



THE ENGINEERING SOCIETY  
OF QUEEN'S UNIVERSITY

# Council Meeting Agenda

Engineering Society of Queen's University  
Monday, October 18<sup>th</sup>, 2021  
6:30 pm, Video Conference

- |       |                                   |       |                                 |
|-------|-----------------------------------|-------|---------------------------------|
| I.    | Attendance                        | xi)   | Information Technology          |
| II.   | Adoption of the Agenda: Motion 1  | xii)  | Social Issues                   |
| III.  | Adoption of the Minutes: Motion 2 | xiii) | Professional Development        |
| IV.   | Speaker's Business                | xiv)  | Services                        |
| V.    | Presentations                     | IX.   | Question Period                 |
| a.    | QSCORE Presentation               | X.    | Faculty Board Report            |
| VI.   | New Business [3-8]                | XI.   | Alma Mater Society Report       |
| VII.  | Executive Reports                 | XII.  | Senate Report                   |
| i)    | President                         | XIII. | Engineering Review Board Report |
| ii)   | VP (Operations)                   | XIV.  | Advisory Board Report           |
| iii)  | VP (Student Affairs)              | XV.   | Club Reports (Happy Group)      |
| VIII. | Director Reports                  | i)    | Eng Phys                        |
| i)    | Academics                         | ii)   | ECE                             |
| ii)   | Communications                    | iii)  | Mechanical                      |
| iii)  | Clubs & Conferences               | iv)   | Mining                          |
| iv)   | Design                            | XVI.  | Year Reports                    |
| v)    | Internal Processes                | i)    | Sci'22                          |
| vi)   | External Relations                | ii)   | Sci'23                          |
| vii)  | Finance                           | iii)  | Sci'24                          |
| viii) | First Year                        | iv)   | Sci'25                          |
| ix)   | Human Resources                   | XVII. | Statements and Questions        |
| x)    | Governance                        |       | 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 October 18<sup>th</sup>, 2021, as seen on the Engineering Society website.

Moved by: Andrew “welcome” da Silva  
Seconded by: Nick “back” 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 October 4<sup>th</sup>, 2021, as seen on the Engineering Society website.

Moved by: Andrew “clever” da Silva  
Seconded by: Nick “nickname” Neokleous

## Motion 3

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 second reading in Appendix “Appendix-Relectric-ByLaw”.

Moved by: Jen "vroom^2" Kovich  
Seconded by: Kaija "vroom^2" Edwards

#### Motion 4

Whereas: Engineers should be provided with opportunities to learn more about the supply chain and operation industry;

& whereas: Queen's Supply Chain and Operations Resource Executives (QSCORE) want to be a ratified club to provide these opportunities;

BE IT RESOLVED THAT:

Council approves the changes to Policy B-C.3.3 and K-A.1.1 in addition to By Law: 10-G.1 and 8-B.4 as seen in its first reading in the following Appendices "QSCORE Presentation," "QSCORE Constitution," "QSCORE Budget," "PolicyChange," and "ByLawChange".

Moved by: Dylan "" Fitzsimons

Seconded by: Adam "" Fell

#### Motion 5

Whereas: The PD committee leads do not all have the same title;

& whereas: They all deserve to be called a committee chair;

BE IT RESOLVED THAT:

Council approves the changes to Policy Section C.2 as seen in Appendix "RockPaperChair".

Moved by: Marissa "Let's Play" Matthews

Seconded by: Isabelle "Musical Chairs" Thierrin

#### Motion 6

Whereas: The space allocation timeline in policy is wrong;

& whereas: We need to update the timeline so that it's right;

BE IT RESOLVED THAT:

Council approves the changes to Policy Section Kappa B. B.7 as seen in Appendix "APPENDIX\_SPACE".

Moved by: Jen "a long time ago" Kovich

Seconded by: Kaija "in a galaxy far, far away" Edwards

#### Motion 7

Whereas: The Queen's University Experimental Sustainability Team (QUEST) has not operated for the past year and a half;  
& whereas: QUEST should be de-ratified.;

BE IT RESOLVED THAT:

Council approves the changes to Policy Section Kappa B.1.4 as seen in Appendix  
“APPENDIX\_QUEST\_POLICY”.

Moved by: Jen "we are never ever ever" Kovich

Seconded by: Kaija "getting back together" Edwards

#### Motion 8

Whereas: The Queen's University Experimental Sustainability Team (QUEST) has not operated for the past year and a half;  
& whereas: QUEST should be de-ratified;

BE IT RESOLVED THAT:

Council approves the changes to By-Law 10.H in its first reading as seen in Appendix  
“APPENDIX\_QUEST\_BYLAW”.

Moved by: Jen "and I don't even need your love" Kovich

Seconded by: Kaija "but you treat me like a stranger and that feels so rough"

Edwards

# Executive Reports

## **President – Christina Bisol**

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

Things I've been doing these past couple weeks:

- Sustainability Action Fund Committee
- Fall term break task force
- Faculty Board
- Catching up on school and organizing things in the President OneDrive
- Getting updates on on campus events
- Helping transition OC
- Supporting my Directors and getting them appreciation Tea Room Gift cards (budget approved)
- Hugging all the doggos

Things I will be doing:

- Chief FREC and Science quest head manager hiring
- QUESSI meeting
- Fall term break task force
- Advisory Board
- Helping out with updating safety plans given new Ontario health guidelines and campus event guidelines



## **VP (Operations) – Ben Frosst**

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

Hey

Council,

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

- Reading Week – A nice break, went through a lot of emails
- The usual: Payroll, e-transfers, credit card purchases
- The Classics: Weekly statics with Exec; DoF, DoS, DoIP, DoIT
- Various 1 time meetings – Faculty Board, ASUS Services, AMS
- Service Reopening (Meetings, Daily questions, Logistics, COVID protocols, Deliveries, Space Access)
- Alarms, Keys, Space access
- New Staff Contracts
- Wrapping up Payroll Registration for Staff
- Lots of small tasks

Things that I will be doing over the next two weeks

- Supporting DoF with BOE
- Assisting DoIT with office 365 Migration
- Wrapping up summer Services Month ends
- SQ Head Manager Hiring – Got Extended 😞
- Reviewing AMS MOU
- The Usual and Classics
- FYPCO Project Finalization

No meme, just a cool puppy



## **VP (Student Affairs) – Kaija Niska Edwards**

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

Terveisiä,

Hope you all had a relaxing break! I got some much-needed rest and relaxation: cuddling with my dog and eating food I didn't have to cook! <3

Things I have been doing over the past two weeks:

- Lots of meetings:
  - Director statics (DoCC, DoComm, DoD, DoFY, DoG, DoHR)
  - Faculty Board
- Year Executive Roundtable

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

- Discipline Club Roundtable
- Breezy guide
- Chief FREC hiring
- EDII in design committee

Paljon rakkautta,

Kaija Niska Edwards (she/her/hers)

VPSA

Getting back from the reading  
break be like:







# Director Reports

## **Academics – Alexa Hadley**

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

Things I have been doing over the past two weeks:

- Englinks
  - o Running Douglas Help desks
  - o Second round of personal tutor hiring
  - o Coordinating dates of workshops with course cram
- iCons
  - o iCons are operating
  - o ILC open, working on Mitchell Hall
  - o Extending hours to 11pm
- BED Fund
  - o Last year purchases are going through
  - o Got a general rep
  - o Setting up a virtual idea generation event
- Academic Advocacy
  - o Had our 1<sup>st</sup> caucus
  - o Made HR updates to the AFN and getting it up and running

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

- Planning more Douglas Help
- Working on creating a BED Fund idea generation event
- Setting up logistics of AFN

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

## **Communications – Ella McGurk**

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

Things I did the past two weeks:

- Reading Week 😊
- Planning for my incoming FYPCO
- Started breast cancer awareness campaigns – graphics mainly
- Usual tasks: helping my managers, maintaining the Instagram, AllEng emails, meetings
- Continuing to fulfill requests through my email and fixing the engsoc website
- Gave my team their licenses
- Usual tasks: helping fulfill graphic requests, maintaining the Instagram, AllEng emails, meetings
- Managers are always busy
  - o Sara has been fulfilling a lot of headshots and Clark Hall content

- o Ethan edited video for Clark
- o Tom is always, always busy with graphics

Things I will be doing the next two weeks:

- Fun bonding activities for my team
- Purchasing budget items as soon as I can – drone, etcetera
- Continuing in-house projects – Halloween content, content creation for BCA
- 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](mailto:conferences@engsoc.queensu.ca)

No report submitted.

### **Design – Jen Kovich**

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

Hey Council!

**Things I have been doing over the past two weeks:**

- Trying to hire a captain for the Queen's Fuel Cell Team
- Amending space allocation policy
- Regular statics with VPSA and Deputy of Design
- Reached out to get shop training for general team members
- Enjoying the fall term break

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

- Hopefully hiring a captain for the Queen's Fuel Cell Team
- Meeting with the faculty to talk about design bay expectations
- Meeting with the teams to set bay expectations
- Optimize the bay and determine where to put extra storage space
- Regular statics with VPSA and Deputy of Design

Cheers!  
Jen

### **Internal Processes – Evan Wray**

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

What's crackalackin council? Hope everyone had a relaxing reading week and is refreshed for the rest of the semester.

**Things that I have done over the past two weeks:**

- Practicing Microsoft Power Automate, Apps, and BI
- Developing projects for A&PD Team
- Poster Sale event planning
- Develop FYPCO tasks

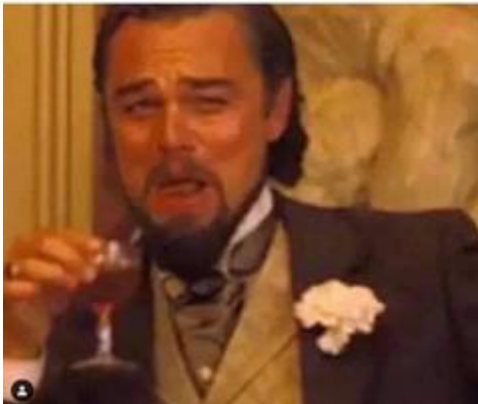
Things that I will be doing over the next two weeks:

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

All the best,

Evan

tapping someone on their left shoulder but  
being on the right:



### **External Relations – Aidan Shimizu**

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

Hello council!

Things I've been doing the last two weeks:

- Sent our first group of blood donors
- Wrapped up Terry Fox Run
- Finishing up advertising for Movember Committee and Outreach Team General Members
- Figuring out Fix n' Clean approvals
- Advertising Ex Comm Comm to first years
- Looking for two First-Year Integration Conference (FYIC) delegates (apply by tomorrow if you're a first year!!)
- Setting up a framework for new patches that will support local indigenous organizations (feat. DoSi-do)

Things I will be doing over the next two weeks:

- Hiring the Outreach Team and getting event planning started
- Filling out event sanctioning forms for Fix n' Clean, Movember and Outreach Team events (soOOoO many forms)
- Hire and train FYIC delegates before the conference
- Attend ESSCO October Teleconference



STING WRAY

Boop,  
Aidan Shimizu

### **Finance – Michael Butler**

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

Good morning consumers:!) Hope you enjoyed time off over the reading break. Since last council I've been:

- **Assisting Affiliated Groups**
  - o Lots of emails about anything from EFTs to Sponsorship Invoices
  - o Meetings about finance trainings, opening accounts etc.
  - o Meeting groups that need to change stuff on budgets
  - o Ongoing budget approval
  - o Holding down the flippers in pinball
  - o Adding groups to BoE
- **Financial Officers**
  - o Future Project stuff + laying out our plan for the year
  - o Setting up the new Eng Finance Slack
  - o Creating a contact list

Over the next little bit:

- **Affiliated Groups**
  - o Setting up a faster line of communication
  - o Ongoing adding to Bank of Engsoc

- o More emails and meetings
- **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 “Drive (Topic VIP Remix) – Clean Bandit” as my council song.

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



### **First Year – Allen Liu**

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

Hello council, welcome back from reading break!

Things I've been doing the last 2 weeks:

- FYPCO candidates assessed, offers sent out, and assigned
- Extension of applications for FYPCO
- Planning jacket council, physics cookies event

Things I will be doing in the next 2 weeks:

- Finalizing planning for jacket council, getting marketing + plan out
- WISE workshop (end of October)
- Working on a FYPCO welcome night/session
- Potential workshop collaboration with QUIC





Rads

@FeelingEuphoric

THERAPIST: listen, I really need you to relax

ME: \*banging fists on table\* BUT HOW CAN IT BE "BIRTHDAY CAKE" FLAVOR IF A BIRTHDAY CAKE CAN BE ANY FLAVOR

### **Human Resources – Alison Wong**

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

Hi everyone!

Things I have been doing over the past two weeks:

- Breezy requests and approvals

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

- Breezy requests and approvals as necessary



### **Governance – Andrew da Silva**

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

Hi Council,

Things I have been doing over the past two weeks:

- Reading Week 😊
- Meeting with the Elections team
- Organized a schedule for elections
- Got the team to make some advertisements for the positions

Things I will be doing the next two weeks:

- Continue to meet with Kaija
- Meet with the elections team
- Assist Allen with Jacket Council

Cheers Council,

## **Information Technology – Zach Donovan**

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

Hey Council,

Things I have been doing over the past two weeks:

- Backend stuff:
  - o Network optimizations and improvements.
  - o Cleaned up old DNS records.
  - o Moved Dash VM to cold storage 😞
- Continuing with the O365 migration stuff
  - o Working with the AMS to get this done ASAP.
- Tickets
  - o Setting up new websites, resolving email issues etc.
- Hiring
  - o Completed hiring for the new Junior ESSDev positions

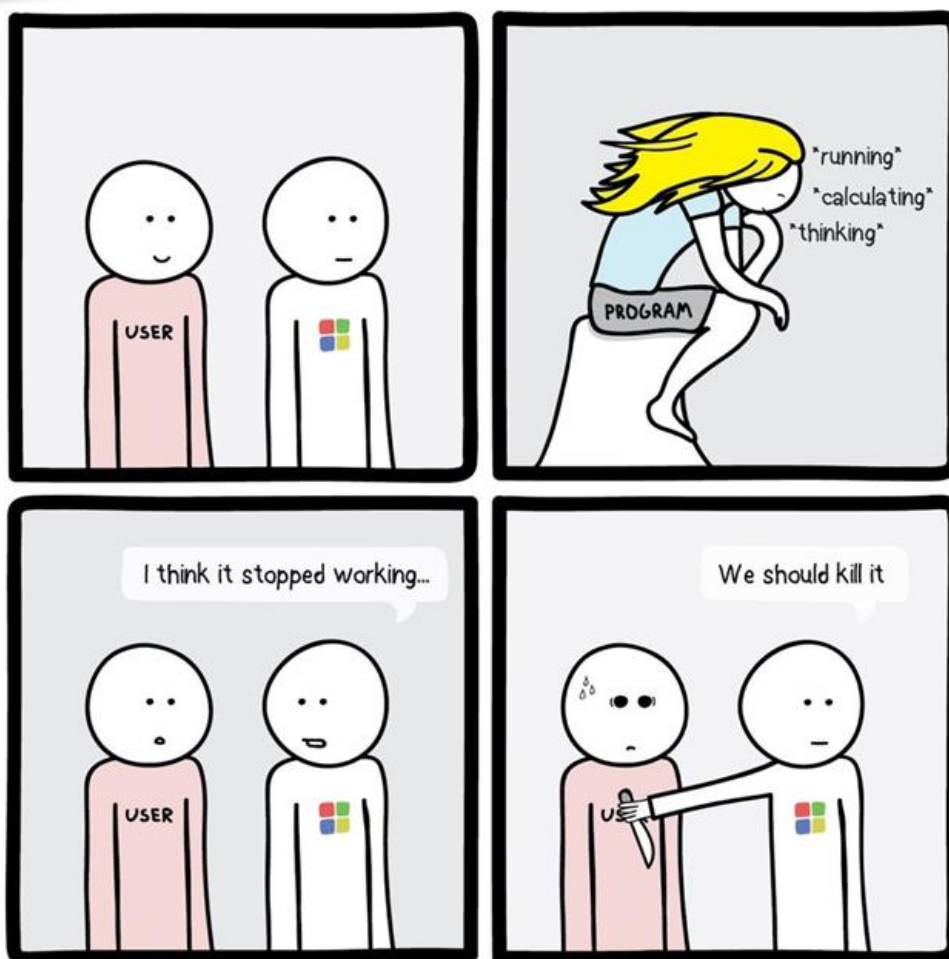
Things that I will be doing over the next two weeks:

- Continuing with infrastructure overhaul
- Exploring self-hosting infrastructure

Cheers,

Zach





## **Social Issues – Jheeven Salvarajah**

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

Merry Christmas council! October = time to start playing Christmas music

Over the last 2 weeks

- Meetings with Exec/ED/Equity Team/Sustainability Committee/FC
- Hired an EDII Conference Co-Chair
  - Meeting later this week to discuss conference planning
- Hired a sustainability committee
- Helped Movember Committee with their hiring
- Met with Orientation Week EDII-AS stakeholders to discuss report creation and survey results
- Indigenous support/awareness patches initiative work with DoER
- EDII project collaborations with the faculty ETLT team
- Dec 6<sup>th</sup> planning (meeting with Jay & Dean Deluzio)

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
- Meetings with EDII Conference Co-Chair/Equity Team to discuss conference planning
- Orientation Week EDII-AS Survey report creation + presentation for Advisory Board

- Continuing Indigenous support/awareness patches initiative with DoER
- Supporting Dec 6<sup>th</sup> coordinator with Dec 6<sup>th</sup> memorial planning



### **Professional Development – Marissa Matthews**

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

Hey council!

Things I have been doing over the past two weeks:

- Ran our Acing Your EngSoc Interviews workshop – recording is posted on the Facebook event for those who missed it
- Preparing for our Excel and 3D printing workshops coming up in the next couple weeks
- Planning for in person events for next semester (Summit, alumni social, job fair)

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

- Continue planning for in person events for next semester
- Working on updating our PD website and adding more resources
- Running the Excel and 3D printing workshops
- Preparing for our Alumni EDII Panel event in early November



## Services – Dalena Vo

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

Hello, it's *me*

Things I've been doing the past two weeks:

- Went to my first Ritual!!
- Coordinating the services for cleaning the Clark Lounge
- Emailing PPS for renovating Clark's bathroom
- Promoting Science Quest Head Director applications to the engineering disciplines, and Life Sci, Bio Sci, and Kin faculties and Queen's WiSE
- Meeting with QYEA mentor for personal and professional development tips and improvements for the services
- Head manager weekly statics (a fave)

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

- Cleaning the board office in the Clark Lounge for my statics
- Organizing a weekly Clark schedule for manager office hours and regular use
- Looking into possible safety plan amendments
- CEO's upcoming HOCO sale
- Promoting Science Quest applications to 2<sup>nd</sup> year classes

**WHY DID ADELE CROSS THE ROAD?**

**TO SAY HELLO FROM THE OTHER SIDE**

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