



THE ENGINEERING SOCIETY
OF QUEEN'S UNIVERSITY

Council Meeting Agenda

Engineering Society of Queen's University
Monday, September 20th, 2021
6:00 pm, Video Conference

- | | | | |
|-------|---|-------|-------------------------------------|
| I. | Attendance | viii) | First Year |
| II. | Adoption of the Agenda: Motion 1 | ix) | Human Resources |
| III. | Adoption of the Minutes: Motion 2 | x) | Governance |
| IV. | Speaker's Business | xi) | Information Technology |
| V. | Presentations | xii) | Social Issues |
| | a. Summer Full Accountability Presentation VPSA | xiii) | Professional Development |
| | b. Summer Full Accountability Presentation | xiv) | Services |
| | c. Dash Replacement | IX. | Question Period |
| | d. EngArts | X. | Faculty Board Report |
| | e. Relectric Ratification | XI. | Alma Mater Society Report |
| VI. | New Business [3-6] | XII. | Senate Report |
| VII. | Executive Reports | XIII. | Engineering Review Board Report |
| | i) President | XIV. | Advisory Board Report |
| | ii) VP (Operations) | XV. | Club Reports (Happy Group) |
| | iii) VP (Student Affairs) | | i) Eng Phys |
| VIII. | Director Reports | | ii) ECE |
| | i) Academics | | iii) Mechanical |
| | ii) Communications | | iv) Mining |
| | iii) Clubs & Conferences | XVI. | Year Reports |
| | iv) Design | | i) Sci '22 |
| | v) Internal Processes | | ii) Sci '23 |
| | vi) External Relations | | iii) Sci '24 |
| | vii) Finance | XVII. | Statements and Questions by Members |

Speaker: Nick Neokleous

Secretary: Matthew Sun

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 Monday, September 20th, 2021, as seen on the Engineering Society website.

Moved by: Andrew “Mitochondria” da Silva
Seconded by: Nick “Powerhouse of the cell” Neokleous

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, March 31st, 2021, as seen on the Engineering Society website.

Moved by: Andrew “the world” da Silva
Seconded by: Nick “is your oyster” Neokleous

Motion 3

Whereas: Jheeven desperately needs general members for the EngSoc Equity Team;
& whereas: bylaw is a thing and they aren’t going to elect themselves;

BE IT RESOLVED THAT:

Council Elects Lisa Du Plessis, Matthew Stevenson, Graeden Lau,. Jeremy Nguyen to Sit on the EngSoc Equity Team as seen in By-Law section 9 sub section A.2.

Moved by: Jheeven “<https://www.queensengsoc.ca/bread-has-five-syllables/>”
Salvarajah
Seconded by: Christina “” Bisol

Motion 4

Whereas: The BED Fund has a General Fund;
& whereas: This General Fund needs a representative;

BE IT RESOLVED THAT:

Council elect Ali Bekheet as the General Fund representative as seen in Policy Section A.4.7.

Moved by: Grace "CHE1 Superiority" Ma
Seconded by: Alexa "She's in CHE2" Hadley

Motion 5

Whereas: More artistic expression opportunities for engineering students would be fun and beneficial;
& whereas: EngArts wants to be a ratified club that provides these opportunities;

BE IT RESOLVED THAT:

Council approve the ratification of EngArts as an Engineering Society Club as per their constitution seen in APPENDIX "ENGARTS," "PolicyChange," and "ByLawChange."

Moved by: Gillian "Let's get this party arted" Wun
Seconded by: Adam "Broadway is calling" Fell

Motion 6

Whereas: Relectric wants to make the future greener by converting gas cars to EVs;
& whereas: Kaija has approved their ratification forms and budget;

BE IT RESOLVED THAT:

Council approves the changes to Policy Section κ.B.1.4 as seen in Appendix "UPGRADE_MY_VEHICLE" to ratify Relectric.

Moved by: Mira "Better than a Tesla" Teoli
Seconded by: Kaija "and cheaper too!" Niska Edwards

Executive Reports

President – Christina Bisol

president@engsoc.queensu.ca

Hey Hey Council!

Things that I've been doing over the summer + first two weeks of classes

- Getting myself introduced to all external bodies that I'll be working with this year
- Getting my name on all documentation and getting equipped to do my job (i.e. getting credit card, signing over to bank accounts)
- Signing off on a lot of our legal agreements to operate this year
- Learning about my role! (reviewed Policy, By-Law, Constitution)
- Meeting with some great people (Directors, OC, Convenor, AMS, DSA, University and Faculty members, Dean Deluzio, etc.)
- Finding hiring portal to replace Dash
- Launching EngPals!
- Attending Events such as ESSCO AGM, SOAR, Pre-Commencement, etc.
- Working on projects proposed last year and investigated feasibility of new projects.
- Creating President Strat Plan and Budget
- Director Pre-Week & Orientation Week
- Working with Exec, the University, FEAS, and our teams in reopening our services and day to day operations
- Posted Chief FREC & OC applications on Breezy
- Joined Fall Term Break Task Force (FTBTF)
- Attended President Caucus, Faculty Board, Dean meeting; CFES President's meeting
- Help out with Terry Fox Run!

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

- Working with Exec, the University, FEAS, and our teams in reopening our services and day to day operations
- Hiring a new OC (then Chief FREC and FC)
- Heading to first AMS Assembly; work for Fall Term Break Task Force
- EDII Action Plan
- Ensure transition documents for Oweek are underway (including mine)

MaJoR sHoUt OuT to everyone for your hard work over the summer and these past two weeks in executing a glorious Orientation Week(end) and getting the Society prepared to operate for another awesome year! Seeing everyone in person these past few weeks has been exhilarating and I cannot wait to see what other astounding accomplishments we do this year!

Feel free to email me if you have any questions, concerns, or feedback!

Cheerio,

Christina



VP (Operations) – Ben Frosst

vpops@engsoc.queensu.ca

Report not submitted.

VP (Student Affairs) – Kaija Niska Edwards

vpsa@engsoc.queensu.ca

Hyvää iltaa neuvosto,

Welcome back to campus! As we transition to in-person activities I'd like to remind everyone (even if you are fully vaccinated) to wear your mask to class and follow Kingston Public Health guidelines. Let's keep up the hard work to protect the community and return fully in-person sooner! Hope you all are staying safe and had a wonderful summer 🍷.

Things I have been doing over the past two weeks/summer:

- Helped DoSI review documents to update EDII-AS EngSoc training.
- Helping with orientation week(end)! Gotta love that 4 am wake up.
 - Also did a mental health & EDII-AS Q&A session for FRECs
- Getting EngSoc and affiliated groups set up on our *new* hiring platform: Breezy.hr!!
 - Check out our open positions: <https://the-engineering-society-of-queen-s-university.breezy.hr/>
- Lots of meetings:
 - Director Statics
 - FEAS & Dean Deluzio
 - Advisory Board
 - AMS
- Preparing EDII-AS Accountability Report
- Advertising for Orientation Chair and FC
- Got fully vaccinated (2x Pfizer) in June 🍷

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

- Easy, BREEZY(.hr), beautiful, covergirl 🌟
 - Giving training to ED team on how to use breezy.hr.
 - Lots of set up and meetings to ensure smooth transition to breezy.hr.
- Hiring for Orientation Chair and FC '22 (wow I am old)
- Working on the EDII-AS Accountability Report.
- Polishing off my strategic plan for the year & budget.
- Working with FEAS on getting design teams access to the bay.
- AMS Assembly

- Setting up DSC and year exec roundtables for end of September/ start of October.

Now tell the world Daniel - of Pepto Bismol to go,

Kaija Niska Edwards (she/her/hers)

VPSA

Any other information here:

<https://www.youtube.com/watch?v=kUjpbQ4W8Fc>

*People in summer asking for EngSoc stuff
via my personal social media on weekends*

Me:



Director Reports

Academics – Alexa Hadley

academic@engsoc.queensu.ca

Hey guys happy first council... I hope I present first for the directors so this doesn't get overused...

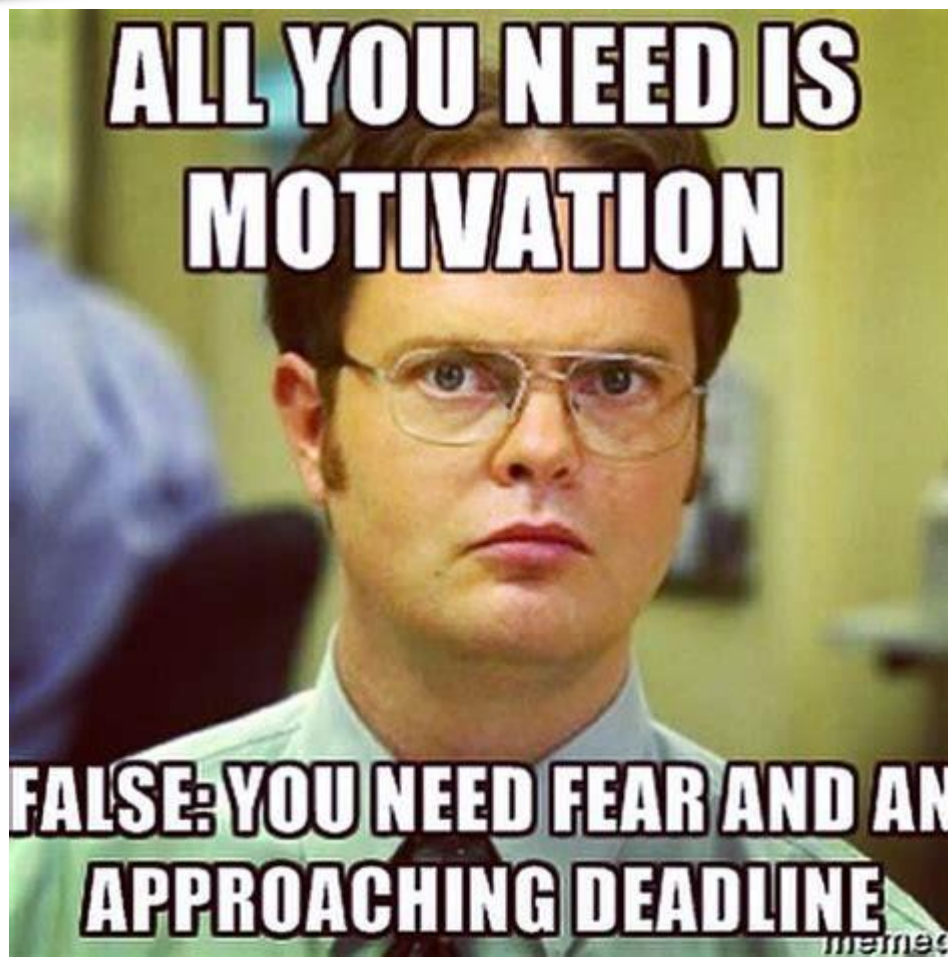
Things I have been doing over the past two weeks/summer:

- Englinks
 - Tutors have been fully trained
 - Second round of personal tutor hiring is about to begin
 - Workshops ran over summer mainly for first year comp course
- iCons
 - iCons are fully trained
 - Opened in the ILC at the start of week 2
 - Currently working weekdays 3-10 (both labs are open and second floor group rooms)
- BED Fund
 - Last year purchases are going through
 - We have a motion to elect a general rep this council
 - Preparing for idea generation events
- Academic Advocacy
 - Working on formatting a virtual caucus for the first week of October
 - Made HR updates to the AFN and getting it up and running

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

- Submitting a request for Douglas Help desks to be in person hopefully
- Working on creating a BED Fund idea generation event
- Planning the first caucus

Overall things have been going relatively smoothly and according to plan.



Communications – Ella McGurk

comm@engsoc.queensu.ca

Things I did the past two weeks:

- O-Week coverage!! Had my videography manager help me out and got a lot of great footage and photos
- Fulfilling a bunch of hiring graphics requests with my manager Tom
- Sent out the AllEng's each week – started a Spotify section
 - o Reminder to everyone not to use the previous form, I finally obliterated it so it should no longer be a problem
- ED Team headshots got sent out
- Begun hiring process for my own team as well as promotions
- Met with managers to start planning our in-house projects
 - o EDII/Sustainability campaigning mostly
 - o Also Comm Team promotions of our services
- Managers have been busy in their own right

Things I will be doing the next two weeks:

- Hiring my team!!! Much needed we're swamped
- Team training following hiring
- Beginning in-house projects
- Fulfilling the AllEng emails
- Finally sitting down to go through the website in more detail to fix a bunch of things – lots needs updating
- Helping managers as required
- Meeting with Matt from faculty? @ Aidan let's discuss

Cheers,

Ella

Clubs & Conferences – Adam Fell

conferences@engsoc.queensu.ca

Hello Council!

Things I have been doing over the past two weeks/summer:

- Wrapped up spring hiring for conferences
- Wrote strategic plan and budget
- Met with clubs and conferences to discuss goals and plans for the year
- Started planning the new EDII conference with the Director of Social Issues
- Started planning the new conferences sustainability report

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

- 
- Promoting and hiring for the EDII conference
 - Starting the conferences sustainability report
 - Meeting with clubs and conferences to get updates on their planning process

Design – Jen Kovich

design@engsoc.queensu.ca

Hey Council!

Things I have been doing over the past two weeks/summer:

- Design Team Night
- Reviewing re-ratification forms
- Organizing files/emails from past years
- Updating teams' information on the EngSoc website
- Meeting with teams
- Helped Relectric Team with ratification process
- Updated charters
- Tracking teams down
- Lots of training
- Created Instagram page @queensdesignteams

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

- Hiring a captain for the Queen's Fuel Cell Team
- Helping QMAST transition their new captains
- Reviewing re-ratification forms
- Design teams are hiring general members!
- Reviewing stewardship agreements/safety plans
- QBMeT/QUEST???

Cheers!

Jen

Me two weeks into class:



Internal Processes – Evan Wray

doip@engsoc.queensu.ca

Hey Council!

Things that I have done over the summer and in the past two weeks:

- Learning Microsoft Power Automate, Apps, and BI
- Organizing my portfolio's SharePoint site
- Collecting and organizing documents in the EngSoc document locker SharePoint site
- Collecting portfolio improvement ideas from other ED Team members and Service Head Managers
- Preparing projects for A&PD Team to work on
- Preliminary Poster Sale event planning
- Read Director of Events documentation

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

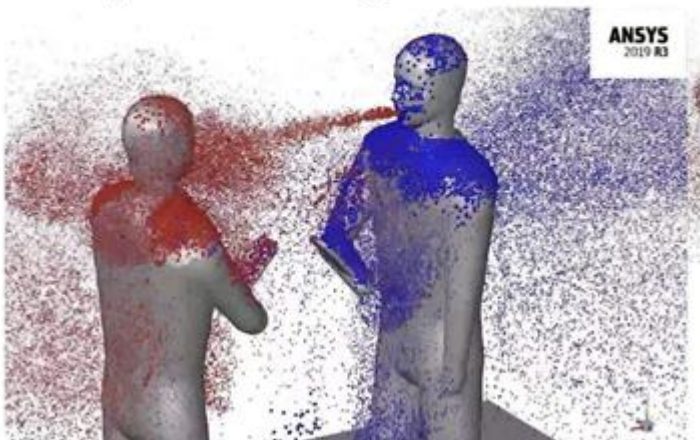
- Collecting fob information from ED Team to provide access to ILC Lounge once it is approved
- Learning Key system to provide & manage keys to Services
- Learning Security system to monitor and maintain logs
- Reach out to Faculty contact and start planning Dean's Reception
- Develop and finalize FYPCO tasks
- Write-up event plan and complete CRAG form for Poster Sale

I hope everyone has had a good start to the year!!!

All the best,

Evan

when rona ends and we can
finally blast each other
with particles again



External Relations – Aidan Shimizu

external@engsoc.queensu.ca

No Report Submitted.

Finance – Michael Butler

finance@engsoc.queensu.ca

Good morning consumers – happy week 3 and hope you’ve all had a magic summer!

Over the summer I’ve been taking a backseat in DoF stuff and enjoying the sun but I’m looking forward to properly getting into it:) Some highlights of my DoF summer were:

- **Transition**
 - o Learning the ins and outs of funky junky joker monkey role we call DoF (thanks Salma!)
 - o Learning what I was supposed to do over the summer
- **Affiliated groups**
 - o Preparing and running the finance trainings
 - o Reading through and (if it went well) approving budgets...im still not done
- **Director Role**
 - o Compiling the operational budget for ED 2021
 - o Light training for the finance officers (hi Ali, Jackson, Will!)

Over the next little bit my priorities are:

- **Affiliated Groups**
 - o Helping groups that haven’t submitted budgets / didn’t know this was a thing
 - o Meeting groups that need to change stuff on budgets
 - o Finishing budget approval (...finally)
 - o Making sure the people have Finance Training and know what they are doing
- **Bank of EngSoc**
 - o Adding people to BoE (gimme their emails if you need people on it because my list is sorely lacking and it’s driving me nuts)
 - o Running BoE w/finance officers
 - o Some loose month ends are floating around
 - o BoE Back-End Improvements

I’d also like to offer a song suggestion for you to listen to if you want: **Scars – Baby Keem**

K, thanks for all the fish and have a great rest of council!

Michael “Badger Boy” Butler – Director of Finding Ants



First Year – Allen Liu

firstyear@engsoc.queensu.ca

Howdy council, hope things have been good!

Things I've been doing the last 2 weeks:

- Finishing transitioning my team and making sure they're ready to face the year to come!
- Held an information/welcome session for first year international eng students and met with the faculty on engagement strategies, plans for this year
- Getting first year executive elections running
- Prepping FYPCO positions, making sure applications are ready and up, advertised to first years

Things I will be doing in the next 2 weeks:

- Finalizing FYPCO applications, beginning the interview process
- Hosting a first-year study skills workshop with SASS
- First Year Team Instagram takeover
- Opening up year crest voting
- Statics with my team

My last 2 weeks summed up :)



Human Resources – Alison Wong

hr@engsoc.queensu.ca

Happy Mid-Autumn Festival!

Things I have been doing over the past two weeks/summer:

- Ran (read: set up EngSoc Academy for) the Winter 2021 Training Conference for all EngSoc hires
- Met with DOSI to discuss plans for re-vamping EDII-related trainings
- Met with DOPD and Corporate Relations Team to get resources about interviewing/interviews (to be used to develop interview prep material for prospective hires)
- Learning how to use Breezy

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

- Developing a concrete plan to create all the new training and how to structure/deliver it
- Creating positions, approving postings on Breezy
- Updating any documentation related to hiring to reflect the new process with Breezy

Any other information here:

I am not well versed in memes so I hope this goose butt is an acceptable substitute:



Governance – Andrew da Silva

governance@engsoc.queensu.ca

Helllloooooooooo Council,

Welcome to the first edition of EngSoc Council for the 2021-22 school year.

Things I have been doing over the past two weeks/summer:

- Gathered a council email list
- Met with the Elections team, policy officers, and secretary
- Static meetings with Kaija
- Revised the General Election Rules for the 2022 Election Campaign (with the help of Nick 😊)
- Set up the elections for the Mechanical Engineering President position
- Set up the First Year Exec Elections with the help of Allen

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

- Working closely with Allen for the First Year Exec Elections
- Setting up the time frame for the EngSoc General Elections
- Looking at ways to further improve automation within my portfolio

Cheers,

Andrew



Information Technology – Zach Donovan

doit@engsoc.queensu.ca

Hey Council,

Things I have been doing over the past two weeks/summer:

- Rebuilding infrastructure from ground up
 - Redid networking stack to improve security and speed.
 - Moved DNS to Route53 and implemented CloudFlare.
 - Moving servers to dedicated host.
- Implemented ticketing system @ engsoc.queensu.ca/help
 - Current SLA is >24hrs @ ~10 tickets/week.
- Moving subdomains to path for web cleanliness
 - blah.engsoc.queensu.ca -> engsoc.queensu.ca/blah
- Working on getting emails migrated from AMS to our own tenancy.

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

- Working on getting emails migrated from AMS to our own tenancy.
- Hiring “Junior ESSDev” team members
- Continuing with infrastructure overhaul

Cheers,

Zach

When you accident click on restart
instead of shutdown button



Social Issues – Jheeven Salvarajah

dosi@engsoc.queensu.ca

Whats poppin council, nice to meet you all!

Over the summer:

- Created a fire strategic plan for the year
- Meetings with Exec, ED Team, Equity Team, Advisory Board, FC etc
- Meetings with EDII Clubs/Groups
- Meetings with QUIC & Eng International with ET International student support rep to discuss increased EngSoc support for International Students
- Meetings with the Vice-Provosts of Teaching & Learning and Academics to discuss university wide EDII academic integration
- Meeting with Dean Deluzio & Associate Dean Marianna Kontopoulou to discuss faculty EDII academic integration
 - Integrating EDII into course framework (i.e APSC 200)
 - Meeting with faculty ETLT team to discuss changes to course Syllabus & Rubrics
 - Creating EDII Master resource document & workshops for professors with ETLT team
- Created Framework for EngSoc EDII Conference
 - To be run in the winter of 2022
 - Currently hiring Co-Chairs! (Application on Breezy/hr 😊)
- Created/updated the following training modules for EngSoc
 - Mental Health Training
 - Accessibility Training
 - International Student Support Resources
- Created framework for following trainings to be created/updated in the fall
 - Sustainability Training
 - Anti-Oppression/Diversity/Inclusivity Training
 - EDII In Leadership training
- Created an EngSoc EDIIAS Resources Guide to assist EngSoc organisations
- Created Resources documents to assist services with their EDII-AS Scenario training & pre-training survey
- Reviewed and provided feedback to services EDII-AS scenario training
- Supported, reviewed FREC Training (collaboration with FC Preweek Coordinator)
- Planned Logistics for the Orientation Week EDII-AS Survey + report
- Organised and ran Bursaries for Orientation Week (online & in-person)
- Supported Orientation Chair with EDII-AS related Orientation questions/inquiries

etc.

- Assisted with Primer review + feedback
- Assisted President & VPSA with EngPals buddy program
- Assisted with EngSoc Pride Week events/promotions
- Assisting with EngSoc EDII Action Plan 21/22 report
- (Helped run OWeek & OWeek(end)) 😊
- Placed Free & Accessible Menstrual Products in all 3 of the women's washrooms in the ILC!

Looking forward to:

- Electing members onto the Equity Team
- Electing members onto the Bursary Committee
- Assisting Katie to hire members onto the Sustainability Committee
- Hiring Co-Chairs for the EngSoc EDII Conference
- Launching the Orientation Week EDII-AS Survey
- Jacket Bursary logistics with CEO
- More meetings with my Equity Team & Bursary Chair, getting more projects started
- Buying celebratory sushi when this busy month is over!!



Professional Development – Marissa Matthews

pd@engsoc.queensu.ca

Hey everyone,

Things I have been doing over the past two weeks/summer:

- Summer:
 - Lots of meetings!!
 - Deciding on events for the year
 - Initial planning of events (budget, timelines)
- Past two weeks:
 - Hiring international rep and marketing committee members
 - Looking into event venues
 - First event! Rogers Info Session

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

- Grad School 101 Workshop
- Prep for October workshops and alumni mentorship events



Services – Dalena Vo

services@engsoc.queensu.ca

Greetings young (and old) Hobbits,

Things I have been doing over the past two weeks/summer:

- Tea Room is open as of last Wednesday (very exciting stuff)! My recommendation: the Dirty Chai and Chicken P's (yum)
- Golden Words has started distribution to rez's and other buildings; grab a copy when you get the chance!
- Science Quest has wrapped up after the summer, so now they're just tying up loose ends and preparing to transition the next team
- CEO completed their Back to School sale which went super well! Their new designs are absolutely poppin'
- Re-worked staff trainings (now most have completed them) so my Services Officer (Nathan Jones) is distributing feedback surveys soon to the outgoing Science Quest team and current services teams

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

- We (VPOPs, Clark, and I) are still working on Clark's re-opening
- Working on improving the Tea Room's current layout and buying more of their products (Ben, Thomas, and I will fully fund its return)
- Science Quest Head and Assistant Director job postings up on Breezy!
- Reading more Golden Words, boycotting CoGro, and seeing all your lovely faces in the ILC



Creds: Golden Words Editors Haneen and Jacob