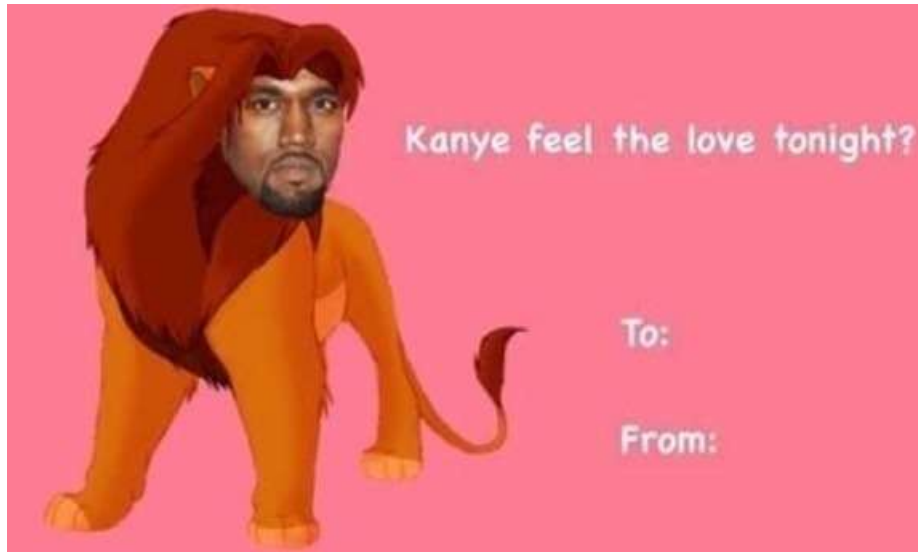
- Transitional notes
- 1hr drop-in meeting for teams
- Met with Penny to discuss Design Team Showcase
- Started transition manual

What I will be doing for the next two weeks:

- Transitional notes
- Finish transitional manual
- Meeting with Penny for updates 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)
- Working through other small changes in policy, make sure all teams are named in policy
- Meeting with Craig to discuss team captain hiring policy



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:

- Working on transition manual stuff
- Took roughly 20 BLM orders and in process of mailing them out
- Finished ESSCO Survey which should be out and advertised this week (answer it for a chance to win 1 of 3 ubereats giftcards!)
- Set up a virtual event with the local elementary school to teach the grade 5/6 students about STEM and do experiments and stuff which will happen Feb 9th

Things I will be doing over the next two weeks:

- Finish Transition Manual
- Continue sending out BLM patches
- Look into post lockdown outreach work (volunteering at soup kitchen, food drive, etc.)
- Begin reviewing Survey results and working on next steps with ExCommComm



Adios,
Rochana Gunawardana

Finance – Salma Ibrahim
finance@engsoc.queensu.ca

Hi Council!

What I have done since the last Council:

- Same old, same old: month ends, emails, meetings, statics, etc...
- Prepared Operational Budget pre-actuals.
- Worked on policy changes to be presented at the next Council.
- Some meetings and finance training sessions with affiliated groups.

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

- Finance training with affiliated groups on Saturday, February 6th at 1 pm.
 - If you are an affiliated group that needs finance training, please fill out this form ASAP!
 - https://forms.office.com/Pages/ResponsePage.aspx?id=ojKzEm_zjk-kqodi9MZZUjikkvN9PfnPnmnIXf5SAvSBUNUJEODBYOVoxSE1PTU1QVVdMTktXRDFST4u
- Meeting with some DoF candidates to discuss the role! So exciting!
- Preparing my transition plans for future DoF.
- Reviewing group budgets, as usual.



Figure 2: Bernie on the shelf

First Year – Rein Tiisler

firstyear@engsoc.queensu.ca

No report submitted.

Governance – Thomas Wright

governance@engsoc.queensu.ca

Ayo Council,

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

- We finished the election! Congratulations to all the nominees on some impressive campaigning and welcome new exec!
- Slight tune-ups to Council bylaw (but you already knew that)
- Planning my transition process

- Badgering people about applying for DoG (ps apply for DoG)

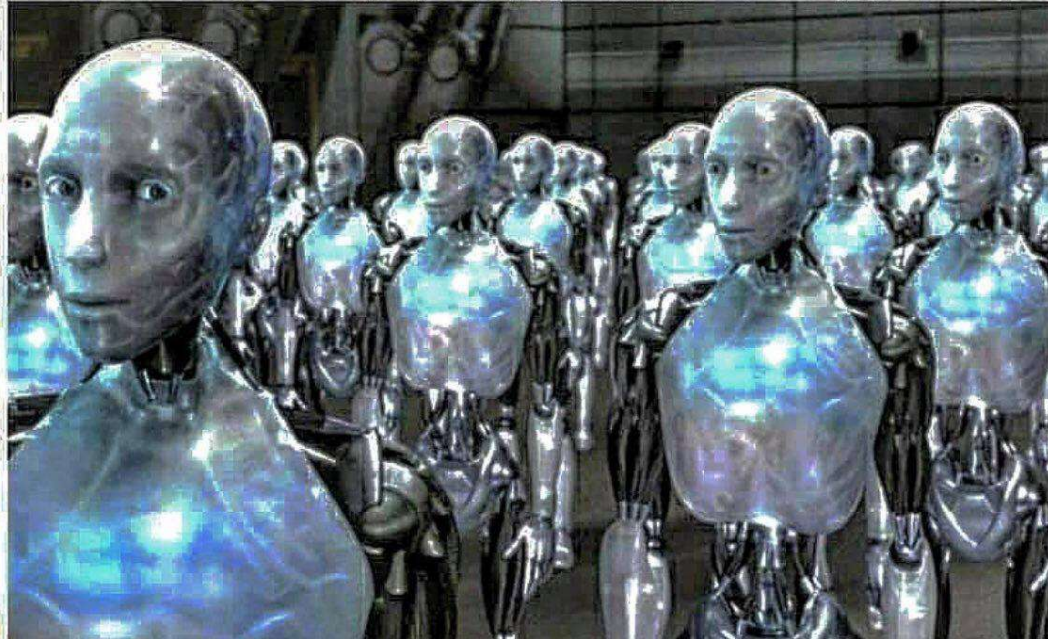
What I'll be doing for the next month:

- Taking a wee post-election break from EngSoc to focus on school and self-care!
- Beginning EngSoc Awards planning with Alex and Alison
- Initial stuff for AGM
- Getting a lower!!

Long may yer big jib draw,

Thomas

Self proclaimed "free thinkers" when the cha cha slide comes on



Human Resources – Craig Maslan

hr@engsoc.queensu.ca

Hello council, here is an update from HR:

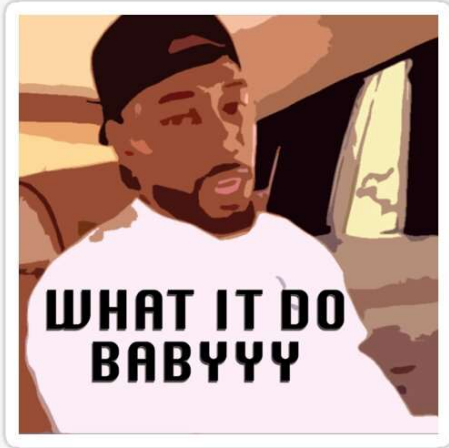
What Has Been Done

- Working on a large-scale year-end survey for the new ED team
- Automating hiring forms with my FYPCO – turning into a great project
- Incentives and Heavy marketing of that feedback form
- Slowly cleaning up dash for the hiring rush coming up with the new executive

What Will Be Done

- Consolidating design team captain policy changes
- EngSoc Academy policy
- Director Hiring & helping to find a lower 😊
- Continuing to roll out feedback form around Valentine's Day
- Initial preparations for Winter Training Conference

What It Do Babyyy



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

Hi Council!!!!!!

Things that have been completed over the past two weeks:

- Ongoing partial review of technical documentation
- Retired (more) old servers to bring down monthly expenses
- Dash repairs
- Policy changes and bylaw name updates

Our next two-ish weeks:

- KPIs stuff to be reviewed again
- More budget actuals
- Finishing Transition Manual
- Central EngSoc IT services page coming soon to the main EngSoc site
- Transitioning the new DoIT

I can't wait to meet the new Director team!

Kind regards,

Alex McKinnon

Director of Information Technology



Internal Processes – Alison Wong

doip@engsoc.queensu.ca

Hello Council!

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

- Completed my post-event evaluation for next year's Dean's Reception
- Working on my Transition Manual
- Creating a document about file organization policies for the ED Team and Exec
- Creating a Microsoft Flow onboarding document for my lower

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

- Continuing to plan for the EngSoc Banquet
- Wrapping up the DoIP documentation
- Finishing my Transition Manual

Have a fabulous week!

Take care,

Alison



Professional Development – Varnikaa Gupta

pd@engsoc.queensu.ca

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

- Supporting Alumni Networking Summit leading up to the event
 - SO PROUD of the PD team for all their hard work resulting in an immensely successful event <3
- Closed the PD Feedback survey, working on compiling all feedback into an infographic to guide future PD initiatives

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

- Working on the DoPD transition manual
- Supporting planning for Consulting Week preparations

Ongoing tasks:

- PD Connects
- Weekly statics with PD Exec Team members

- Monthly PD Full Team Meetings

Take-Aways:

- Resume Review is running at full steam



Views from the PD IG account on Saturday (plug: @engscopd)

Services – Andrew Kernerman

services@engsoc.queensu.ca

No report submitted.

Social Issues – Julia Newcombe

dosi@engsoc.queensu.ca

What I've been up to

- Panel on Racism in engineering (thank you to those who came! It was a big success!)
- Usual meetings

What I am working on:

- 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

Cheers,
Julia.