



THE ENGINEERING SOCIETY
OF QUEEN'S UNIVERSITY

COUNCIL MINUTES

Monday, September 20, 2021
6:00 pm, Video Conference

Speaker: Nick Neokleous
Secretary: Matthew Sun

Council begins, 6:03 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 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 passes, 6:06 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, 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 passes, 6:07 pm

IV. SPEAKER'S BUSINESS

Nick Neokleous: I want to acknowledge Queen's is situated on Indigenous territory, that we are very fortunate to be learning here, and would encourage all to familiarize themselves with aboriginal history. Please put personal pronouns in your zoom names. If you are not a voting member, please do not fill out the form. As I mentioned before, there is a speaker's queue sent out by Director Da Silva.

V. PRESENTATIONS

SUMMER FULL ACCOUNTABILITY PRESENTATION VPSA

Kaija Niska Edwards: I've included a breakdown of my weekly working hours in the summer. We had many static meetings (weekly) with affiliated groups in EngSoc and executives. We filled out monthly council reports which are attached in the presentation, accountability sheets and provided online training modules consisting of first aid training, suicide prevention, and positive space. I also attended SOAR. Strategic Plan & Budget next council. Proposed projects, few are included and few in progress and they're all stated on the presentation. There was not a lot of traction on the EngSoc website reports. Breezy.hr hiring portal was chosen as the new platform. Hired a new data entry position to populate the platform. Created "Guide to Breezy" to help directors navigate the new platform. I did Pride & NIHM initiatives, mostly in June, I developed many graphical design skills, it was a nice learning experience. I learned more about legal stuff, e-transfers, and other applications such as Outlook and Slack. EDII action plan was created and reopening plan was generated by Christina and Ben. In terms of club support many meetings were done. EngPals is a mentorship buddy program to support peers within the faculty, and it was very exciting. If you have feedback, please let us know. With design teams, we hope to make an EDII policy with design team captains including Caroline Kim. We're restructuring Gender & Racism in Engineering

Panels and we're hiring! Into the Spider-Verse 2, we're working on fixing the website. Accessible Spaces Fund logistics was pushed to school year, is going to be worked on this semester. There was preliminary discussion for a design team contract. Cancelled projects include the Rubber Ducky, Writing Policy, The Oath (grievance system part – form had not enough traction; Human Rights and Equity Office are launching one), Knowledge is Power, and Big Hero 6: Design BAYmax. In conclusion, all the annual projects are done. As Christina put in her presentation, Covid-19 made planning more difficult, policy attached in presentation. Please email me if you have any questions, vpsa@engsoc.queensu.ca.

Q&A: No questions.

SUMMER FULL ACCOUNTABILITY PRESENTATION (PRESIDENT)

Christina Bisol: We were elected back in February, had 8 annual projects completed, 12 new projects completed. Ended up working 562 hours. Dips were due to statutory holidays. Completed projects, was involved in static meetings and emails with FEAS faculty and executives, met with other faculties, President Caucus and I helped the orientation committee with the primer and video. Drove a truck during o-week, there were set-backs due to hybrid planning. Gave support to FC and the names on the presentation are code names. Budget will be presented next council. Additional projects that came up consists of the hiring portal, did research for the replacement. There was some hiring that was done as well as Covid-19 preparations with regards to Sept and the rest of the year. Finding new info as year progresses. New alumni video on the way and videos recorded for SOAR. Transitioning was another big part in the summer. Learned technical skills; e-transfers, signing legal documents. Additional meetings came up, advertising vaccination. Learned how to send mass emails using MS Word – useful for EngPals. EDII action plan, hoping to be presented next council. EDII clubs, EngPals and, EngLinks bursaries for personal tutors. Meetings were virtual, I want to be clear about that. Restructuring of Gender and Racism in Engineering Panels was done. Purple Knight sword, candidate being heavily involved in EngSoc. We have not assessed space for new names. Spaces need to be cleaned. New projects to write policy and fall back on the AMS policy, did not seem necessary to renew. May be implemented in this or future years. Improvement of society communication, want to start out on TikTok. Will be using Breezy for student engagement assessment (new hiring portal). It tracks positions and roles data. I was able to help represent students to Faculty Board. Everything has gone smoothly.

Q&A:

Jonah Opler: For no reason, I'm interested in the EngLinks personal tutor bursary situation. Christina, are you able to share anything at this moment?

Christina Bisol: We're looking to having some sort of reimbursement situation (similar to gift cards). Will have more details in the future.

Julia Newcombe: The writing policy bullet, is that policy for non-affiliated board groups?

Christina Bisol: Yes.

Kaija Niska Edwards: It was for external groups and donation policies.

DASH REPLACEMENT

Kaija Niska Edwards: Our new dash platform is Breezy.hr. Dash lasted 3 years and was made in house. There were known issues. In April, there were security issues that were brought up. It was not feasible either with Microsoft Forms. Requested from council \$5000 to replace Dash. Will include in budget presentation. Fixing it was not feasible, security checks are costly. Buying new service was more cost effective. Students being hired was the idea being run around. Issue became the loss of information between years of students. ASUS uses Breezy.hr. Most other options were very costly. Breezy provided all key features. Can schedule interviews much more easily. There are reports and existing data. Can record training session for future use. There are flexible monthly payments. Can downgrade to Bootstrap plan which is free during the non-active months like the summer. It offers unlimited users. They have a live chat function; 9-5 all weekdays and they host video events to learn more about the platform including FAQs. If you scroll to the bottom, it has all the openings. The idea of this is it will be much easier for first- and second-year students to apply for open positions they are interested in. Just like Dash, we can do all position descriptions, hiring policies and questions. Spent past 3 and a half weeks to set up Breezy.

Please email Alison Wong for hiring process (hr@engsoc.queensu.ca).

It is linked to our EngSoc website and IG bio. Lost of great positions on there and tell all your friends to apply!

Q&A: No questions.

ENGARTS

Gillian Wun: I'm one of the co-founders of EngArts, would like to ratify today. Other co-founder is Nick Neokleous. We are passionate about the arts and believe there are limited art-related opportunities in Engineering. Artistic expression can be beneficial, and we would like to create a platform for this. Three main goals; create a production and play created by Engineering students of all skill levels who are interested. Monthly newsletters is another goal and there will be bi-weekly meetings to engage all in a variety of activities (painting, improv, writing) which will be open to everyone. We are in our fifth year and would like some form of long-term sustainability. Allows for increased exposure to engineering students and strengthens the club's overall connection.

Q&A:

Julia Takimoto: Do you intend this club to be limited to engineering students or open to everybody, like EngSoc banquet?

Gillian Wun: Would be open to any student, want to target mostly engineering students since they are limited in exposure. Would be geared to engineering schedules.

Christina Bisol: Will you be requiring the fees from the Engineering Society for material/supplies? Have you considered any long-term expense for the club? If its open to everyone, how will you manage who will be actual members/successors?

Gillian Wun: In terms of costs, we would like to spend within our range and gauge ticket sales (mainly for production funds). At least definitely for the first couple of years. Then, we should be able to be self-sustained through the ticket sales in terms of purchasing materials for that year. There are positions that we will hire such as the director of the play, costume management and marketing. So, we'll have some members who are hired and when we're starting to hire the next team for the following year we'll make

sure to promote the club and talk to any members who keep on coming and encourage them that if its something they're passionate about, to encourage them to take a leadership role.

Kaija Niska Edwards: In terms of space, what is the plan? We are still in a mostly online environment. How would you engage on a virtual platform? With the space and storage of materials, where would that occur? Or would it be in Nick's basement for example?

Gillian Wun: We'll still try to encourage people through virtual meetings and tailor leadership roles to those who are constantly coming. We have not currently thought about space.

Julia Takimoto: What kind of interest did you have from the community so far?

Gillian Wun: Because we weren't ratified, we did not do a full promotion yet. We feel like there should be interest and other universities such as McMaster act as proof, mainly for the production part. Other universities have interest and thus we believe Queen's would be interested as well. In terms of cost, time and effort there is not too much commitment.

RELECTRIC CAR PRESENTATION

Mira Teoli: I'm the current executive team lead of Relectric Design Club. We hope you all will ratify us and get to know the team better. The Queen's Relectric Team aims to improve the economic accessibility and environmental sustainability of personal transportation through the conversion of fossil fuel vehicles to electric powered. Some members have prior experience modifying cars. We all understand the impact of fossil fuels and the team is very passionate. We're very EDII committed, zero tolerance to bullying and inappropriate behavior. We aim to make our executive team as diverse as possible.

Kendall Glen: Team members will get hands on experience with electric vehicle technology. Members can apply for more responsibility within the team no matter the year of study. Goal is to re-engineer EV technology. We have seen an insane amount of interest from many students, many Queen's undergrads are interested, and we would like to provide a design team to provide that opportunity.

Josh Block: We would like to perform continuous research, teach new members, create sponsorship outreach, purchase/assemble powertrain components, and modify ICE cars.

Q&A:

Nick Mertin: I don't see an appendix for a constitution for this design club, is there one? What is the leadership stretch?

Kaija Edwards: I don't believe it is attached to the minutes, but I do have a copy that I can share.

Mira Teoli: Executive lead position, Kendall is operations lead.

Kendall Glen: I mostly do documentation and will reach out to get more team members related to marketing. Working on sponsorship packaging. I also work with Mira and I'm the lead for the EDII team. I will hopefully start training with all the members on the team.

Mira Teoli: Members are broken down to different sub-disciplines. Josh is the power systems lead.

Nick Mertin: Is there any sort of secondary person to help? We significantly underestimated the amount of paperwork in previous design team experiences.

Mira Teoli: Yes, it is completed.

Julia Takimoto: Just curious, are you asking for student funding for fees, what's the plan?

Mira Teoli: At the moment, we have an agreement with the class of Sci '74. Sharing budget with the Solar team. Applying to Dean's donation as main income. Later years will ask for student fees. Mainly looking for external sponsors.

Nick Mertin: Do you ever intend on possibly pursuing competitions?

Mira Teoli: We want to investigate it in the future. There's an EV team at the University of Calgary and are looking forward to all competitions we may participate in.

VI. NEW BUSINESS [MOTIONS 3-6]

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, Graeden Lau, Jeremy Nguyen, Matthew Stevenson 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

Q&A:

Jheeven Salvarajah: Why would you like to join the Equity Team?

Graeden Lau: I want to do more stuff for EngSoc, I can put in the hours, and I care about people being treated well.

Jeremy Nguyen: I think in the past couple of years, it's obvious we failed society in terms of diversity and inclusion; would like to improve upon that.

Matthew Stevenson: I would like to become more involved in EngSoc. Especially in the past-year I would like to create a more inclusive environment filled with multiple people from various backgrounds.

Lisa du Plessis: Foster a community where everyone is valued and feels comfortable.

Jheeven Salvarajah: What are some projects you would like to take up this year? Working on EDII related projects and equity website.

Graeden Lau: I'd be down to work on all of those. My schedule would be a limiting factor.

Jeremy Nguyen: I would be interested in working on the o-week project, its very important to first-years and we must ensure it is inclusive as much as possible.

Matthew Stevenson: I think the o-week project is great and the plan to implement EDII into academic framework encourages equity and keeps the idea of EDII past orientation.

Lisa du Plessis: Mainly the orientation initiatives and the conferences.

Jheeven Salvarajah: Why is EDII important to you?

Matthew Steveneson: I'm from BC, I see a mosaic of cultures, an atmosphere where multiple backgrounds are respected.

Jeremy Nguyen: Being a person of color, EDII has been something I had to deal with in my daily life. I would like to get rid of the physical barriers you are born with. Its important to me to work towards making them better for everyone.

Graeden Lau: It's important to have a respectful community and have a system where everyone feels safe and supported.

Lisa du Plessis: Would like to facilitate inclusion and work at all the little instances of discrimination in EngSoc and clear those up.

Motion passes, 7:36 pm

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

Q&A:

Grace Ma: Why do you want to join BED Fund?

Ali Bekheet: I find the way money is spent in EngSoc interesting. I would like to see the process of BED Fund and the way it is implemented is something I am interested in.

Francesco Cammalleri: I'm interested in finance and would like to see money allocation, what is necessary vs unnecessary.

Grace Ma: Why are educational initiatives important to you?

Francesco Cammalleri: Important to me since there is no greater investment. Should take advantage of the knowledge we gain while we're here.

Ali Bekheet: BED Fund is critical to enhancing our education and I believe it is something worth doing.

Grace Ma: What is the importance of having multi-disciplinary allocation?

Ali Bekheet: Maximizing utilization of money from BED Fund.

Francesco Cammalleri: It helps bridge the gap between departments. For example, I'm the rep for mining. Our materials can be used by the Chem Eng department where we can help each other in terms of resources.

Motion passes, 7:50pm

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 passes, 7:54 pm

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

Motion passes, 7:58 pm

VII. EXECUTIVE REPORTS

I) PRESIDENT

Christina Bisol: Some key things to note, orientation applications are closing at Wednesday at midnight, Chief Frec is closing soon! Reopening and hiring and making sure everything is working will be my main job.

II) VICE PRESIDENT OF OPERATIONS

Christina Bisol: Ben cannot make it tonight due to personal reasons. He has been working diligently on reopening our services.

II) VICE PRESIDENT OF STUDENT AFFAIRS

Kaija Niska Edwards: Over the past while, I have been doing training reviewal, orientation training, getting EngSoc set up on breezy, statics with directors and faculty executives, orientation chairs and Chief Frec applications. In the next 2 weeks, I will be providing training on Breezy and there will be guides to come.

Orientation Chair for '22 will be hired. Budget plan to be released next council. EDII accountability report is being made and discussion is currently undergoing with FEAS.

VIII. DIRECTOR REPORTS

I) ACADEMICS

Alexa Hadley: Over the summer, EngLinks was running smoothly, especially for the summer comp course for first years. We made sure staff are fully trained. Personally worked on HR stuff that complies with faculty policy. ILC has opened and they're continuing to update some things (no more social distancing). EngLinks is continuing to run online. BED Fund purchases are getting wrapped up. Upcoming things include working with academic advocate team for first-year caucus. Planning BED Fund idea generation event which will be online.

II) COMMUNICATIONS

Ella McGurk: Lots of hiring and events in the past week. Videographer been making promo/highlights video. Doing All Eng. Made Spotify section which was appealing to everyone. Please don't use last form, obliterated it. Did some headshots, started hiring process for own team. Started in-house projects for EDII and worked with managers. All Eng campaigns and elaborating on websites, looking to do fixes. I need to convince managers to help me out. Just going to continue as I have been.

III) CLUBS & CONFERENCES

Adam Fell: I wrapped up hiring for conferences. Wrote up strategic plan & budget. Passed on new information about campus re-opening plan. Jheveen and I are planning EDII conferences, looking for applicants, due Thursday. Created a sustainability report, new initiative this year. That was most of my summer as well as meeting with Clubs & Conferences. Will promote EDII conference online and starting sustainability report. Will suggest improvements in future years and continue to meet with Clubs & Conferences with regards to re-opening and hiring.

IV) DESIGN

Jen Kovich: Had design team week, successful for online event. Checking ratification forms. Updates on EngSoc website. Met with teams and Relectric team for ratification process. Helped find leaders for design teams. Created Instagram page. Currently hiring and transitioning captains on Breezy. Will continue to review and apply safety plans.

V) INTERNAL PROCESSES

Evan Wray: I have learning MS power platform to perform role. Collecting documents. Preparing projects for team to work on. Looking to learn systems and develop services.

VI) EXTERNAL RELATIONS

Christina Bisol: Aidan could not make it for health reasons. Terry Fox run has been well run. Presidents meeting this past weekend, no major impacts on the society. Will have more conferences in the future, all are encouraged to attend.

VII) FINANCE

Michael Butler: Organizing finance training. Learning the role and what's happening. Over the next few weeks, would like re-engineer the backend finance operations. Adding people in is taking longer than expected. Finishing budget improvements this week.

VIII) FIRST YEAR

Allen Liu: Finishing transitioning team and making everyone comfortable. Obtained resources and drafted plans for the school year. Early September finalized this and making sure everyone is ready to go. Created international welcome session. Provided resources and welcomed to EngSoc. Met several times with faculty advisor for engagement strategies for international students. First year exec nominations, voting starting Thursday. Working closely with communications manager to advertise events. Next two weeks. FYPCO applications will be closing early October. By end of September, Instagram takeover will occur. Will work with CEO for GPA jackets.

IX) HUMAN RESOURCES

Alison Wong: Dash was down, not a lot to do during the summer, discussed with Jheveen more EDII tools. Worked with Kaija for Breezy and to implement hiring policies for the current semester. Hiring 101 to be made as a guide that will come at some point this semester. Updating hiring procedures with Breezy.

X) GOVERNANCE

Andrew Da Silva: This is the first council of the school year, hope it went well. Hoping it gets better next time. Gathering council lists was done throughout the summer and during the current semester. Met with secretary and policy officers. Reviewed election rules with Nick. Did elections with Mechanical discipline. Working on promoting first year elections. Hoping to automate positions.

XI) INFORMATION TECHNOLOGY

Zach Donovan: Major infrastructure overhaul of backend systems of EngSoc. Implemented ticketing system. IT assistance may be found there. Moving a lot of subdomains to a path. Biggest thing is moving emails away from AMS to our own MS 365 tenancy. More details to follow. This process will take a lot of time.

XII) SOCIAL ISSUES

Jheeven Salvarajah: Vice-Provost meeting and faculty heads. Talked about integration of EDII to course frameworks. Working to make master EDII document. Created framework for EDII conference, applications on Breezy. Created a new mental health training module. New international student guide. Anti-oppression, EDII training guides. Faculty and university wide EDII application. New EDII survey launching later this week. Collaborated with President and VP of Student Affairs. ILC maintenance and placing menstrual products in washrooms. Looking forward to working with newly elected equity team. Hopefully new bursary team next week. Working with CEO to work on jacket logistics. Lot more meetings with bursary chair to come.

XIII) PROFESSIONAL DEVELOPMENT

Marissa Matthews: Loads of meetings. Main part of meetings was deciding workshops and events in the year. Planning timelines and budgeting purposes. Recently added 3 new positions (international rep and marketing positions). Busy-looking event venues happening in January. First event this week, Rogers's session. This Thurs, Grad School 101 workshop. Alumni session in October.

XIV) SERVICES

Dalena Vo: Reopening in the summer. Editors working hard. Various meetings on Zoom and working on staff training with Director of Social Issues and other managers. Science Quest hiring. Hopeful to get Clark running.

IX. QUESTION PERIOD

Nick Mertin: Some space allocation is delayed this year. Is there any update on that?

Kaija Niska Edwards: Not progressed further, no time to assess the space. Working diligently to getting design teams back into that space.

X. FACULTY BOARD REPORT

Jonah Opler: Had the first board meeting last week. Nothing ground-breaking. Interesting stats. 96% of faculty staff are vaccinated (fully). 95% of students are fully vaccinated. All engineering faculties are approved to be on campus. ILC rooms are bookable. Around 900 first years. Classes continue on Truth and Reconciliation day. Professors should be flexible about that. There are 305 interns on QUIP.

XI. ALMA MATER SOCIETY REPORT

Christina Bisol: The AMS holds some assembly over the summer meant for presidents. Nothing major. Evaluating contract between Queen's and Coca-Cola. Working to find more sustainable supplier. Co-curricular discussions. President's caucus will continue. All sessional dates are approved for AMS, and rector nominations have already started. Dates are approved at previously assembly and approving who is allowed to run tomorrow. More updates next council.

XII. SENATE REPORT

Jeremy Nguyen: No senate meeting yet. Met with principal, focus is transition back to in-person. New norm would be hybrid based on learning from COVID-19.

XIII. ENGINEERING REVIEW BOARD REPORT

Christina Bisol: Reached out to former ERB head, looking to hire next ERB Chair.

XIV. ADVISORY BOARD REPORT

Julia Newcombe: Advisory board oversees businesses that EngSoc runs. Meetings in summer, approved science quests. Approved services from budget plan. We are working with DOFY in orientation week and the EDII survey. Year-end reports as well.

XV. CLUB REPORTS

I) ENG PHYS

No updates.

II) ECE

Madeleine Roll: No major updates currently. ECE council met once, will continue to meet throughout the year.

III) MECHANICAL

Julia Takimoto: Elected president and looking to elect a council representative.

IV) MINING

Francesco Cammalleri: No updates.

XVI. YEAR REPORTS

I) SCI '22

Julia Takimoto: Not met yet, will meet first time tomorrow. No council pizza today. We have leftover merch from last year, hopefully will sell. Awesome Sci '22 face masks. Check out the Instagram @queenseng22. Looking to hire positions in year exec.


II) SCI '23

Noa Wyman: No major updates. Two meetings so far, just planning out the year. Thinking about events and merchandise.

III) SCI '24

Ali Bekheet: Recently met in-person with Year Exec. Discussions on merchandise and events this year. No major updates. Follow the @queenssci24 Instagram page.

XVII. STATEMENTS AND QUESTIONS BY MEMBERS



Nick Mertin: New discipline. Mechatronics and Robotics Engineering (Direct Entry). I will be working with my department to get a representative to at least contribute to feedback. I'd be happy to work with EngSoc on getting a representative as well.

MOTION TO CLOSE:

Motion Passes, 8:49 pm