

###### Council Minutes

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

Moved by: Andrew “time” da Silva

Seconded by: Nick “for council” 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: Matthew wrote the minutes and they need to be approved;

BE IT RESOLVED THAT:

Council approves 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 passes, 6:09 pm**

# IV. Speaker’s Business

Nick Neoklous: 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. September 30 was the first Truth and Reconciliation Day; I hope we all take the time to reflect. Remember to put personal pronouns on your zoom profile. Asterisks for voting members. Whenever you’re speaking, please state your name and position. Remember hand signs as well as the use of the speaker’s queue. Now we can get into the presentations.

# V. Presentations

#### Engsoc Operational Budget 2021-2022

Michael Butler: Main purpose of budget is to support main values of EngSoc, provide services and of course, spend money to make it happen. Revenue is broken down on the presentation. Total revenue is $469.765.35 (2021). 69% are from student fees. Previous years’ revenues are also posted as reference. Main reason for increase is due to increased enrollment and membership in Engineering. Student fee breakdown is also included in the presentation. ED expenses by directors are provided. For example, VPOPS has high expense due to capstone requirements. External relations is high from running events. Net Surplus is $4403.67. We want to make sure money is used as well as possible. I invite everyone to ask me questions with regards to expenses and more.

Q&A:

Julia Takimoto: Why are student’s money largely contributed to the Awards Banquet?

Michael Butler: Director of Internal Processes Evan will have a better say.

Evan Wray: Those specific costs for banquet are based on previous years. I will see based on new circumstances this year. We tried to allocate the least expensive venue.

Peter Matthews: Could you explain what the EngServe Recovery Fee is?

Benjamin Frosst: Stuff EngSoc buys on behalf of the services. Money that comes back that we already bought. Portion is used, rest is paid back.

Peter Matthews: You mentioned we had an increase in revenue, are we anticipating that the increased number of students will cause a permanent increase to our budget?

Evan Wray: I think that would be more of a faculty issue.

Kaija Niska Edwards: We have been in discussions with the faculty. They had another issue with their matrix in terms of accepting certain numbers of students. They anticipated more students will defer from Ontario. Its something we’re advocating for. University needs more supports to support these changes in class size.

Christina Bisol: The number of incoming students is disclosed to us as we’re making the budget. Once we know, we account for the upcoming year’s budget. Planning in the long-term won’t be an issue.

#### Qscore Presentation

Kaija Niska Edwards : QScore is not here. I’d like to amend the agenda and push it to the end.

Andrew Da Silva: We will have to run a motion for that.

**Motion passes 6:27pm**

#### Summer accountability Presentation - VPOPS

Benjamin Frosst: Started in May 1st. 35 hrs per week was goal. 7 hours short was the outcome. 124.75 days worth of projects. Exec projects & events done. Created accountability sheet over the summer for all execs. Tea Room has been running, CEO did jacket fitting. Everything is opening up after many discussions and meetings with faculty. Read manuals, figured out financials. Learned how to handle physical cash and do bank runs. Unexpected projects involve O365 migration from AMS. Talked about debt and budget with affiliated groups. Since COVID-19 has restricted spaces – tasks have been transferred to me. It was a big-time sink. In-progress projects involve data analytic services, Google Drive alternatives, EngSoc Finance Wikipedia, Squeaky Clean, E-Transfer improvements, and outstanding engagement reviews from previous years. In conclusion, learned a lot of the job. All new projects have been scoped out, I understand the requirements. Learned how to deal with changing COVID-19 guidelines. Did all policies on the role in the summer.

#### Fall term Break Presentation

Christina Bisol: Fall Term Break task force meetings. They were established by the Senate. Has students from all faculties, staff, and community. For the past four years, Queen’s had a Fall Term Break. Has gone through several configurations. For the period, Sep 1 to Dec 23, there must be 60 available teaching days in the Fall term. 15 days for finals (including weekends). Only leaves six days including Remembrance Day for other activities. Fall Term Break is rest, review of previous course work, preparation for the remainder of the term and personal development. Complete the survey available October 1st to October 22nd! Email registrar@queensu.ca for follow-up feedback or questions. If we don’t allocate these days, it puts a lot of time obligation on o-week.

Q&A:

Kaija Niska Edwards: In previous years, 2 days were intended as extension of Thanksgiving.

Christina Bisol: P.O.I. It was attached to end of October.

Kaija Niska Edwards: In typical years with a full o-week, its nice to have a Fall Break but it becomes very tight for first-year students.

Shashank Ojha: A quick question for the survey, is that for all engineering students? Considering the Fall Term Break, are we considering individuals that live in B.C. or those out of Canada to go back home in 2 days compared to a week?

Christina Bisol: Will be sent to all engineering students, faculty, and staff. Survey includes this factor with regards to those living far away. When you’re giving preference for allotted days, remember stress days in the semester.

Kaija Niska Edwards: Survey going out to all students. Are our sessional dates impacted by other faculties? Or are we independent?

Christina Bisol: Fall Term Break for the Senate so its for the whole university. They will decide based on the answers. P.O.I. We will be looking at what other universities have done when compiling information to Senate.

#### Edii Action Plan 2021-2022

Chrsitina Bisol: It’s a word document highlighting key information for EDII initiatives and action plan. EDII funds for internal groups. Design teams can request funds. Conference for EDII is the second initiative.

Kaija Niska Edwards: Under VPSA portfolio, re-evaluating design team bay space. Its not the most accessible so the goal is to discuss with teams on how we can help. Buying furniture, pushing things away. Want to make environments more welcoming so all can contribute to design teams.

Christina Bisol: Expansion of Bursary Program. More policy adjustments will be done this year. Sustainability & Diversity Job Fair will include jobs & companies that include a lot of EDII. EDII in the workplace module will be a workshop addressing concerns and issues that can happen in the workspace relating to EDII.

Kaija Niska Edwards: Improving Council’s Equity Practices. Example is including personal pronouns and closed captioning. Let Director Da Silva know if you find any improvements. EDII Design Team Committee, to improve teaming environment and relations with EngSoc. Help them with lasting change and create a safer environment for students. Accessible Spaces Fund – looking to build a framework. A lot of us in power never face issues some students face under the society. This will provide students the opportunity to have more accessible spaces. Email us anytime!

Christina Bisol: Increased Collaboration with EDII-Based Groups at Queen’s focused on Clark Hall Pub, the Tea Room and CEO. Will encourage more EDII events. Increasing Accessibility in Services Spaces. Will find accessibility issues. Clark Hall pub is not wheelchair accessible for example, but we will not be looking into that this year for now, was reviewed extensively in previous years. Tea Room hoping to support more local products. Increased accessible merchandise at CEO. They increased jacket price due to inflation so more can go into bursaries.

Ben Frosst: It only increased by $2.

Christina Bisol: They are hoping to make more sizes available for regular clothing. Increased Accessibility to Paper content and “Pressnites”, increasing representation for models, iCon equipment list for the visually impaired, and the Inclusion of Pronouns in iCon staff descriptions. Now moving onto previously established initiatives from 2020-2021. Includes EngLinks Bursaries for Personal Tutors.

Kaija Niska Edwards: Training Revamp started last year, will continue this year. Plan to do yearly review so that standards evolve with EDII.

Christina Bisol: Orientation week survey to collect feedback and improve in future years. Information will be available shortly.

Kaija Niska Edwards: First year EDII Events supporting various communities at Queen’s. Hope ideas will be further built upon in subsequent years.

Christina Bisol: Continued practices this year included such as mandatory hiring questions, EngSoc website accessibility. Will have more talk with ILC for gender-neutral washrooms.

Kaija Niska Edwards: Currently they’re increasing signage to direct students.

Q&A:

Julia Takimoto: iCon getting more accessible technology, is that being done in partnership with the Accessible Technology Center on campus? It’s a great resource. They already have various facilities. Targeted to students with accessibility needs. All engineering software downloaded as well.

Christina Bisol: I do not believe the initiative outlined new technologies. I think it’s a great idea though. On their website students can use text-to-speech for example – that is what the initiative outlined.

#### Qscore Presentation – 2

Adam Fell: Unfortunately, the exec from QScore is not present.

Andrew Da Silva: I will put a motion to strike this out of the agenda.

Kaija Niska Edwards: We must vote on this new removal motion.

**Motion passes: 7:09 pm.**

# vi. New Business [Motions 3-8]

##### 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 Hayley Galsworthy, Kalena McCloskey, & 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 passes, 7:30 pm**

Aidan Shimizu: We will be learning how to operate external relations and with other schools with an Engineering program. Will also attend A.G.M. (Annual General Meeting).

Q&A:

Aidan Shimizu: What is important about communicating with other engineering societies with other schools?

Kalena McCloskey: I think it’s to make sure we have a standard; we’re not missing anything important or going too far.

Hayley Galsworthy: Guidelines changing during COVID-19. Speaking with other schools will help generate input.

Nick Mertin: Its good to share information and practices to hold all accountable.

Aidan Shimizu: On this committee, we must make recommendations to hire bodies, how will you ensure all Queen’s students are heard?

Nick Mertin: Surveys, leaning on many representatives of specific sectors of our membership.

Hayley Galsworthy: Surveys are good tools. Communicating with peers with help us gain experiences of all aspects.

Kalena McCloskey: I agree with other candidates. No bias in surveys. Equal sample of everyone’s opinions.

Aidan Shimizu: Why do you wanna join us?

Hayley Galsworthy: I want to join ExCommComm to continue getting involved in the community and get more exposure to different committees.

Kalena McCloskey: Get an idea of all committees and get a taste of what I’d like.

Nick Mertin: I would also like to help make an impact using my experience and this is part of achieving that.

##### 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 passes, 7:33 pm**

##### 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 ρ.A.4.

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

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

**Motion passes, 8:05 pm**

Jheveen Salvarajah: Committee manages bursaries in financial operations.

Q&A:

Jheveen Salvarajah: Why would you like to join the bursary committee?

Julia Takimoto: I have been a part of bursary committee for 2 years. Have loads of experience of allocation, would like to pass on my knowledge.

Laeticia Niu: Further EDII initiatives, would like all events to be financially accessible.

Damian Chodyna: Hope no one is missed out.

Shashank Ojha: It’s all about inclusivity in Engineering. I believe I would like to help provide resources to all.

Ali Bekheet: Engineering is tradition heavy. Would like all events to be accessible and bursaries are going to people who deserve it the most.

Noa Wyman: Lots of financial obligation at Queen’s. Want to make sure community is financially accessible for the community.

Sarah Button: Make all accessible. Lot missed due to COVID-19. Ensure all who wants to participate can.

Komal Jethoo: Really enjoyed it. Have experience for 2 years. I had to rely on financial aid on the past, I know its importance and I would like to give full respect to that.

Jheveen Salvarajah: How will you manage personal biases?

Sarah Button: Systematic method is a good way, have a set of parameters to avoid biases.

Komal Jethoo: Tried to be aware of them and remove them, tried to focus on the facts it’s a great responsibility and my own opinions should not affect outcome.

Noa Wyman: Preparing ahead of time and being aware of own biases helps me become more objective to avoid those biases.

Ali Bekheet: Inclusivity and focusing on opening it up to all who need it.

Shashank Ojha: Propose having a rubric, very merit and financial aid based. Subjectively provides it to who needs it the most.

Damian Chodyna: Look at demonstrated financial aid, I’m not affected by personal bias.

Laeticia Niu: Objective lens, making things as inclusive as possible.

Julia Takimoto: Knowing personal biases and focusing on making it as accessible as it can be.

Jheveen Salvarajah: Why is EDII-AS important to you?

Ali Bekheet: Make sure everyone is welcomed despite background or where they’re from.

Noa Wyman: Personal experience as a minority – can be damaging to self-development. We need to make sure all belong so that everyone succeeds to the best of their ability.

Shashank Ojha: As a newcomer to Canada, I would love the honor to help individuals who are less fortunate.

Damian Chodyna: We’re all engineers trying to contribute to the world. I don’t think it matters where you’re from. Our community contributes together and that’s what matters.

Komal Jethoo: Very aware of the situation. Really want to make everything equitable.

Laeticia Niu: Important to make welcoming to all. Make change and have a lot of voices.

Julia Takimoto: EDII is very important to me, everyone has their own circumstances. I think its important to tie that back to bursary applications and to look at them using EDII lenses.

Sabrina Button: As someone who has a unique identity, I know it all works better when all are included. Need to consider EDII in bursary applications.

##### 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 S

 econded by: Kaija "vroom^2" Edwards

**Motion passes, 8:07 pm**

##### 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 passes, 8:09 pm**

##### 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 approves 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

**Motion passes, 8:11 pm**

# VIi. Executive reports

##### i) President

Christina BIsol: Worked with executives, AMS, on the EDII action plan. Will continue hiring an orientation chair, rest of FC and chief FREC.

##### II) Vice president of operations

Ben Frosst: Meetings with executives, payroll, e-transfers, credit card purchases. Service reopening, alarms, keys, space access. EngSoc Operational Budget review. IT stuff with office 365 migration. Policy changes.

##### II) Vice president of student affairs

Kaija Niska Edwards: Weekly duties with meetings. EDII accountability report. Submitted budget. Two teams will be vacating a space. Free the space for new incoming teams. Continue improving Breezy. Policy changes. Will be holding some roundtables soon.

# VIiI. Director Reports

##### i) Academics

Alexa Hadley: Smoothly, Douglas help desk at ILC – Englinks. More workshops from them and getting a tutor for every course. iCon has first floor rooms open, can eat without mask. Academic caucus. Working with BED-Fund. Academic feedback network will start running again soon.

##### II) Communications

Ella McGurk: Maintaining Instagram, gmails and graphics. Hired team, mostly on graphics. Started planning in-house projects. Managers been busy. Expect more incoming FYPCO. Team bonding and training activities. Fixing the EngSoc website.

##### iII) Clubs & conferences

Adam Fell: Meetings with Clubs and Conferences. Hiring Co-Chairs for EDII Conference. Assisting clubs with regards to EDII.

##### IV) Design

Jen Kovinich: Design bay reopened. Hiring a captain for Queen’s Fuel Cell team. Helping QMAST and QBMeT transition their new captains. Reviewing safety plans and organizing the bay.

##### V) Internal Processes

Evan Wray: Learning Microsoft apps, poster sale planning. Learning Key system and other internal operation processes.

##### vI) External Relations

Aidan Shimizu: Attended ESSCO PM. External contacts from CommSoc. Raised $3000 from Terry Fox Run/ Delivered BLM patches. Hiring Outreach Team members. Will review ESSCO TC minutes, and attend conferences in the future.

##### vii) Finance

Michael Butler: Operational Budget approved, assisting affiliated groups, setting up financial officers, faster communication, and bank of EngSoc.

##### VIII) First Year

Allen Liu: Finishing year exec elections. Ran SASS first year academic study skills workshop. Setting up year crest voting. Jacket council and interviewing FYPCO’s will be done in the upcoming weeks.

##### IX) Human Resources

Kaija Niska Edwards: Alison has been having connection issues. More Breezy approvals and support. Gave consultation of hiring policy and continued breezy maintenance. Planning training projects this year.

##### x) Governance

Andrew Da Silva: First year elections with Allen. Jacket fitting. Set up key council dates. Updated websites and policies during council. First year section reps will be elected soon.

##### xI) Information Technology

Zach Donovan: AMS migration, hopefully done by Winter Break. Working with FC and setting up voting system. Hiring junior ESSDev positions (first-year students). Setting up websites for newly ratified teams and for Sci ’25.

##### xiI) Social Issues

Jheveen Salvarajah: Meetings, EDII Action Plan completed. Sustainability Committee Hiring. Menstrual Products initiative. Setting up meetings with faculty and Dean. Elected bursary committee.

##### xiII) Professional Development

Marissa Matthews: Grad School workshop. Mock interviews done with Alumni. Planning for in person-events for next semester.

##### xIv) Services

Dalena Vo: Helping CEO with HOCO Sale, hiring Science Quest Head Director. All Head-Manager + Assistant Manager meetings and feedback survey. Clark Patio.

# ix. Question Period

No questions.

# X. Faculty Board Report

Christina Bisol: Not met yet, will meet soon.

# Xi. Alma Mater Society Report

Salma Ibrahim: Good assembly, few reports from the executives and directors. Ratified a few people for committees (e.g. election deputy). Goal plans and budgets. All budgets were at net zero. Discussion on policy papers.

# xii. Senate Report

No senate report.

# XIIi. Engineering Review Board Report

Christina Bisol: ERB will be hiring in the next couple of months.

# Xiv. Advisory Board Report

Michael Butler: Next meeting for o-week and EDII.

# XV. Club Reports

##### I) Applied Math

Leigh Dederer: Elections for sub-disciplines and Sci Formal. Getting feedback from third year. Meeting with Undergraduate Head. Setting up PD workshop to help market degree.

##### II) ChemEngChem

Kennedy Neichenbauer: Looking into events, finalizing budget and electing reps.

##### III) Geological

Marie-Helene Lapointe: Finishing hiring for year reps and sub committees. PD things. Trivia night. Having a hard time due to virtual environment. Hoping to do Christmas dinner.

##### IV) Civil

Noa Wyman: Welcome-back BBQ.

Kaija Niska Edwards: In person?

Noa Wyman: Do not know all the details, I am not on Civil society.

Kaija Niska Edwards: I will follow-up directly with them.

# XVi. Year Reports

##### I) Sci ’22

Julia Takimoto: Yearbook applications. Getting leftover merch into EngSoc store. Sci ’22 masks.

##### II) Sci ’23

Noa Wyman: Planning first event, trivia night. Week after reading week. Working on merch.

##### III) Sci ‘24

Ali Bekheet: Merch by the end of the month hopefully. Working on filling vacant positions. Follow our Instagram!

##### Iv) Sci’25

Sabrina Button: All just got elected and settling into roles. Looking to get training for myself and treasurer. Looking to fill vacant positions. Contacted Sci ’25 Instagram account. Brainstormed future events.

# xVIi. Statements and Questions by Members

None.

##### Motion to Close:

**Motion Passes, 8:49 pm**