

###### Council Minutes

Wednesday, February 3rd 2021

6:30 pm, Video Conference

Speaker: Andrew Vasila

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 Wednesday, February 3rd, 2021, as seen on the Engineering Society website.

Moved by: Thomas “Something’s changed” Wright

Seconded by: Andrew ”ya think?” Vasila

**Motion passes, 6:35 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 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 passes, 6:36 pm**

# IV. Speaker’s Business

Andrew Vasila: Congratulations to our newly elected executives! Thank you all for coming out.

# V. Presentations: Half-year actuals

Salma Ibrahim: By policy I have to present our ENGSOC half-year actuals. The only thing I want to direct you to is this chart over here. The directors didn’t end up needing to use their budget for the first semester other than IT and that’s all.

Peter Matthews: I have brought this up every time there is a presentation on the budget and actuals. The most recent budget and actuals are still not up on the ENGSOC website.

Salma Ibrahim: You’re totally right. That’s one of the issues we faced this year, it’s very hard to post a budget on the website that’s half empty. We made it an important point this year for directors to regularly update their budgets so that we can post a complete budget on time.

Christina Bisol: Why is PD budgeted for negative money?

Salma Ibrahim: They made money from the Alumni networking summit and did not spend much so that is why.

Peter Matthews: This is just about the website. I assume that the budgets since 2017 aren’t as thorough. I understand why we would be hesitant to post these, in my personal opinion the budgets should still be up regardless of completion for the sake of transparency.

# vi. New Business [Motions 3-10]

##### 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

Thomas Wright: I would like to amend this and remove “at the discretion of the Director of Governance”.

**Motion passes, 6:45 pm**

##### 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

Thomas Wright: Sorry that this appendix is so long. This is nothing more than me “control-f”ing things pertinent to IA in the policy manual and changing them to governance

Peter Matthews: Do we just not have a director of internal affaris now?

Thomas Wright: The position no longer exists, they used to have all of my duties plus engsoc banquet. So it was divided into governance and internal processes (which controls the banquet).

**Motion passes, 6:48 pm**

##### 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 “RIP\_IA”.

Moved by: Thomas “Governance is the name” Wright

Seconded by: Alex “Governance is the game” Koch-Fitsialos

Thomas Wright: I would like to amend this to change it to “RIP\_IA”. (Was previously incorrectly called “BYE\_IA”)

**Motion passes, 6:49 pm**

##### 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

Jonah Opler: So you can see that I’ve made a few changes, high school tutoring (which we didn’t do for a while). Splitting up the resource manager positions into two, one for first years and the other for upper years.

**Motion passes, 6:51 pm**

##### 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

Alex McKinnon: The only change is that B.2.i where we changed the IT team to the IT Operations team and the Engineering Society Development Team (ESSDev). Thereby splitting it into two.

**Motion passes, 6:54 pm**

##### 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

Alex McKinnon: Changes had to be made in two parts of the policy, for the first one it’s the same thing, referring to the new team names and removing the IT educator. For the second one the changes are pretty basic, basically outlining the change in IT team to the two subteams. Also includes having to sign an NDA for any members that are involved.

**Motion passes, 6:57 pm**

##### 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

Brian Seo: So we’re just consolidating the portfolio a little more and we’re combining the logistics and finance officers into the conference deputy. This was because it was hard to find work for them both so it was deemed that it was no longer necessary to have both positions.

**Motion passes, 7:00 pm**

##### 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

Liam Murray: So I’m running the design team showcase and so that teams have incentive to show up we wanted to make a cash prize for the winner.

**Motion passes, 7:02 pm**

# VIi. Executive reports

##### i) President

Spencer Lee: I’ve had quite a bit going on in school. We had jacket council. Transitioning from elections. Writing manuals for transition that cover online and in person. Sitting on QUESSI committee selection. AMS assembly. Next couple weeks, finish editing majority of transition manuals. AMS assembly, and Sci formal hiring.

##### II) Vice president of operations

Ben Zarichny: 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. 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. 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!!

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

Alex Koch-Fitsialos: 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. 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

# VIiI. Director Reports

##### i) Academics

Nick Arnot: 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!!!. 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!

##### II) Communications

Arhum Chaudhary: 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. 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 with their ongoing projects.

##### iII) Clubs & conferences

Brian Seo: 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.

##### IV) Design

Liam Murray: 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.

##### V) External Relations

Rochana Gunawardana: 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.

##### vI) Finance

Salma Ibrahim: 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! Meeting with some DoF candidates to discuss the role! So exciting! Preparing my transition plans for future DoF. Reviewing group budgets, as usual.

##### vii) First Year

Alec Koch-Fitsialos: From my statics with Rein. Things have been going well. He’s back in his position this week. Working on activities geared towards students not in residence and not in FREC groups.

##### VIII) Governance

Thomas Wright: 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!!

##### IX) Human Resources

Craig Maslan: Hello council 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.

##### x) Information Technology

Alex McKinnon: 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. I did help set up Queen’s Space Conference on ticket stuff.

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!

##### xI) Internal Processes

Alison Wong: 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!

##### xiI) Professional Development

Varnikaa Gupta: 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. 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

##### xiII) Services

Ben Zarichny: Statics. Transition manual. Helping CEO plan for jackets. They’re being delivered to residences soon.

##### xIv) social issues

Julia Newcombe: 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.

# ix. Question Period

No Questions.

# X. Faculty Board Report

Nothing to report.

# Xi. Alma Mater Society Report

Evan Wray: There is now asymptomatic COVID-19 testing on campus. AMS executive elections have begun. OUSA registration. Approved AMS principles and positions policy. Town hall with the Dean tomorrow (as of February 3rd 2021).

# xii. Senate Report

Peter Matthews: Polishing the chain ceremony took place, reaffirming our commitment to working with indigenous groups. Next year fall term break will be a weeklong again. Move-in day has not been confirmed. In midst of updating harassment and discrimination policy. Signed onto governments 50/30 challenge. University is searching for new chancellor and VP of research. Principal is holding consultations. Applications are open for several senate committees.

# XIIi. Engineering Review Board Report

Nothing to report.

# Xiv. Advisory Board Report

Andrew Vasila: We have had a hiatus for relaxation and a break. Meeting coming up soon.

# XV. Club Reports

##### Applied math

David Hoskin: Last Monday we had apple math discipline night. Working on merch. Working with department with feedback.

##### chemengchem

Nothing to report.

##### geological

Rachel Burns: We’re working on merch as well.

##### civil

Lili Guilbault: Organizing virtual events. Civil banquet.

# XVi. Year Reports

##### I) Sci’21

Kate Lappan: Same old. Working on yearbook. Merch order. Bob Ross paint night tomorrow.

##### II) Sci’22

Julia Takimoto: We had our Bee movie Netflix party. Gave away two face masks and some stickers. Looking at adding a 3-pack of stickers. Planning next event some kind of kahoot.

##### III) Sci’23

David Flis: Nothing to report.

##### Iv) Sci’24

Ali Bekheet: Nothing to report.

# xVIi. Statements and Questions by Members

Alex McKinnon: Some years lost their domains so let me know if you want yours back.

##### Motion to Close:

Moved by Julia Takimoto

Seconded by Kate Lappan

**Motion Passes, 7:44 pm**