



THE ENGINEERING SOCIETY
OF QUEEN'S UNIVERSITY

Council Meeting Agenda

Engineering Society of Queen's University

Monday, October 4th, 2021

6:00 pm, Video Conference

- I. Attendance
- II. Adoption of the Agenda: Motion 1
- III. Adoption of the Minutes: Motion 2
- IV. Speaker's Business
- V. Presentations
 - a. EngSoc Operational Budget 2021-2022
 - b. Summer Accountability Presentation – VPOPS
 - c. Fall Term Break Presentation
 - d. EDII Action Plan 2021-2022
- VI. New Business [3-8]
- VII. Executive Reports
 - i) President
 - ii) VP (Operations)
 - iii) VP (Student Affairs)
- VIII. Director Reports
 - i) Academics
 - ii) Communications
 - iii) Clubs & Conferences
 - iv) Design
 - v) Internal Processes
 - vi) External Relations
 - vii) Finance
 - viii) First Year
 - ix) Human Resources
 - x) Governance
 - xi) Information Technology
 - xii) Social Issues
 - xiii) Professional Development
 - xiv) Services
- IX. Question Period
- X. Faculty Board Report
- XI. Alma Mater Society Report
- XII. Senate Report
- XIII. Engineering Review Board Report
- XIV. Advisory Board Report
- XV. Club Reports (Sunny Group)
 - i) Applied Math
 - ii) ChemEngChem
 - iii) Geological
 - iv) Civil
- XVI. Year Reports
 - i) Sci '22
 - ii) Sci '23
 - iii) Sci '24
 - iv) Sci '25
- XVII. Statements and Questions by Member

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, October 4th, 2021, as seen on the Engineering Society website.

Moved by: Andrew "time" da Silva
Seconded by: Nick "for council" Neokleous

Motion 2

Whereas: It's been some amount of time since the last council;
& whereas: Matthew wrote the minutes and they need to be approved;

BE IT RESOLVED THAT:

Council approve the minutes of the Council meeting of Monday, September 20th, 2021, as seen on the Engineering Society website.

Moved by: Andrew "Thank you" da Silva
Seconded by: Nick "Matthew" Neokleous

Motion 3

Whereas: We need a committee to communicate externally;
& whereas: It's time to get this party started;

BE IT RESOLVED THAT:

Council elect Kalena McCloskey, Hayley Galsworthy, & Nick Mertin to ExCommComm according to By-Law 9.B.

Moved by: Aidan "L'ESSCO get this bread" Shimizu
Seconded by: Christina "ExCommunication is Key" Bisol

Motion 4

Whereas: The Executives presented an Equity Diversity and Inclusion Accountability Report
& whereas: The 2021-2022 EDII Action Plan was part of the summer plan and there is always room to grow

BE IT RESOLVED THAT:

Council approve the EDII Action Plan for the 2021-2022 Academic Year.

Moved by: Christina "Yay a motion" Bisol
Seconded by: Kaija "YAAYY EDII" Niska Edwards

Motion 5

Whereas: Bursary Committee needs members in order to run this year;
& whereas: The aforementioned members need to be elected;

BE IT RESOLVED THAT:

Council elect Julia Takimoto, Laeticia Niu, Damian chodyna, Shashank Ojha, Ali Bekheet, Noa Wyman, Komal Jethoo, and Sabrina Button to the Bursary Committee as seen in Policy Section Q.A.4.

Moved by: Maya "should pay rent to Stauff" Iyonmana

Seconded by: Jheeven "washed up logz, current DoSI" Salvarajah

Motion 6

Whereas: The Relectric Design Club is newly ratified;
& whereas: This change should be reflected in by-law;

BE IT RESOLVED THAT:

Council approves the changes to By-Law 10 H.2 as seen in its first reading in Appendix "Appendix-Relectric-ByLaw".

Moved by: Jen "vroom^2" Kovinich

Seconded by: Kaija "vroom^2" Edwards

Motion 7

Whereas: The EngArts Club is newly ratified;
& whereas: The change should be reflected in by-law;

BE IT RESOLVED THAT:

Council approve the second reading of the ratification of EngArts as an Engineering Society Club as per their constitution seen in APPENDIX “ENGARTS” and “ByLawChange.”

Moved by: Gillian “” Wun

Seconded by: Adam “” Fell

Motion 8

Whereas: The Engineering Society has an operational budget for the 2021-2022 operating year;
& whereas: we need to approve it;

BE IT RESOLVED THAT:

Council approve the operational budget for the Engineering Society as seen in Appendix “OPERATIONAL BUDGET” for the upcoming 2021-2022 year.

Moved by: Michael “Time is Money” Butler

Seconded by: Ben “and I’m Broke” Frosst

Executive Reports

President – Christina Bisol

president@engsoc.queensu.ca

Hey Hey Council!

Things that I've been doing these past couple weeks:

- Working with Exec, the University, FEAS, and our teams in reopening our services and day to day operations
- Hired new Orientation Chair – Congratulations Alex!!!
 - Help with transitioning Alex and preparing for Chief FREC hiring
- Attended AMS Assembly, Fall Term Break Task Force
- Wrapped up the EDII Action Plan
- Helped Director of Finance & VPOps in budget finalization for Council approval!
- Helped CEO with Jacket Fitting
- Preparations for the next Engineering Review Board & reviewing policy/by-law
- Lots of meeting & emails <3
- Fall Term Break Task Force – reviewing documents, survey should be live!
- Recorded videos for Advancement to share with Alumni at HomeComing

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

- Academic Transition Caucus
- Sustainability Action Fund Committee meeting
- Meeting Fall Term Break Task Force
- Taking some time off to spend with family over reading break
- Continuing transitioning OC and getting her familiar with EngSoc resources
- Chief FREC & Science Quest Head hiring (apps extend until Oct 17th!)
- Work on President Transition Documents & organizing things

Cheers,

Christina

wake me up



WAKE ME UP
INSIDE



when september
ends



before you
go go



VP (Operations) – Ben Frosst

vpops@engsoc.queensu.ca

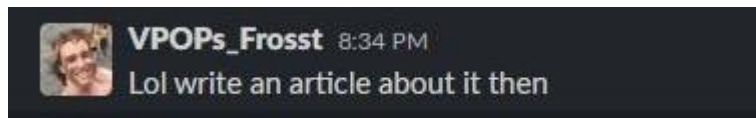
Things that I've been doing over the past two weeks:

- The usual: Payroll, e-transfers, credit card purchases
- The Classics: Weekly statics with Exec; DoF, DoS, DoIP, DoIT
- Service Reopening (Meetings, Daily questions, Logistics, COVID protocols, Deliveries, Space Access)
- Alarms, Keys, Space access
- EngSoc Operational Budget review and finalization
- Wrapping up business Manager Training as Services open
- Wrapping up Payroll Registration for Staff

Things that I will be doing over the next two weeks

- Continuing Work with Services Reopening – Reviewing and advising updated safety plans
- Supporting DoF with BOE
- Assisting DoIT with office 365 Migration
- Wrapping up summer Services Month ends
- SQ Head Manager Hiring
- The Usual and Classics
- Starting work on some Policy changes

Read Golden Words Edition #3:



- *Sincerely Boonjoomoon Colld*

VP (Student Affairs) – Kaija Niska Edwards

vpsa@engsoc.queensu.ca

Hei kaikki,

DESIGN TEAMS ARE BACK! (Shoutout to Jen for advocating and Simon Smith for making this possible!) As of Monday, September 27th, teams now have access to their group rooms and the design bay. Rules are posted outside the design bay and also sent to all teams via email. 🚀

Things I have been doing over the past two weeks:

- Lots of meetings:
 - Director statics (DoCC, DoComm, DoD, DoFY, DoG, DoHR)
 - Dean Deluzio
 - AMS Assembly
 - FEAS (gender neutral washrooms)
- EDII Accountability Report.
- VPSA budget for the school year.
- Hired Orientation Chair (OC)!
- Small updates to the EngSoc website.
- Helping with elections for first year exec and getting them transitioned.

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

- Hiring Chief FREC.
- Continuing to improve the “Guide to Breezy”.
 - If you have feedback, please let me know!
- Making changes to policy for next council.
- Attending design team roundtable. Organizing roundtables for:
 - Year Executive
 - Discipline Clubs
- Heading back home to Ottawa over fall break to visit my dog!

Kippis,

Kaija Niska Edwards (she/her/hers)

VPSA

<https://youtu.be/-F4gkfmZBPM>

I see no God up here



**BEING
THE ONLY
ONE
WHO KNOWS
HOW
BREEZY WORKS**



Director Reports

Academics – Alexa Hadley

academic@engsoc.queensu.ca

No report submitted.

Communications – Ella McGurk

comm@engsoc.queensu.ca

Things I did the past two weeks:

- Hired my team!!! We now have eight new general members; I'm thrilled to have them all
 - o Most are on the graphics team which will be a great help while hiring season continues
- Been planning out our kickoff meeting this week
- Usual tasks: helping fulfill graphic requests, maintaining the Instagram, AllEng emails, meetings
- Continued planning for in-house projects (to begin now that team is hired)
- Managers have been busy busy
 - o Sara has been fulfilling a lot of headshots
 - o Ethan and Sara also got media coverage of Clark Hall Pub's opening last Friday
 - o Tom is always, always busy with graphics

Things I will be doing the next two weeks:

- Planning more for my incoming FYPCO
- Planning fun bonding activities for my team
- Team training – photoshop, camera tricks, the works
- Beginning in-house projects
- Usual tasks: helping my managers, maintaining the Instagram, AllEng emails, meetings
- Continuing to fulfill requests through my email and fixing the engsoc website

Cheers,
Ella



Clubs & Conferences – Adam Fell

conferences@engsoc.queensu.ca

Greetings council,

Things I have been doing over the past two weeks:

- Regular meetings with Clubs and Conferences
- Distributing relevant information to Conferences to assist with planning
- Assisting Conferences with hiring
- Hiring Co-Chairs for EDII Conference
- Assisting new clubs with ratification

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

- Initiate planning for EDII Conference with new Co-Chairs
- Open applications for EDII Conference Executive positions
- Working on conferences sustainability report with Conferences Officer
- More meetings with Clubs & Conferences
- Promote Dean's Donation and ensure all Clubs & Conferences apply if they want to

Design – Jen Kovich

design@engsoc.queensu.ca

Hey Council!

Things I have been doing over the past two weeks:

- Design bay reopening!!!
- Reviewing re-ratification forms
- Collecting and reviewing stewardship agreements and safety plans
- Hiring a captain for the Queen's Fuel Cell Team
- Helping QMAST and QBMeT transition their new captains
- Hosting the first design team roundtable of the year
- Cleaning up the design bay
- Met with past DoD from two years ago to learn about the bay (thanks Max)

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

- Hiring a captain for the Queen's Fuel Cell Team
- Reviewing safety plans
- Design teams are hiring general members!
- Cleaning up and organizing the design bay

Cheers!

Jen



8 Let the potato rest for five minutes.

Internal Processes – Evan Wray

doip@engsoc.queensu.ca

Hey Council!

Things that I have done over the past two weeks:

- Learning Microsoft Power Automate, Apps, and BI
- Collecting and organizing documents in the EngSoc document locker SharePoint site
- Preparing projects for A&PD Team
- Poster Sale event planning

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

- Learning Key system to provide & manage keys to Services
- Learning Security system to monitor and maintain logs
- Poster Sale planning
- Preliminary Dean's Reception planning
- Develop and finalize FYPCO tasks

All the best,

Evan



External Relations – Aidan Shimizu

external@engsoc.queensu.ca

Hello council!

Things I've been doing the last two weeks (including some stuff from before):

- Attended ESSCO PM, CFES Bootcamp, sent delegates to CFES PM and PEO-SC (Summer)
- Met with External contacts from CommSoc, CESA, NSS, PHEKSA, ASUS (Summer)
- Raised about \$3,000 for Terry Fox Run
- Delivered BLM patches sold over the summer
- Hiring Outreach Team members
- Hiring Movember Committee members & planning event
- Meeting with Fix n' Clean coordinators to discuss plan for October event
- Planning/Executing blood drive appointments

Things I will be doing over the next two weeks:

- Continuing to work with Outreach Team, Movember Chairs, Fix n' Clean & Terry Fox Run Coordinators
- Work on elections for Ex Comm Comm and hopefully assembling the committee soon
- Reviewing September ESSCO TC minutes
- Attending October ESSCO TC
- Interviewing PEO-SC delegates to assess ESSCO conference
- Send out Swab Drive information

This was Roch's last meme so it's my first meme (w/ edits)



Beep,
Aidan Shimizu

Finance – Michael Butler

finance@engsoc.queensu.ca





Good morning consumers:!) It's me chef gazpacho and welcome to the secret chef. These last two weeks I've been up to:

- **The Operational Budget** (See Earlier Tonight)
 - o AKA approval + a lot of reformatting
 - o Thank you to all of you on the ED team for putting the work into making your page, I'm really excited for all the projects you have planned throughout the year
 - o If u have questions about the budget, send me an email
- **Assisting Affiliated Groups**
 - o Helping groups that haven't submitted budgets
 - 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
- **Financial Officers**
 - o Setting up team systems
 - o Future Project stuff

Over the next little bit my secret recipe is - hey! If I tell you, it won't be a secret anymore! But you can keep a secret, eh?:

- **Affiliated Groups**
 - o Setting up a faster line of communication
 - o Helping any remaining budget/BoE concerns
- **Bank of EngSoc**
 - o Running BoE w/finance officers
 - o Finishing loose month ends from the summer
 - o BoE Back-End Improvements

Other than that have a great week, and might I offer "*Old Friend – Elderbrook*" as my council song. K, thanks for all the fish and have a great rest of council!

<p>25% Nihilism</p>  <p>life is so meaningless</p>	<p>50% Nihilism</p>  <p>maybe I can find my own meaning</p>
<p>75% Nihilism</p>  <p>haha lol life is meaningless who cares lmao I am the master of death and fear nothing</p>	<p>100% Nihilism</p>  <p>Justin Bieber has some pretty decent tracks actually</p>

First Year – Allen Liu

firstyear@engsoc.queensu.ca

Greetings council, here's what I've been doing since I last saw y'all

1. Finishing up year executive elections, getting this year's group together (they're here tonight!)
2. Assisting in running SASS first year academic, study skills workshop
3. Setting up year crest voting
4. Working on, and advertising FYPCO

Things that will be done in the next 2 weeks:

1. Interviewing and assigning FYPCO's + welcome ceremony
2. Jacket council
3. Trivia/fun games night for first years over reading break

And finally before I leave don't have a good day, have a great day!

Me doing literally any assignment



Human Resources – Alison Wong

hr@engsoc.queensu.ca

Greetings Earthlings,

Things I have been doing over the past two weeks:

- More Breezy approvals and support
- Provided consultation and clarification of hiring policy and practices at Design Team Roundtable

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

- Continued Breezy maintenance
- Starting the process of updating hiring documentation (i.e. Policy, Hiring Guide/Script, etc)
- Hopefully actually planning my training projects for the year



Governance – Andrew da Silva

governance@engsoc.queensu.ca

Heya Council,

What I have been doing the past two weeks:

- Helped organize the First Year Elections with Kaija and Allen
- Helped out at the Jacket fitting
- Static Meetings with Kaija
- Set up council dates and updated the website

What I will be doing the next two weeks:

- Electing First Year Section Reps with Allen
- Helping with Jacket Council
- Meeting with the Elections team to set up key dates



Information Technology – Zach Donovan

doit@engsoc.queensu.ca

No report submitted.

Social Issues – Jheeven Salvarajah

dosi@engsoc.queensu.ca

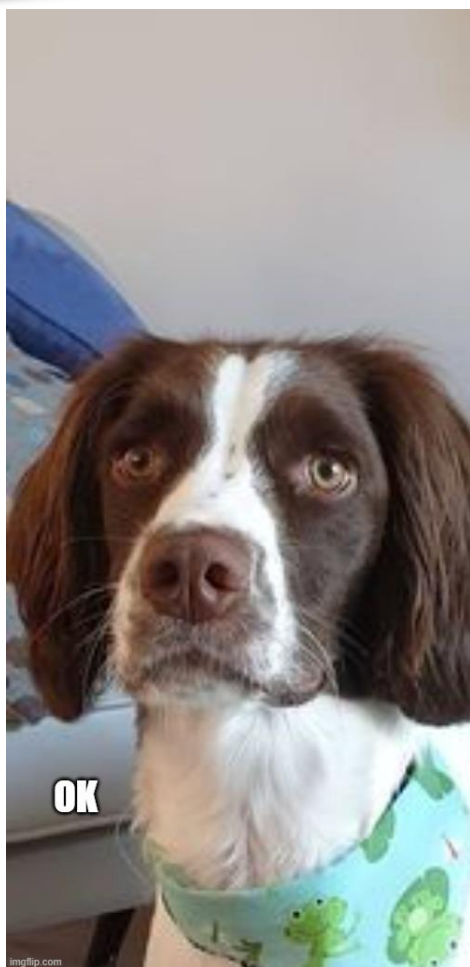
Howder Council, hope yall be straight sea-shantastic #Hallowoozlesissoon

Over the last 2 weeks

- Good ol' meetings with a lot of people
- Launched Orientation Week EDII-AS Survey – Will close October 9th (spread the word!)
- Assisted in EDII Action Plan completion
- Did hiring for EDII Conference over the weekend
- Helped my Sustainability Representative with Sustainability Committee Hiring over the weekend
- Received confirmation from Facilities and Simon Smith on menstrual products in ILC initiative
- Discuss collaboration with DoER on Outreach team EDII Stickers/Patches
- Started December 6th Memorial Planning with my December 6th coordinator
 - Transitioned documents & setting up meetings with Jay and Dean Deluzio
- Ran Jacket Bursary Committee
- Helped with Jacket Fitting!
- Elected new 2021/2022 Bursary Committee
- Had my end of month celebratory sushi #lifeisgood

Over next 2 weeks

- More meetings with Exec/ED/Equity Team/Sustainability Committee/FC
- Meetings with Bursary Chair to re-assess bursary policy and operations
- Bursary Committee Transitioning
- Meeting with EDII Conference Co-Chairs to discuss conference planning
- Orientation Week EDII-AS Survey logistics/report creation
- Training revamp fall initiative start (With equity team)
- Menstrual Products initiative
 - Looking into 3 more baskets in men's washrooms in ILC, and 3 baskets in Mitchell first floor washrooms
- Helping where I can because I love EngSoc <3



Professional Development – Marissa Matthews

pd@engsoc.queensu.ca

Hey council!

Things I have been doing over the past two weeks:

- Grad School 101 Workshop – over 90 students signed up!
- Mock Interviews with Alumni this past weekend
- Alumni Think Tank Event earlier this evening for EngSoc clubs, design teams, and conferences
- Planning for in person events for next semester (Summit, social with alumni at Clark)

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

- Acing Your EngSoc Interviews workshop running on Wed, Oct 6 at 7:30pm (see Facebook event for the link!)
- Preparing for our Excel and 3D printing workshops coming up at the end of October
- Contacting companies for our Sustainability and Diversity Job Fair in February



Services – Dalena Vo

services@engsoc.queensu.ca

As per Katy Perry's 2010 Hit California Girls;

Greetings loved ones, let's take a journey:

Lyric:	Translation:
<i>I know a place Where the flex is really greener</i>	Tea Room do be having flex now; sales = cha-ching cha-ching
<i>Warm, wet n' wild There must be a tea bag in the water</i>	Not Ben getting a Peppermint tea and Chicky P two to 3x in a day
<i>Sippin' beer and ice Laying on the Clark Patio</i>	Clark is OPENN!! Ritual from 12-6pm on Fridays – be there or be square
<i>(done, done!)</i>	
<i>The fans: email us Try'na sneak a little article (with us)</i>	Pressnite and email submissions = overall increased engagement!
<i>You could travel the world But nothing comes close To our Golden Words Once you podcast with us You'll be falling in love Ooh oh ooh oh oh ooh</i>	Golden Words is getting ready to release their first podcast soon! Will be available on Spotify, Insta, and other outlets
<i>Jacket Pickup Time It's unforgettable GPA's; Bursaries on top</i>	Jacket Pickup Saturday to Monday; very exciting to have this running in-person!
<i>Science Quest (so hot) Please come and work for us Ooh oh ooh Ooh oh ooh</i>	Science Quest Head Director applications now due on Sunday, October 17th at 11:59pm!

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

- Helping with CEO HOCO Sale and hiring Science Quest Head Director
- All Head-Manager + Assistant Manager meetings; mid-semester feedback survey



Me watching
all the services
re-open