



THE ENGINEERING SOCIETY
OF QUEEN'S UNIVERSITY

Council Meeting Agenda

Engineering Society of Queen's University
Monday, November 22nd, 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. Exec 2022 Elections | X. | Faculty Board Report |
| VI. | New Business [3-4] | 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 Monday, November 22nd, 2021, as seen on the Engineering Society Council Newsletter.

Moved by: Andrew "Seconded by" da Silva
Seconded by: Nick "Moved by" 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, November 8th, 2021, as seen on the Engineering Society website.

Moved by: Andrew "how much wood" da Silva
Seconded by: Nick "would a woodchuck chuck?" Neokleous

Motion 3

Whereas: The 2022 General Elections are right around the corner
&whereas: Council needs to approve the 2022 General Election Rules

BE IT RESOLVED THAT:

Council approve the General Election Rules for the EngSoc 2022 General Election found in the appendix titled "Election Nominations and Campaign Rules 2022 (Official)."

Moved by: Andrew "Tell your friends" da Silva
Seconded by: Kaija "nominations are coming soon!" Edwards

Motion 4

Whereas: Sci '22 needs a yearbook rep;
& whereas: Nick Neokleus is the best person ever;
& whereas: Nick would like to take on the position;

BE IT RESOLVED THAT:

Council approves the nomination of Nick Neokleus to the Sci '22 Yearbook Rep Position.

Moved by Julia "I need a" Takimoto

Seconded by Nick "Name" Mertin

Executive Reports

President – Christina Bisol

president@engsoc.queensu.ca

Hello Council and welcome back!!!

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

- *Orientation Week:*
 - Hired First and Upper Year FC. We are almost at a full team (hopefully by the time council happen)!!! Great job Taylor and Alex on the hiring!!!
 - **Apply for OTIS Head!**
 - Helping the new team get adjusted, putting them in contact with resources and started discussing goals for Oweek '22
 - Helping OC transition, hiring Chief FREC (Congrats Taylor!!)
 - Debriefing meeting with SOARB
 - Help hire FC – **APPLY!**
 - Help plan FREC info night <3
- *Science Formal:*
 - Getting updates of the tons of progress has been made for SciFormal CXIX (Shoutout to Matti!) and help begin the sanctioning process
 - Science Formal CXX (Sci'23) Convener hiring
- Ops stuff: e-transfers, Lounge Safety Plan Review, Credit Card statements, making payments
- Attended AMS Assembly, QUESSI, Reviewing Fall Term Break Proposal
- Presented EDII Report to Advisory Board
- Checking in on ERB progress
- Lots of meetings, emails, and printing of posters for advertising
- Made great strides in FYPCO project, shout out to Harmehar!
- Met with all of EngLinks managers!
- Helping Aidan with event sanctioning progress for his various events, began event sanctioning form for CELC; getting additional delegates for the conference
- "Roadtripped" to the EngSoc locker
- Exec Instagram Take-Over

Things that I will be doing until next Council

- E-transfers, Lounge reopening plans
- Continuing support for my teams and wrapping up hiring
- Helping out with FREC info night!
- Advisory Board, Quessi, Advisory Board
- Organizing my OneDrive
- Wrapping up getting approval for CELC, attending CELC
- Planning for 2nd semester and preparing to transition. *If anyone is interested in running for President, please email me: president@engsoc.queensu.ca*

Cheers,



VP (Operations) – Ben Frosst

vpops@engsoc.queensu.ca

Hey Council,

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

- Still Recovering from my Concussion 😞
- Meeting with all the usual people
- ILC Lounge Reopening Safety Plan
- Working with helping the finance team
- Accounting and Bookkeeping
- Staying up to date with COVID-19 and how that will effect the services and our operations

Things that I will be doing over the next two weeks

- Money things – E transfers, Month Ends, Credit Card.
- Meeting with my FYPCO!
- Lots of Logisitcs and clean up before exams
- SQ Transition and Hiring
- Getting through my back log of emails from my concussion



VP (Student Affairs) – Kaija Niska Edwards

vpsa@engsoc.queensu.ca

Hyvää iltaa ihmiset,

Welcome to the last council of 2021! I hope midterms have been treating you well and that you are gearing up for exams (and then after get to enjoy the holiday break). Most of what I will be doing in the coming weeks is meeting with various directors and affiliated groups to get things (mostly event forms) set up for when we all return in January. I am excited to have TWO FYPCOs and looking forward to helping them get started with their projects.

On elections, please share with your teams and encourage them to reach out if they have questions. <3

Things I have been doing over the past two weeks:

- Lots of meetings:
 - Director statics (DoCC, DoComm, DoD, DoFY, DoG, DoHR)
 - FEAS Faculty Board
 - Advisory Board x2
 - Equity Grant Committee
 - Equity Townhall
 - ASUS
 - Dean Deluzio
 - AMS Assembly
 - Year Exec Roundtable
- Credit card statement
- VPSA social media takeover
- Picking up the Santa parade truck for Aidan since he is too young and his feet don't reach the peddles :'(
- Reviewing elections rules (great work Andrew!!)

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

- Meeting with my FYPCO(s)!
- EDI Framework Working Group (FEAS)
- Advisory Board – Fall services presentations
- Working on my transition manual
- Corporate Special General Meeting (AMS)

Kippis,

Kaija Niska Edwards (she/her/hers)

VPSA



Director Reports

Academics – Alexa Hadley

academic@engsoc.queensu.ca

Things I have been doing over the past two weeks:

· General

- Meeting with FYPCO every week
- Started him on a project that relates englinks and icons
- Have an upper year caucus this Tuesday

· Englinks

- Planning for final exam workshops
- Doing a lot of promoting for englinks
- Approval to run in person workshops for first year
- Working on matching personal tutors

· iCons

- iCons are operating now in Mitchell and ILC
- Planning operating hours and schedule for exam season

· BED Fund

- Idea Generation event open
- In person idea generation event in ILC

· Academic Advocacy

- Second caucus
- Had Academic Feedback Office hours
- Opened AFN

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

- Helping out englinks with logistics
- Working on plan with FYPCO
- Completing weekly tasks
- Writing transition manual

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:

- Put up the photo wall in the ILC!! Shoutout to my FYPCO Steph for helping select the majority of them and to Alexa Hadley for helping me place everything
 - o I think it looks stunning; we placed all the pictures around a big comm team promotional picture.
 - o I also tried to be smart about marketing – I wouldn't be surprised if people took some of the photos, so on the backs of each of them I wrote a description about what the photo is depicting, that I hope the recipient enjoys it, and to tag and follow us on Instagram.
- We are bringing back the humans of the ILC campaign! Sara and I went around and snapped a couple shots and got some short descriptions, so hopefully that will be up on the Instagram soon
- I bought a bunch of xmas props and shoutout to Aidan for offering to let me use some Outreach props as well, we're hoping to get the ball rolling on an Xmas themed video as soon as we get a bit more snow
- My graphics team is always working hard and we
- Photo team is continuing to do a ton of headshots
- Met with my team
- Shoutout to my finance officer Ali for helping me out so much
- Usual tasks: helping my managers, maintaining the Instagram, statics, etc.

Things I will be doing the next two weeks:

- Every person that saw the pictures I printed from the archives said they loved them, and a lot of people actually wanted them. I am hoping to investigate a way we can make posters out of some of these images and sell them to students, I think it would do so well. I'm going to make a survey to gauge interest soon. Could be a project for next year even, but I'm going to do some work on it.
- I put logistics for my headshot session on hold, so still working on a COVID-19 safety plan. To hold the event next semester hopefully in Mitchell Hall on the 2nd floor.
- Going to be doing some more major purchases soon for camera equipment.
- Ideating new campaign project ideas.
- Usual tasks: helping my managers, maintaining the Instagram, AllEng emails, statics, etc.
- Graphics team is going to look at ways to advertise how to book rooms in the ILC (mainly for first and second years, there are way too many empty rooms on a daily basis)
- Steph and I had to postpone the discipline campaign interviews due to COVID-19 having a bit of a comeback, we'll be switching them to online and conducting the interviews over zoom. If you're interested in partaking, let us know!

Cheers,
Ella



Clubs & Conferences – Adam Fell

conferences@engsoc.queensu.ca

No report submitted.

Design – Jen Kovich

design@engsoc.queensu.ca

Hey Council!

Things I have been doing over the past two weeks:

- Regular statics with VPSA and Deputy of Design.
- Checking in on the shared design spaces for cleanliness weekly.
- Cleaned up the design bay.
- Read over the vacated space allocation reports and sent them to the faculty to be reviewed.
- Working on having the previous Fuel Cell captain act as interim captain (as a graduate student) for the rest of the year (liability and insurance).
- Assigned tasks to my FYPCO who is working on creating a ratification package for new and prospect design teams.
- Got keys duplicated for the storage closet in the sanding bay and gave the keys to the respective teams (Baja/Formula).
- Helping QSET's satellite team with the insurance and liability of coordinating their remote launch of their payload with the CSA.

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

- Regular statics with VPSA and Deputy of Design.
- Checking in on the shared design spaces for cleanliness weekly.
- Meeting with FYPCO to check in on progress.
- Setting up a storage rack in the composite bay.
- Allocating the vacated space of the ILC room 115 I.
(I will be adding a process for allocating early vacated space to policy, but I haven't been able to attend the last few councils due to scheduling conflicts with my lab, so it will happen next semester.)
- Setting up ILC shop training for the design teams.

Cheers!

Jen

Internal Processes – Evan Wray

doip@engsoc.queensu.ca

Hey Council!

Things that I have done over the past two weeks:

- Practicing Microsoft Power Automate, Apps, and BI
- Developing projects for A&PD Team
- Meeting with DoSI and DoER to help with automation tasks
- Poster Sale event planning

- Develop FYPCO tasks
- Updating ILC Lounge Covid Safety Plan
- Developing tools for Lounge
- Developing tools for Directors during office hours
- Met my FYPCO and introduced potential projects

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
- Begin projects with my FYPCO

All the best,

Evan

External Relations – Aidan Shimizu

external@engsoc.queensu.ca

Hello council!

Things I've been doing the last two weeks:

Events/Initiatives

- Planning & Executing Fix n' Clean this past weekend
- Constructing a Santa Claus parade float and attending the parade this past Saturday
- Multiple Movember booths to raise money (about \$500 raised from this!!)
- Planning for more Movember booths and hopefully a charity spikeball tournament on November 28th
- Getting people signed up for blood donation on November 30th

External Stuff

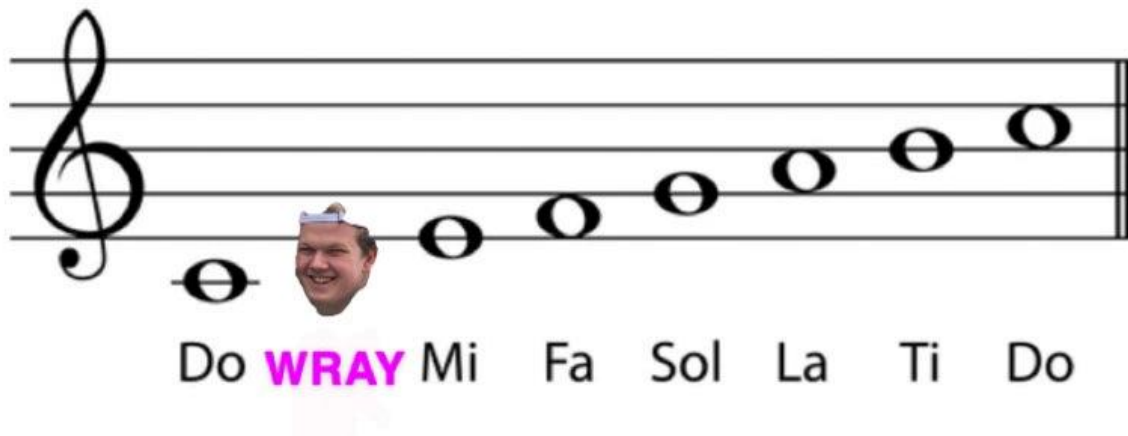
- Creating & presenting delegate training to those attending the Conference on Diversity in Engineering (CDE)
- Working on event sanctioning form to send delegates to the Canadian Engineering Leadership Conference (CELC) in Newfoundland

Things I will be doing over the next two weeks:

External Relations:

- Taking a week off because damn do I need it
- But not actually completely off cuz I need to do this stuff:
 - Meet with FYPCO
 - Create and give training to First Year Integration Conference (FYIC) delegates
 - Help planning for Movember Spikeball tournament

- Continuing to work on approval for CELC attendance
- Ensuring that CDE delegates fill out post-conference delegate report
- Help organize Thundercanz (food drive) for the week of 29th-3rd



Skeet,
Aidan Shimizu

Finance – Michael Butler
finance@engsoc.queensu.ca



Michael

Sincerely,

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

Other than that have a great week, and might I offer “*Following the Sun – SUPER-Hi, Neeka*” as my council song.

- **Bank of EngSoc**
 - o Running BoE w/finance officers
 - o Fixing permission issues and odd flows
 - o Increase in requests so looking to speed up many of the processes
- **Month Ends and Credit Cards**
- **Debt Repayment**
- **Semester Reviews**

Over the next little bit:

- **Assisting Affiliated Groups**
 - o Again just many emails about anything from EFTs to Sponsorship Invoices
 - o Ongoing budget approval and adding groups to BoE
 - o Continued BoE Functions
- **Financial Officers**
 - o Will and Ali have been working on Finance Training Improvements
 - o Jackson has been working with Microsoft Flows for BoE
- **Month Ends and Credit Cards**
 - o Working with VPOPS

Good morning consumers:~)! Since last council I’ve been:

First Year – Allen Liu

firstyear@engsoc.queensu.ca

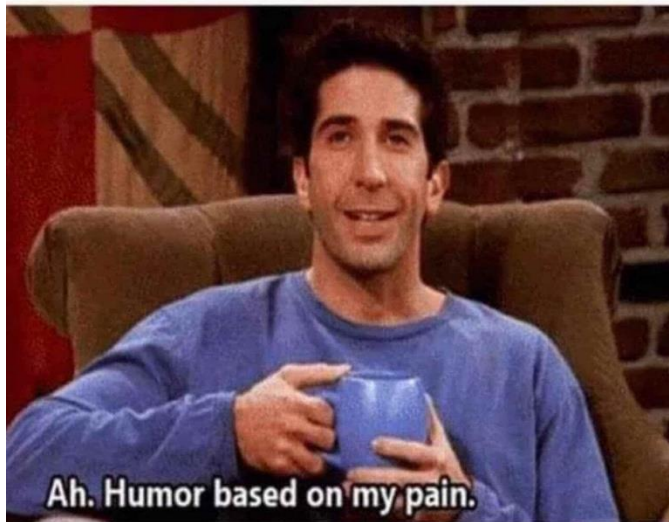
Things I’ve been doing the last 2 weeks:

- Lots of emails, lots of meetings, checking in with my team :)
- FYPCO check in form completed, in-person trivia night!
- Worked on planning activities (below)

Things I will be doing in the next 2 weeks:

- WISE Workshop happening next week
- Running an EPT academic help session
- Attending the Res Life Exam Resources Panel
- Planning a first year “exams series”
 - o Running a few first-year exam helpdesks with EngLinks
 - o Mental health workshop
 - o Trivia/games night (if there’s time)

Seeing work memes like



Human Resources – Alison Wong

hr@engsoc.queensu.ca

No report submitted.

Governance – Andrew da Silva

governance@engsoc.queensu.ca

Hi council,

Things I have been doing the past two weeks:

- Finalizing the election rules changes, put them to council
- Meeting with the elections team
- Regular weekly things (ie. Council set up)
- Met with the Director of Internal Affairs of the AMS for voting software

Things I will be doing the next two weeks:

- Submitting event forms for the elections
- Continuing to do regular governance stuff
- Continue to meet with elections team

Cheers



Information Technology – Zach Donovan

doit@engsoc.queensu.ca

No report submitted.

Social Issues – Jheeven Salvarajah

dosi@engsoc.queensu.ca

No report submitted.

Professional Development – Marissa Matthews

pd@engsoc.queensu.ca

Hey council!

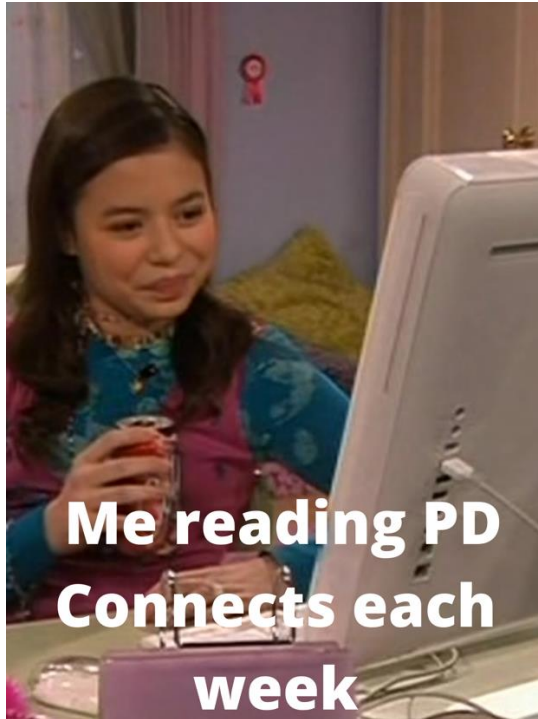
Things I have been doing over the past two weeks:

- Helping my FYPCO get started on his project – coding a program to automate student/alumni matches for coffee chats, etc.
- Contacting companies about our job fair in February – if anyone knows a company that might want to attend, please let me know!
- Finding workshop leaders for the Alumni Networking Summit in January
- Running a resume workshop, EDII in Industry panel, Alumni talk on LinkedIn
- Looking into venues for events next semester

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

- Submitting sanctioning forms for Summit and job fair
- Marketing Summit to students and alumni
- Working on our EDII in Industry training module

- Preparing for next semester's workshops (ex. LinkedIn workshop and QUIP panel)



Services – Dalena Vo

services@engsoc.queensu.ca

**hey
y'all!!**

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

- Head manager weekly statics
- Transitioning incoming Science Quest Head Director
- Promoting and preparing for Science Quest Assistant Director hiring
- First in-person Ritual complete! Both were fully booked up 😊!!!!!!
- Collaborations with CEEC, Fix n' Clean, and more for the Tea Room
- Discussing Christmas promotions and vegan menu options for the Tea Room
- CEO is prepping for their upcoming Winter Sale
- Discussing second semester EDII initiatives for the Tea Room

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

- Advisory board presentations for Clark and Tea Room
- Continued transitions for incoming Science Quest Head and Assistant Directors
- Adjusting Science Quest timeline for upcoming year

- Investigating applications for in-person Golden Words pressnites
- Looking into potential safety plan adjustments for second semester
- Coordinating jacket patches for services managers
- Science Quest office getting organized

