



THE ENGINEERING SOCIETY
OF QUEEN'S UNIVERSITY

Annual General Meeting Agenda

Engineering Society of Queen's University

Wednesday, March 17th, 2021

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 | X. | Question Period |
| V. | Presentations | XI. | Faculty Board Report |
| a. | ExCommComm | XII. | Alma Mater Society Report |
| b. | EDI Presentation | XIII. | Senate Report |
| VI. | Executive Oath | XIV. | Engineering Review Board Report |
| VII. | New Business [3-11] | XV. | Advisory Board Report |
| VIII. | Executive Reports | XVI. | Club Reports |
| i) | President | i) | Mechanical |
| ii) | VP (Operations) | ii) | ECE |
| iii) | VP (Student Affairs) | iii) | Eng Phys |
| IX. | Director Reports | iv) | Mining |
| i) | Academics | v) | Apple |
| ii) | Communications | vi) | Civil |
| iii) | Clubs & Conferences | vii) | ChemEngChem |
| iv) | Design | viii) | Geological |
| v) | External Relations | XVII. | 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 | XVIII. | Statements and Questions |
| xi) | Internal Processes | | by Members |

Speaker: Andrew Vasila

Secretary: Ilir Gusija

Motion List

Motion 1

Whereas: It's the Annual General Meeting;
& whereas: Everyone gets a vote today!;

BE IT RESOLVED THAT:

Council approve the agenda of the Annual General Meeting of Wednesday, March 17th, 2021, as seen on the Engineering Society website.

Moved by: Thomas "General Meeting" Wright
Seconded by: Andrew "*salute" 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 Annual General Meeting of Friday, March 20th, 2021, as seen on the Engineering Society website.

Moved by: Thomas "What happened in March 2020" Wright
Seconded by: Ilir "You don't wanna know" Gusija

Motion 3

WHEREAS: The constitution reflects the values of the Engineering Society and its members;
& whereas: Engineering Society Members value the environment and its wellbeing;

BE IT RESOLVED THAT:

Council approve changes to Article 4 of the Engineering Society Constitution as seen in appendix 'Save the World – literally.'

Moved by: Andreas 'I am the Lorax' Haramis
Seconded by: Julia 'I speak for the trees' Newcombe

Motion 4

Whereas: There are many design teams in EngSoc;
& whereas: Some of them aren't listed in Bylaw;

BE IT RESOLVED THAT:

Council approves the changes to By-Law Section 10.H as seen in Appendix "Teams of EngSoc By-Law".

Moved by: Liam "this list is also wrong" Murray

Seconded by: Alex "let's fix that list 2" Koch-Fitsialos

Motion 5

Whereas: The position of Director of Internal Processes is still evolving
& whereas: the Director of Internal Processes needs help;

BE IT RESOLVED THAT:

Council approve of the changes to By-Law 8 Section B.14 in its second reading as seen in appendix "HELP NEEDED!" to introduce a team under the Director of Internal Processes.

Moved by: Evan "YEET! YEET!" Wray

Seconded by: Ben "GROUP 8!" Frosst

Motion 6

Whereas: EngSoc's stance on Exec/Senator candidate endorsement isn't well defined in Bylaw;
& whereas: we should ensure our affiliated groups remain neutral during the General Election to ensure an equitable process;

BE IT RESOLVED THAT:

Council approves the changes to Bylaw 3 – Engineering Society Elections as seen in Appendix "HEART_FULL_OF_NEUTRALITY"

Moved by: Thomas "All I know is my gut says maybe" Wright

Seconded by: Andrew "I have no strong feelings one way or the other" Vasila

Motion 7

Whereas: Andrew is old and it's time for him to retire;
& whereas: Zaid is even older and has retired;

BE IT RESOLVED THAT:

_____ be elected as the Speaker and Chief Electoral Officer of the Engineering Society.

Moved by: Andrew "Zaid never got a gavel" da Silva

Seconded by: Thomas "but you could get one" Wright

Motion 8

Whereas: The Advisory Board of the Engineering Society needs new members;
& whereas: the Annual General Meeting is the time to elect those members; & whereas: the Advisory Board Nominating Committee has completed its review of the candidates;

BE IT RESOLVED THAT:

_____, _____, _____ and _____ be elected as one-year members of the Advisory Board of the Engineering Society.

Moved by: Andrew "I advise you to run" Vasila

Seconded by: Tayo "You won't be bored" Oduyemi

Motion 9

Whereas: The alumni and Faculty members of the Advisory Board of the Engineering Society are to be "annually nominated by the executive";

BE IT RESOLVED THAT:

David Strong and John Carlson are elected as Faculty representatives for the Advisory Board of the Engineering Society for a one-year term.

BE IT RESOLVED THAT:

Richard Ward and Robert Lablans are elected as Alumni representatives for the Advisory Board of the Engineering Society for a one-year term.

Moved by: Andrew "Skate fast" Vasila

Seconded by: Tayo "Wrong kind of board" Oduyemi

Motion 10

Whereas: It's good to own land!

& whereas: The Engineering Society and Research Center (Kingston) allows us to hold it;

BE IT RESOLVED THAT:

The Queen's Engineering Society and its members recognize that Christina Bisol, Kaija Edwards, and Benjamin Frosst will sit on the Engineering Society and Research Centre (Kingston) Board of Directors as of May 1st, 2021.

Moved by: Christina "The" Bisol

Seconded by: Kaija "Land" Edwards

Thirdded by: Benjamin "Before time" Frosst

Motion 11

Whereas: Christina, Ben, and Kaija are so excited to have a team;

& whereas: here's their team;

BE IT RESOLVED THAT:

The following be ratified by the Annual General Meeting for their respective positions:

- Allen Liu – Director of First Year
- Jen Kovich – Director of Design
- Ella McGurk – Director of Communications
- Alison Wong – Director of Human Resources
- Andrew da Silva – Director of Governance
- Adam Fell – Director of Clubs & Conferences
- Aidan Shimizu – Director of External Relations
- Jheeven Salvarajah – Director of Social Issues
- Alexa Hadley – Director of Academics
- Marissa Matthews – Director of Professional Development
- Michael Butler – Director of Finance
- Dalena Vo – Director of Services
- Evan Wray – Director of Internal Processes
- Zach Donovan – Director of Information Technology

Moved by: Christina "2020" Bisol

Seconded by: Benjamin "<" Frosst

Thirdded by: Kaija "2021" Edwards

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, QUESSI, Dean meeting, etc)
- Month ends, T4s, tax stuff, payroll
- Various payments/etransfers, Going through mail
- Transitioning Ben. Meeting with all of my directors and their lowers to discuss next year
- Finance training for SQ and O-week
- CU contract renewal
- Advisory board hiring
- Looking into e-transfer access for Director of Finance on BMO (would still need approval from VP-Ops and Pres to send money)

Things that I will be doing over the next two weeks

- Continuing work on the review engagement
- Regular meetings (directors, exec, etc) and other tasks (payments, mail, taxes, etc)
- New Exec sign over (credit cards, CRA, BMO, etc).
- Wrapping up bookkeeper stuff (month ends, other questions)
- Continuing to transition Ben.



Cat and DoG :)

VP (Student Affairs) – Alex Koch-Fitsialos

vpsa@engsoc.queensu.ca

Hey Council!

It's honestly nuts how fast time flies, I can't believe we've made it to AGM!

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

- Meeting with Gender in Eng Panel mentors
- Organizing February Discipline Club & Year Exec Roundtables
- Attending AMS Assembly
- Attending Dean's Meeting with the rest of the Exec
- Working with Thomas on EngSoc Awards (HUGE shoutout to Thomas for his hard work on this one!)
- Working with Christina and Kaija to launch the International Women's Day Series
- Holding director statics with incoming and outgoing team
- Organizing EDI Accountability report/presentation for Council & students (special thanks to Andrew Vasila, Kaija and Christina!)

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

- Finalizing transitioning for Kaija <3
- Continue to meet with directors
- Finishing up final tasks and projects
- Feeling old and washed up 😞

Cheers!

Alex

Quarantine be like:



Director Reports

Academics – Nick Arnot

academic@engsoc.queensu.ca

Hey AGM!!

Here's what's been poppin in Academics recently:

EngLinks

- Wrapped up upper year midterm stuff, going strong with first year stuff
- Finalizing logistics for the end of the year
- New team hired! Congratulations to Charlotte and her assistant managers!

iCons

- Running smoothly in Mitchell - 12:30-9:30, book a table on Dibs!
- New Head Manager hired – congratulations to Jacob!

BED Fund

- Purchases sent to the faculty for final approvals
- Getting ready to send stuff to department managers once that approval comes in

Advocacy

- Documenting and cleaning things up
- Following up on that project with DoSI from last council
- More transitioning
 - Academic Advocacy Team apps close the 20th!
 - Staff apps close the 21st!

Next two weeks are looking like:

- Get BED Fund purchases to departments, transfer rollover
- Keep things running smoothly
- Wrap up some projects
- Transition incoming teams
- Maintain the Academic Feedback Network (submit your feedback to improve classes)

Have a great two weeks! Next one is our last council (sad react)

Nick Arnot

Communications – Arhum Chaudhary

comm@engsoc.queensu.ca

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

- MANY graphic requests (hiring szn!!)
- Continuing work on Comm Team's online presence with my FYPCO
 - o Putting up 'Meet the Comm Team' posts
 - People like recognition, hopefully serve as an incentive to be a part of the comm team (and puts faces to our name)
- Comm team's working on some in-house projects (mostly because the photo and video sub-teams haven't really been getting requests, this has kept the team engaged and the aim is to get eng students engaged through these new social media initiatives)
 - Engineers in their Natural Habitat (sharing photos of engineers during quarantine)
 - Hobby share (people share videos of the hobbies they've taken up during quarantine)
 - Quirks of Kingston (highlighting Kingston quirks – useful for first years/those who haven't been on campus yet)
- Transitioning Ella
- Sent out All Eng's each week

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

- Continuing to transition Ella
- Update the finance portion of website for Salma
- Continuing work with my team on our projects/social media campaigns
- Continue working w FYPCO on comm team's online presence

Best,

Arhum Chaudhary



Clubs & Conferences – Brian Seo

conferences@engsoc.queensu.ca

No Report Submitted

Design – Liam Murray

design@engsoc.queensu.ca

Hello Council!

What I have done in the last two weeks:

- Transitioning Jen
- Hosted the Design Team Showcase
- Working with Jen on design team room allocation policy

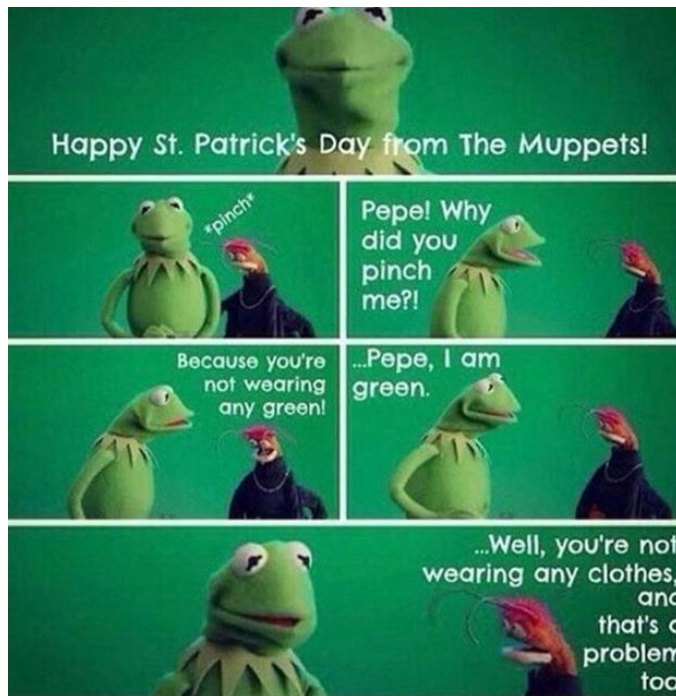
What I will be doing for the next two weeks:

- Transitioning Jen
- Scheduling March Roundtable
- Finalizing design team room allocation policy

Happy St. Pat's,

Liam Murray

Director of Design



External Relations – Rochana Gunawardana

external@engsoc.queensu.ca

What's good council?

Things I've been doing the last 2 weeks:

- Attended CSE (Conference on Sustainability Engineering)
- Finished up Report on External Communication
- Completed the Women in STEM presentation with Outreach team
- Took BLM Patch Orders
- Developing local kingston charity showcase

Things I will be doing over the next two weeks:

- Take part in another Crafting for a Cure event
- Possibly volunteer in assisting the AlmostHome organization in their vogue charity fashion show
- Organize and market the charity showcase
- Statics with my lower



Da chicken with da permission 🐔

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....
- Reviewed and approved group budgets and set up some people with BoE
- Almost caught up on month ends – just credit cards left..
- Depositing group cheques
 - Deposit requests on the BoE
- Updated finance page on EngSoc website with operational budgets, thanks Arhum!
- Still transitioning Michael!

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

- Transitioning Michael, passing on some tasks for him to practice.
- Michael is hiring finance officers soon! YAY!
- Tying up loose ends and doing clean up (especially month ends and e-transfers)

First Year – Rein Tiisler

firstyear@engsoc.queensu.ca

No Report Submitted

Governance – Thomas Wright

governance@engsoc.queensu.ca

Sup EngSoc??

What I've been doing for the past month:

- Watching Awards Committee crush it!!
 - We were able to give out all but one award!
- Helping Andrew plan this very meeting (and watching him crush it!!).
- Consulting with Year Execs and Discipline Clubs regarding elections for next year's crowd.

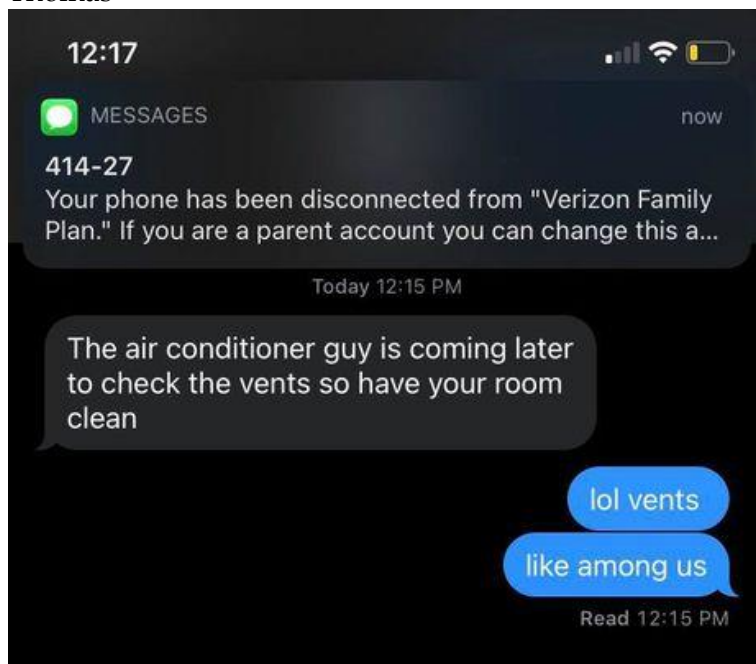
What I'll be doing for the next two weeks:

- Fully handing the Council reins to Andrew for our last meeting
- Facilitating Year Exec and Discipline Club Elections
- Portfolio wrap-up stuff

Thank you all for coming to the first online AGM!! Here's hoping that never happens again

Long may yer big jib draw,

Thomas



Human Resources – Craig Maslan

hr@engsoc.queensu.ca

No Report Submitted

Information Technology – Alex McKinnon

doit@engsoc.queensu.ca

Hi Council!!!!!!!!!!

Things that have been completed over the break:

- Ongoing partial review of technical documentation
- Budget Actuals
- Dash repairs (removed emails then re-enabled them)

Our next two-ish weeks:

- IT Statistics!
- More budget actuals
- Central EngSoc IT services page coming soon to the main EngSoc site
- Preparing ESSDev presentations for council
- Transitioning the new cool DoIT

I hope you enjoy these statistics as much as I did compiling them.

Kind regards,

Alex McKinnon

Director of Information Technology



EngSoc IT Statistics 2020-2021

Web Hosting Statistics

- Security: **Zero breaches** since our server revamp this summer
- Number of hosted services: **36 Sites**
- Number of email accounts: **~350**
- Estimated uptime: **99.95%** (excluding Dash, which is probably like 98%)

Average monthly server bandwidth by group (Dec-Feb)

1. Dash - ~60GB
2. Main site - ~20GB
3. Science Quest - ~19GB
4. Queen's WiSE - ~18GB
5. EngLinks - ~14GB
6. Queen's Rocketry Club - ~13GB
7. ... Other - ~11GB

Total - ~154 GB

Zoom Organization Usage to date:

*Note not every group or individual uses EngSoc issued zoom accounts for every meeting

Number of meetings: 1234

Total meeting minutes: 364 986 (253 days)

Busiest months by minutes:

1. Jan 2021 – 102 181
2. February 2021 – 60 465
3. March 2021 – 46 698
4. October 2020 – 41 405
5. September 2020 – 40 147

These numbers are likely due to the increase in zoom accounts allocated going up each month.

Top 5 Users by minutes in order (omitting group accounts):

1. Thomas Wright (~15%)
2. Spencer Lee (~10%)
3. Nick Arnot (~9%)
4. Rein Tiisler (~8%)
5. Ben Zarichny (~5%)

Top 5 users by # of meetings (omitting group accounts):

1. Spencer Lee (~16%)
2. Ben Zarichny (~9%)
3. Arhum Chaudhary (~8%)
4. Nick Arnot (~7%)
5. Alex McKinnon (~7%)

DoIT Stats

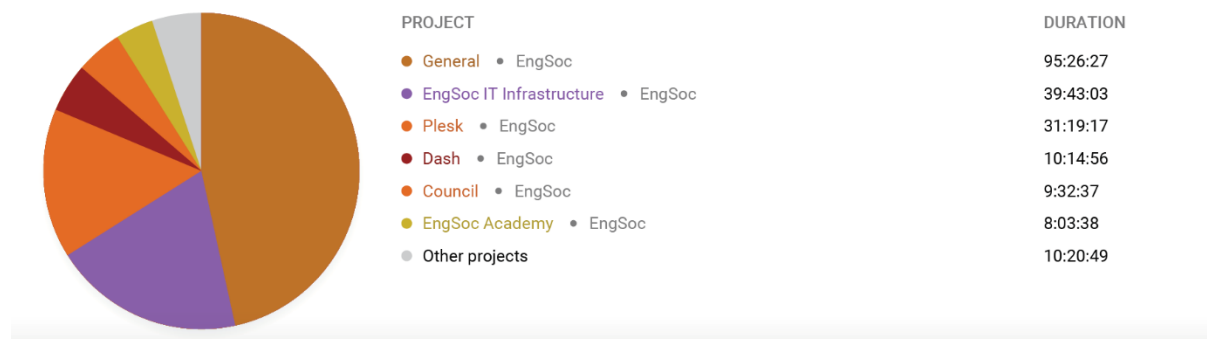
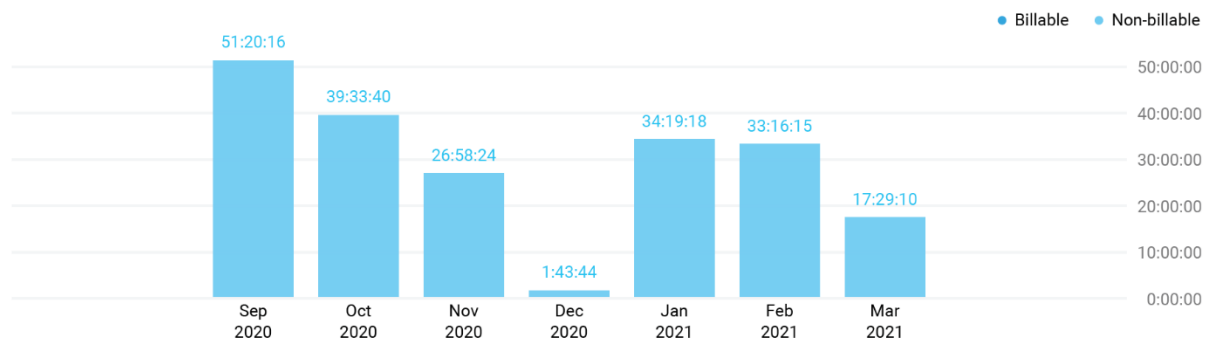
- 1425 Emails in inbox since September
- # of coffees: ????
- Number of Councils

Labour (+/- 2 hours)

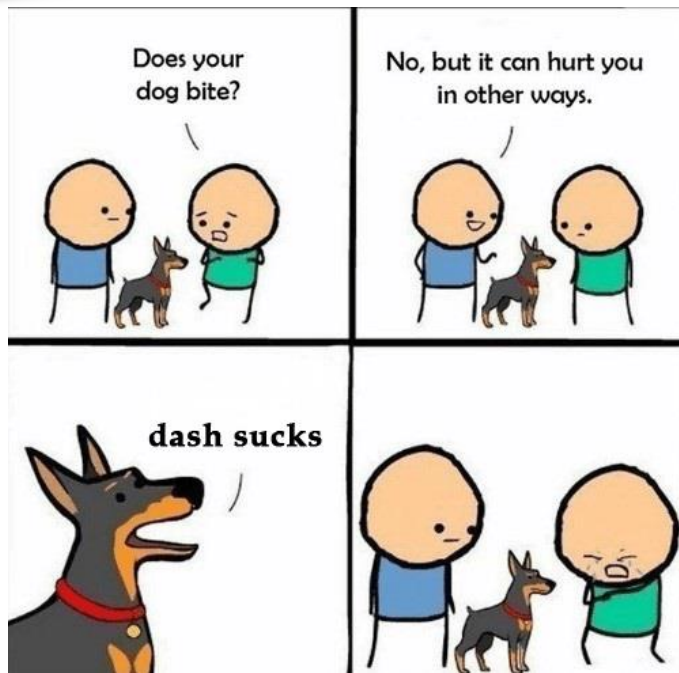
Summary Report

2020-09-01 – 2021-03-20

TOTAL HOURS	BILLABLE HOURS	AMOUNT
204:40:47	0:00:00	—



Final Meme:



Internal Processes – Alison Wong

doip@engsoc.queensu.ca

No Report Submitted

Professional Development – Varnikaa Gupta

pd@engsoc.queensu.ca

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

- Finished Consulting Week strong! Shoutout to Nicole, Industry Relations Chair, for leading three amazing events from Isaac Corporations, Deloitte, and Oliver Wyman. Turnout was very consistent over the week and saw a lot of participation from students
- Working with Marissa on revisiting PD policy to find redundancy and discrepancies (to be put forth at a future council)
- Marissa taking the lead on 2021-2022 PD Exec and Committee member hiring (and going a great job)

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

- Supporting hiring initiatives
- Supporting upcoming transition initiatives

Ongoing tasks:

- PD Connects
- Weekly statics with PD Exec Team members
- Weekly statics with Spencer and Marissa
- Monthly PD Full Team Meetings

Take-Aways:

- PD Workshops Coordinator application deadline: March 17th
- PD Committee Member application deadlines: March 24th
- Resume Review Service!



Services – Andrew Kernerman

services@engsoc.queensu.ca

No Report Submitted

Social Issues – Julia Newcombe

dosi@engsoc.queensu.ca

Hi Council!

Happy AGM!

Since last council:

- Usual meetings and transition
- Collecting transition manuals
- Helping Sustainability Committee plan their Climate Action Plan and presentations
- Attended Conference on Sustainable Engineering (in French!)
- Presented Accessibility training to the incoming ED team
- Menstrual product baskets are now in Mitchell!!!

This coming week:

- Meetings and transitioning
- Accessibility training for services managers
- Wrapping up loose ends
- Equity team positions close on the 19th!

Cheers,

Julia.