



THE ENGINEERING SOCIETY  
OF QUEEN'S UNIVERSITY

# Council Meeting Agenda

Engineering Society of Queen's University

Wednesday, March 3<sup>rd</sup>, 2021

6:30 pm, Video Conference

- |       |                                       |        |                                     |
|-------|---------------------------------------|--------|-------------------------------------|
| I.    | Attendance                            | x)     | Information Technology              |
| II.   | Adoption of the Agenda: Motion 1      | xi)    | Internal Processes                  |
| III.  | Adoption of the Minutes: Motion 2     | xii)   | Professional Development            |
| IV.   | Speaker's Business                    | xiii)  | Services                            |
| V.    | Presentations                         | xiv)   | Social Issues                       |
|       | a. BED Fund Purchases                 | X.     | Question Period                     |
|       | b. Endorsement Policy                 | XI.    | Faculty Board Report                |
| VI.   | Discussion Period: Endorsement Policy | XII.   | Alma Mater Society Report           |
| VII.  | New Business [3-16]                   | XIII.  | Senate Report                       |
| VIII. | Executive Reports                     | XIV.   | Engineering Review Board Report     |
|       | i) President                          | XV.    | Advisory Board Report               |
|       | ii) VP (Operations)                   | XVI.   | Club Reports (Sunny Group)          |
|       | iii) VP (Student Affairs)             |        | i) ECE                              |
| IX.   | Director Reports                      |        | ii) Eng Phys                        |
|       | i) Academics                          |        | iii) Mechanical                     |
|       | ii) Communications                    |        | iv) Mining                          |
|       | iii) Clubs & Conferences              | XVII.  | Year Reports                        |
|       | iv) Design                            |        | i) Sci '21                          |
|       | v) External Relations                 |        | ii) Sci '22                         |
|       | vi) Finance                           |        | iii) Sci '23                        |
|       | vii) First Year                       |        | iv) Sci '24                         |
|       | viii) Governance                      | XVIII. | Statements and Questions by Members |
|       | ix) Human Resources                   |        |                                     |

**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, March 3<sup>rd</sup>, 2021, as seen on the Engineering Society website.

Moved by: Thomas "" Wright  
Seconded by: Andrew "" 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, February 3<sup>rd</sup>, 2021, as seen on the Engineering Society website.

Moved by: Thomas "" Wright  
Seconded by: Ilir "" Gusija

## Motion 3

Whereas: Sci'22 does not have a faculty board rep right now;  
& Whereas: We need one;  
& Whereas: We can elect them at council in accordance with By-Law 3 Section J.3;

BE IT RESOLVED THAT:

Council elect \_\_\_\_\_ as the new Sci'22 Faculty Board Rep for the 2020-2021 academic year.

Moved by: Julia "Be COVID safe" Takimoto  
Seconded by: Peter "Wear an official Sci'22 mask" Matthews

#### Motion 4

Whereas: The BED Fund just presented their purchase proposals for this year;  
& Whereas: These proposals require Council approval;

BE IT RESOLVED THAT: Council approve the BED Fund proposed purchases for the 2020-2021 year.

Moved by: Julia "Bed Head" Barnes-James  
Seconded by: Nick "Morning Shower" Arnot

#### Motion 5

Whereas: The COVID-19 pandemic has influenced the day-to-day operations of design teams.  
& whereas: Policy changes must be made to ensure their survival and success in to future years.

BE IT RESOLVED THAT:

Council approve the changes made to Policy Section γ.B as seen in Appendix "HELP DESIGN".

Moved by: Craig "We Love Policy" Maslan  
Seconded by: Liam "We Love Design" Murray

#### Motion 6

Whereas: Design Team Captain hiring policy has been obscure.  
& whereas: Policy should reflect successful practices in place.

BE IT RESOLVED THAT:

Council approve the changes made to Policy Section γB as seen in Appendix "MORE HELP 4 DESIGN".

Moved by: Craig "More Help" Maslan  
Seconded by: Liam "More Love" Murray

### Motion 7

Whereas: There should be an International Student Representative on the Equity Team to support and advocate for international students within our society;

& whereas: Policy needs to reflect that;

BE IT RESOLVED THAT:

Council approves changes to Policy Section βC as seen in appendix “InternationalStudentPosition.”

Moved by: Jheeven “eat smartie” Salvarajah

Seconded by: Julia “drink pasta water” Newcombe

### Motion 8

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 second 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 9

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 second reading of 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

### Motion 10

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 second 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 11

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

BE IT RESOLVED THAT:

Council approves the changes to Policy Section κ.B.1.4 as seen in Appendix "Teams of EngSoc".

Moved by: Liam "this list is wrong" Murray  
Seconded by: Alex "let's fix that list" Koch-Fitsialos

### Motion 12

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 13

Whereas: New design teams want to be formed

& whereas: We want the design teams to be self sufficient before being ratified;

BE IT RESOLVED THAT:

Council approves the changes to Policy Section κ.B.2.1 as seen in Appendix “RADICAL\_RATIFY”.

Moved by: Liam “for the people” Murray

Seconded by: Alex “even more people” Koch-Fitsialos

### Motion 14

Whereas: We need to address the problem of affiliated group debt and how to combat it;

& whereas: we need a more concrete way of dealing with these situations.

BE IT RESOLVED THAT:

Council approve the changes made to Policy Section θ: Financial Policies as seen in appendix “Affiliated Group Debt”.

Moved by: Salma “Wanted debt” Ibrahim

Seconded by: Ben “or alive” Zarichny

### Motion 15

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 the Engineering Society Policy Manual section β.C.14 and γ.A.2.1 as seen in appendix “MORE-PEOPLE” to introduce an Automation & Process Development team under the Director of Internal Processes.

Moved by: Evan “If a dog chews shoes, whose shoes does he choose?” Wray

Seconded by: Ben “Andrew’s gonna love pronouncing that!” Frosst

## Motion 16

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 first reading as seen in appendix "HELP-NEEDED" to introduce an Automation & Process Development team under the Director of Internal Processes.

Moved by: Evan "Fred fed Ted bread, and Ted fed Fred bread" Wray

Seconded by: Ben "Did he get it this time?" Frosst

# Executive Reports

## **President – Spencer Lee**

[president@engsoc.queensu.ca](mailto:president@engsoc.queensu.ca)

Hey Council!

Long time no see. I hope everyone enjoyed their reading week and took some much-needed rest!

Things I've been doing the last couple weeks:

- O-Week
  - o Hiring done
  - o Event forms are being made
  - o I've been dealing a lot with sessional dates and how they impact O-Week
- Advisory Board meeting
  - o Our services and corporate initiatives are prepping for their advisory board presentation
- Sci Formal
  - o They presented to Advisory Board
  - o They're focused on hiring Chairs at the moment
- QUESSI Board meeting
- Faculty Board
- QYEA meeting to discuss collaboration
- Transition things – getting the new Exec and Directors to come to statics and such
  - o Also introducing incoming exec to the Dean and other people they should know
- AMS Assembly
- FYPCOs
- Statics

Things I'll be doing the next couple weeks:

- Statics and recurring meetings as usual
- Meeting with the Dean and other Exec
- Continuing to transition Christina
- Nominating committee for QUESSI Bookstore

As always, let me know if you have any questions. I'm free to answer over email or squeeze in a call somewhere.

Remember to take care of yourselves!

Spencer Lee

## When you find diamonds before iron:



*Figure 1 Me spending time playing Minecraft instead of studying*

### **VP (Operations) – Ben Zarichny**

[vpops@engsoc.queensu.ca](mailto: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, Advisory Board, etc)
- Meeting with the bookkeeper to discuss month ends, t4s, Ceridian payroll info, sage50 vs quickbooks
- Various payments/etransfers, Sorting mail, taxes (the usual stuff)
- Organizing t4s with Jay
- Transitioning Ben

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)
- Continuing to transition Ben. Meeting with each lower and upper in ops pod to discuss each portfolio

- Helping salma with updating website with past budgets

Congrats to the new directors for being hired!!

## **VP (Student Affairs) – Alex Koch-Fitsialos**

[vpsa@engsoc.queensu.ca](mailto:vpsa@engsoc.queensu.ca)

Hey Council!

I hope everyone had a great reading week!! 😊

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

- Transitioning my lovely lower, Kaija!!!
- 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
- Holding director statics with incoming and outgoing team <3
- Organizing EDI Accountability report/presentation for Council & students (special thanks to Andrew Vasila, Kaija and Christina for the chats this week!!)

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

- FINISHING the EDI Accountability Report
- Continuing to transition Kaija
- Continuing work on the Gender in Eng Panel
- Director Statics <3

That's all for now!

Cheers,

Alex



^^ our two house cats spooning <3

# Director Reports

## **Academics – Nick Arnot**

[academic@engsoc.queensu.ca](mailto:academic@engsoc.queensu.ca)

Hey Council!!

It's been a while, here's what's been up in Academics over the last month

### EngLinks

- Ran a bunch of first and upper year workshops and tutorials
- Logistics touch ups behind the scenes
- Finalizing timelines for the end of the year

### iCons

- Up and running in Mitchell hall!
- 12:30-9:30, book a table on Dibs!

### BED Fund

- Finalized purchasing plans, presented to council
- Getting ready for the next steps of purchasing asap

### Advocacy

- Cool lil project with DoSI
- AMS Academics Caucus – went well, some cool ideas
- Transitioning Alexa!
  - EngLinks assistant managers apps due tomorrow!
  - BED Fund Head manager & Academic Advocacy Team due next week!

Next two weeks are looking like:

- Get BED Fund purchases to departments
- Keep things running smoothly
- Wrap up some projects
- Maintain the Academic Feedback Network (submit your feedback to improve classes)
- New teams being hired and transitioned (apply!)

Have a great two weeks! Can't wait to see you all at AGM woooo so exciting xoxo

Nick Arnot

5 year old me after grandma gives me 30\$:



### **Communications – Arhum Chaudhary**

[comm@engsoc.queensu.ca](mailto:comm@engsoc.queensu.ca)

No report submitted.

### **Clubs & Conferences – Brian Seo**

[conferences@engsoc.queensu.ca](mailto:conferences@engsoc.queensu.ca)

Hi Council! Hope everyone enjoyed their well deserved time off 😊

A big shoutout to the new director team and a bigger shoutout to my amazing lower Adam!

Here's a few updates:

- Transitioning Adam and hiring C&C officers!
- QCBT Hiring
- QWEC, QWASE this past weekend!
- Getting hiring prepared for CIRQUE, QWASE, QWEC, QCTF
- Hiring for QEC, QGEC, QSC co-chairs

- CEEC this week!

Over the next two weeks:

- De-briefing and data collection for conferences
- Talking with clubs
- Statics with clubs/conferences/officers
- Assisting Adam further should he need anything!

Old and washed up 😞 This is so sad, Alexa play Despacito

**When you try to crack your neck and  
it suddenly becomes very bright  
around you**



**Design – Liam Murray**  
**[design@engsoc.queensu.ca](mailto:design@engsoc.queensu.ca)**

Hello Council!

What I have done in the last two weeks:

- Transitioning Jen
- Met with Penny to discuss Design Team Showcase
- Working through small changes in policy, make sure all teams are named in policy
- Meeting with Craig to discuss team captain hiring policy
- Met with Arhum to advertise Design Team Showcase

What I will be doing for the next two weeks:

- Transitioning Jen
- Running Design Team Showcase
- Scheduling March Roundtable
- Meeting with new team to discuss ratification

Bai,

Liam Murray

Director of Design



### External Relations – Rochana Gunawardana

[external@engsoc.queensu.ca](mailto:external@engsoc.queensu.ca)

What's good council?

Things I've been doing the last ?? weeks:

- Finished transition manual, began actual transition (shout out to my lower Aidan)
- Taking more BLM orders and shipping them out
- Got ESSCO survey results and sent out the gift cards
- Had a very successful lab experiment/Q&A session with the local elementary school
- Organized a women in STEM presentation at a high school

Things I will be doing over the next two weeks:

- Possibly start a new initiative with Crafting for a Cure with my Outreach team
- Attend Conference on Sustainability
- Attend March TC

- Look into communicating with ESSCO exec on their perspectives of ESSCO in engineering

Adios,

Rochana Gunawardana

**Finance – Salma Ibrahim**  
**finance@engsoc.queensu.ca**

Hi Council!

What I have done since the last Council:

- Transitioning Michael! Congratulation to the incoming ED Team!
- Same old, same old: month ends, emails, meetings, statics, etc....
- Found the operational budgets of the last 3-4 years and updated the EngSoc website with the help of Arhum.
- Worked on finalizing the policy changes you saw today.

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

- Still transitioning Michael and making sure he is ready to start taking on some on the portfolio's tasks.
- Finishing up month ends that need to be caught up on and sending them to our bookkeeper.
- Depositing group sponsorship cheques at the office.
- Reviewing group budgets (sorry for the delay on that)



**First Year – Rein Tiisler**

**[firstyear@engsoc.queensu.ca](mailto:firstyear@engsoc.queensu.ca)**

No report submitted.

**Governance – Thomas Wright**

**[governance@engsoc.queensu.ca](mailto:governance@engsoc.queensu.ca)**

Greetings Council,

What I've been doing for the past month:

- Releasing the nomination form for Awards avec Alex
- Transitioning with Andrew!
- Discussing plans for endorsement policy with Julia

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

- Chairing the awards committee
- Planning for AGM
- Keeping up the transition process with Andrew

Congratulations to all the new directors! You're gonna have a blast :)

Long may yer big jib draw,

Thomas

**STOP DOING COMPUTER SCIENCE**

- Computers are made of silicon, which is made of sand. SAND CAN'T THINK
- Computers DON'T calculate anything, it's a box full of demons
- You want to make something? Use your brain, NOT THIS:

THIS is what hides behind modern computing lies, **what truly controls our computers:**

**Nonsense Diagrams** "Circuit boards" **The ones from beyond with ten thousand eyes**

All jobs to do with computers you may see are fake, they're fooling us

Real people believe THIS CAN THINK ---->

**THEY HAVE PLAYED US FOR ABSOLUTE FOOLS**

**Human Resources – Craig Maslan**

[hr@engsoc.queensu.ca](mailto:hr@engsoc.queensu.ca)

Hello council! Here is an update from the HR portfolio.

What has been done:

- EngSoc Feedback Form is underway
- Putting new hiring initiatives into place with new exec team
- Implementing new hiring form system
- Beginning planning for WTC
- Transition, transition, transition

What will be done:

- Continuing planning for WTC
- Transition, transition, transition
- Collect info on feedback form!
- Design team policy
- Midterms and School!

Have a safe and enjoyable next few weeks everyone!

**Information Technology – Alex McKinnon**

[doit@engsoc.queensu.ca](mailto:doit@engsoc.queensu.ca)

Hi Council!!!!!!!

Things that have been completed over the break:

- Ongoing partial review of technical documentation
- Dash repairs
- Policy changes passed, and first reading bylaw updates (last council)
- Begin transitioning

Our next two-ish weeks:

- KPIs stuff to be reviewed again
- More budget actuals
- Central EngSoc IT services page coming soon to the main EngSoc site
- Preparing some fun IT statistics (and maybe ESSDev presentations) for AGM
- Transitioning the new DoIT further

I did a bit of reading over the past week...

Kind regards,

Alex McKinnon

Director of Information Technology

## **Internal Processes – Alison Wong**

[doip@engsoc.queensu.ca](mailto:doip@engsoc.queensu.ca)

Hello Council!

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

- Completed my Transition Manual
- Having statics with my lower
- Planning EngSoc Banquet

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

- Continuing to plan for the EngSoc Banquet
- Continuing to transition Evan

Have a wonderful week!

Take care,

Alison



Regular  
Zoom

EngSoc  
Banquet Zoom

## **Professional Development – Varnikaa Gupta**

[pd@engsoc.queensu.ca](mailto:pd@engsoc.queensu.ca)

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

- Meeting with Marissa (yay!!!) to help facilitate her transitioning process
- Finished compiling the PD Feedback survey results and distributed to team members for considerations

- Workshops committee held the SWEP information session and RBC resume, cover letter, and networking workshop
- Finished updating budget actuals and received all reimbursements

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

- Supporting Marissa over the duration of her transition
- Support Consulting Week initiatives – the event is the week of March 8th

Ongoing tasks:

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

Take-Aways:

- Take advantage of resume review!
- Consider applying for a PD Exec position for 2021-2022 – applications open on Dash now!

can't keep living like this man

X Royaltea	
1 × Signature Milk Tea	\$6.50
Vanilla Icecream, Regular, Less, L Cold	
Subtotal	\$6.50
Regulatory Response Fee	\$1.50
Tax ⓘ	\$0.46
Delivery Fee	\$7.99
Service Fee ⓘ	\$0.98
Small Order Fee ⓘ	\$2.50
Dasher Tip	\$3.00
Total	\$22.93

**Services – Andrew Kernerman**  
[services@engsoc.queensu.ca](mailto:services@engsoc.queensu.ca)

Things that I have been doing the last few weeks:

- Worked with CEO to finally get jackets delivered and sort out minor logistical issues
- Transitioning my lower!! (im so washed up)
- Helping each service finish their transition manuals

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

- Helping Dalena with transition
- Working with each service to plan a summer transition for the next team
- Statics

Have a great week everyone!

Andrew Kernerman

(I want this dog)



**Social Issues – Julia Newcombe**

**dosi@engsoc.queensu.ca**



Hi Council!

Hope you had a great reading week!

Since last council:

- Transitioning Jheeven, the new Director of Social Issues
- Accessibility training for FC
- Finished Equity Team Report on Orientation Week
- Endorsement Presentation
- Nominating my Team members for awards

The next two weeks:

- Regular and transition meetings
- Menstrual products in Mitchell!!!!
- Accessibility training for FC
- EDI in 100 and 200 program advocacy with DoA
- Sustainability Committee is working on a Climate Action Report
- Bursary Committee Transition

Cheers,

Julia.