



THE ENGINEERING SOCIETY
OF QUEEN'S UNIVERSITY

Council Meeting Agenda

Engineering Society of Queen's University

Tuesday, January 25th, 2022

6:30 pm, Video Conference

- | | | | |
|-------|-----------------------------------|-------|---------------------------------|
| I. | Attendance | xii) | Social Issues |
| II. | Adoption of the Agenda: Motion 1 | xiii) | Professional Development |
| III. | Adoption of the Minutes: Motion 2 | xiv) | Services |
| IV. | Speaker's Business | IX. | Question Period |
| V. | Presentations | X. | Faculty Board Report |
| VI. | New Business [3-5] | 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 (Sunny Group) |
| VIII. | Director Reports | | i) Applied Math |
| | i) Academics | | ii) ChemEngChem |
| | ii) Communications | | iii) Geological |
| | iii) Clubs & Conferences | | iv) Civil |
| | 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 |
| | xi) Information Technology | | |

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 Tuesday, January 25th, 2022, 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, November 22nd, 2021, as seen on the Engineering Society website.

Moved by: Andrew "We love" da Silva
Seconded by: Nick "elections" Neokleous

Motion 3

Whereas: The ECE Club needs a new Academic Representative for Computer Engineering
& whereas: We were unable to get any nominations for a by-election

BE IT RESOLVED THAT:

Council appoint Ethan Shama as the Academic Representative for Computer Engineering on the ECE Club executive.

Moved by: Nick "" Mertin
Seconded by: Madeleine "" Roll

Motion 4

Whereas: The Agnes Benidickson Tricolour Award Selection Committee requires a representative from each faculty.
& whereas: The Engineering Society values democracy

BE IT RESOLVED THAT:

Julia Takimoto be elected as the Engineering Society's representative on the committee.

Moved by: Christina "Happy New Year" Bisol

Seconded by: Kaija "Happy New Elections Period" Edwards

Motion 5

Whereas: Advisory Board needs to have an earlier transition period this year to ensure continuity

& whereas: Advisory Board members can currently only be elected at AGM

BE IT RESOLVED THAT:

Advisory Board members are elected at a regular council meeting for the winter 2022 term.

Moved by: Julia Newcombe

Seconded by: Ben Frosst

Executive Reports

President – Christina Bisol

president@engsoc.queensu.ca

Hello Council and welcome back!!!

Previously on *Christina's duties as Prez*:

- *Orientation Week*:
 - OTIS head hiring! FREC hiring started this past weekend, all the hiring 😊
- *Science Formal*:
 - Adapting to new restrictions
 - Congratulations to Zoe Prystawski on becoming Science Formal Convener for Sci'23!
 - **Sci Formal (Class of 2023) Chair Applications** close on Friday
 - Did some SciFormal dares...would not recommend the shot of sour cream
- Advisory Board, Faculty Board, QUESSI, meetings with the Dean, Associate Dean of Academics, and among others
- AMS Assembly + Presidents Caucus
- Prepping for the new academic year
- Advocating for students during the uncertainty of exams with the Faculty. Working with the Executives in planning for what March will look like when we return to in-person activities.
- Meeting with my FYPCO and working on feedback for EngPals
- Promoting the elections and finding a lower. Reflecting on my term and preparing for transitioning.
- Attended the Canadian Engineering Leadership Conference virtually last weekend
- Popped in to say hi to the first ExCommComm meeting, very excited to see the work they will do!
- Looking for employment for after my term

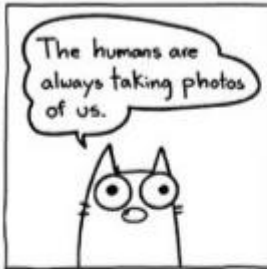
Things that I will be doing until next Council

- Hiring Sci Formal Chairs
- More elections & transitioning planning
- Going to my last Jacket Council...maybe getting a cool nickname
- Advisory Board, Faculty Board
- Definitely more stuff that is not coming to my head right now, but the bulk of it will be transitioning based and brainstorming recommendations for the long term success of the Society based on my experience

Cheers,



sarahandersencomics · Follow



© Sarah Andersen



Christina

VP (Operations) – Ben Frosst

vpops@engsoc.queensu.ca

Things that I've been doing since last semester:

- Taking a break!
- Helping with issues resulting from the Microsoft 365 Migration
- Meeting with all the usual people
- Planning for and setting up sign over for new executive
- 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.
- BOE clean up and Replacement
- Transition Material Prep
- Reopening... Again

VP (Student Affairs) – Kaija Niska Edwards

vpsa@engsoc.queensu.ca

No report submitted.

Director Reports

Academics – Alexa Hadley

academic@engsoc.queensu.ca

Things I have been doing over the past two weeks:

General

- o Meeting with FYPCO
- o Meet w Head of Englinks Bedfund and iCons
- o Meet w Academic Advocacy

Englinks

- o Planning for the semester workshops (first year, upper year and Jsection)
- o Slow period right now for englinks
- o Working on matching personal tutors

iCons

- o iCons are temporarily closed

BED Fund

- o Proposals are getting finished up
- o Met w financial faculty member

Academic Advocacy

- o Preparing for the caucus
- o Planning Academic Feedback Office hours
- o Need to regain access to AFN after the migration

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 / Winter Break:

- Winter Break! I used this as an actual break, so didn't get up to too much. I also took a break from duties in Week 1 to study.
- Fulfilled Alison's training conference.
- I had Kaija buy us the drone for the Communication's Team, I've also planned out future purchases for other Comm's equipment e.g. SD cards.

- Met with my managers to re-envision the upcoming semester now that it is online:
 - o We have some new campaign ideas we'll be doing including photo competitions, and a series of informative interviews with design teams or directors.
 - o We want to focus on including more people on our Instagram feed. There was an idea at the end of last semester to spotlight 'EngSoc Volunteers of the Month' or something like that.
- Met with Colleen Munro with Aidan to look at a new survey they're putting out to students. We provided input and will be working with the faculty on survey roll-out.
- Met with Aidan and Jheeven with my marketing manager to look at developing a new Indigenous patch.
- Graphics team has been super busy with discipline graphics and hiring graphics.
- AllEng + emails + misc.

Things I will be doing the next two weeks:

- Transition manual – with my lower getting hired soon I want to make sure I have this ready.
 - o I don't think it's possible to host a poster sale any longer, however I do want to plan out all the logistics and include it in my transition manual if my lower wants to try doing it next year.
- Helping edit any headshots from the LinkedIn workshop Marissa is hosting, unfortunately we were originally going to do headshots in person, but delegates will be taking their own and then sending it to my team.
- Meeting with my FYPCO and determining a new direction for projects now that everything is online.
- Handing out Comm Team sweaters to my team once I'm back in Kingston.
- Continuing new campaigns, I also want to use the drone to ideally make a cool video of Kingston, and just to test the drone out.
- Posting some of my own discipline graphics I've been making.
- AllEng + emails + misc.

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
- Helping conferences switch over to online formats
- Helping conferences hold their events
- Assisting EDII Conference team with planning

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

- Helping conferences with final preparations
- Continuing to plan the logistics of the EDII Conference
- More regular meetings with clubs & conferences
- Assisting with AMS event applications
- Helping run conferences each week
- Assisting new clubs with ratification
- Preparing for transition

Design – Jen Kovich

design@engsoc.queensu.ca

Hey Council! Hope everyone had a great break!

Things I have been doing over the past two weeks:

- Regular statics with VPSA and Deputy of Design.
- Roundtable with the teams.
- Made a hiring guide with HR specifically for design teams.
- Heard team feedback on the hiring process for teams.
- Created the space allocation report that is currently being reviewed by the faculty.
- My deputy of design and FYPCO began planning the design team showcase.
- Working on my transition manual and an operations manual detailing the teams.

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

- Regular statics with VPSA and Deputy of Design.
- Adding a process for allocating early vacated space to policy.
- Working on my transition manual and an operations manual detailing the teams.
- Reviewing quarterly reports.

Cheers!

Jen

Internal Processes – Evan Wray

doip@engsoc.queensu.ca

Hey Council!

Things that I have done over the break / past two weeks:

- Practicing Microsoft Power Automate and Power BI
- Selecting and planning projects for A&PD Team
- Poster Sale event cancelling logistics

- Dean's Reception online planning
- Preliminary Awards Banquet online planning
- Met with my FYPCO and introduced projects for the semester

Things that I will be doing ~~over the next two weeks~~ after the election period:

- Meeting with DoSI to help with automation tasks
- Poster Sale cancelling logistics
- Dean's Reception online planning
- Awards Banquet online planning
- Work on projects with my FYPCO
- Work on projects with the A&PD Team

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

- Outreach Team
 - Hoping to do a clothing drive soon – stay tuned for more info
 - Crafting 4 a Cure
 - Planning the rest of our events for the semester
 - Indigenous Jacket patch initiative
 - Sending unsent BLM patches
- Movember
 - Finalizing money movement, final total is \$11,826!!!
- Fix n' Clean
 - Moving to March, will see if it runs
- Blood donation appointment - today

External Responsibilities

- Canadian Engineering Leadership Conference
 - Trained delegates that attended all streams
 - Attended 2 general assemblies and voted on behalf of Queen's
- Attended ESSCO December TC
- Creating a new group chat with external representatives from each faculty
- Getting started with ex comm comm tasks
- Meeting with faculty regarding survey (feat McGurk)
- Meeting with OSPE

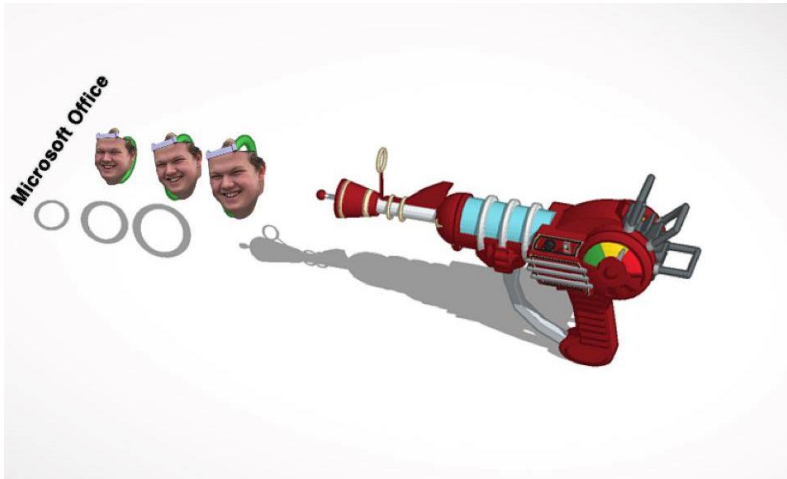
Things I will be doing over the next two weeks:

Events/Initiatives

- Continuing to work on indigenous patches
- Idk lots of fun stuff I'm sure

External Responsibilities

- Attending ESSCO January TC
- Start looking for delegates for the Conference on Sustainability in Engineering (CSE) put on by CFES



A WRAY GUN

Skibbity,

Aidan Shimizu

Finance – Michael Butler

finance@engsoc.queensu.ca

No report submitted.

First Year – Allen Liu

firstyear@engsoc.queensu.ca

Things I've been doing the last 2 weeks (or longer):

- Checking In with my team, preparing plans for semester 2
- Jacket council planning over the break
- Upper Year Discipline Panel Planning (hosted in early February)

Things I will be doing in the next 2 weeks:

- Discipline help FAQ's + video series
- Another FYPCO milestone check-in
- Hoping to do an "online school academic help session" with SASS



**HOW WE USUALLY
TREAT FROSH**

JACKET COUNCIL

Human Resources – Alison Wong

hr@engsoc.queensu.ca

Hi everyone!

Things I have been doing over the past two weeks:

- Thank you to everyone who completed the training conference over the winter break—please please please remind people on your teams to complete that ASAP!
 - Record confirmation here please (old links are broken):
<https://forms.office.com/r/UGXFjE5pgv>
- Hiring is slowly starting back up for next year, so my inbox is starting to get busy again
- For people who will be conducting hiring, here are some useful links for you (aka PLEASE read the hiring guide if nothing else. Seriously. It'll make everyone's lives easier) (Save them for future reference!):
 - [Hiring Guide](#)
 - [Hiring Guide for Design Teams](#)
 - [Interview Scripts](#)

- [Pre-Hiring Form](#)

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

- Fixing/cleaning up MS Office files
- Transition manual
- Hiring administrative work and approvals
- Breezy maintenance
- Looking into a permanent/longer-term Articulate360 subscription for training as the interactive format was much better received than the old PPTs

Have this very adorable yearling to brighten up your week 3 😊



Governance – Andrew da Silva

governance@engsoc.queensu.ca

Hi Council,

Things that I have been up to:

- Fine tuning elections
- Getting the word out about elections
- Eat, sleep, elections repeat

- Usual council stuff

Things I will be doing in the next two weeks:

- The elections team will be organizing the campaigning period, debate night, voting period, and reveal night!
- Debate Night is Feb 26th, and Feb 27th

That is all for now,

Andrew

**My laptop
battery after
7 years of
hard work**



**My iPhone
battery after
less than a
year of use**



**My DS battery
after 15 years
without
charging**



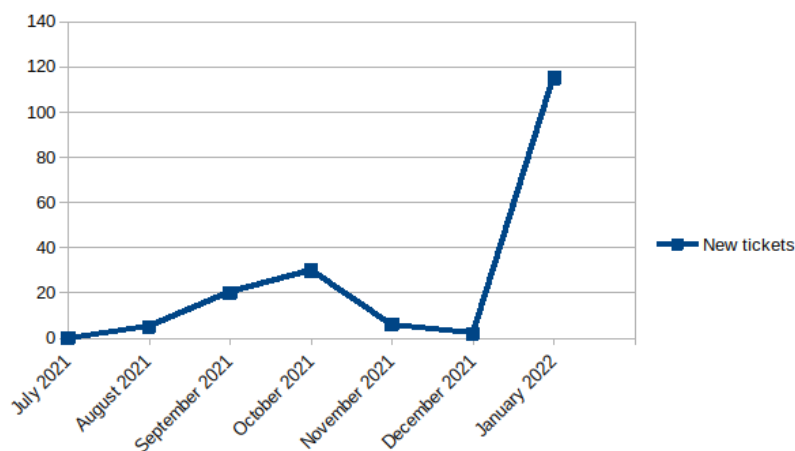
Information Technology – Zach Donovan

doit@engsoc.queensu.ca

Things I have been doing over the past two weeks:

- Office 365 Migration
 - Migration is finished, but plenty of work still to go on new tenant.
 - Azure AD stuffs.
 - Migrating Sharepoints from AMS to EngSoc
 - Setting up retention and compliance policies.
 - Working with DoIP to leverage new features.
 - Writing Powershell scripts for next DoIT.
- Tickets
 - Team has been working hard on getting post-migration issues resolved.
 - Most of the tickets have been cleared, remainder should be finished this week.
 - If you need help, the **fastest way to get your issue resolved** is to create a ticket.
 - Email/Slack/Discord/Snap/Instagram/Signal/Carrier Pigeon backlog will take weeks to clear.
- Infrastructure
 - Attempting to finalize the move away from old infrastructure.
 - Cool new auto-scaling webstack w/ AWS ECS
 - NGINX config files are now backed by git (re: documentation)

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



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:

- Launching ticket sales for the Alumni Networking Summit – **happening this Saturday, everyone should come out!**
- Setting up online conference platform, Remo, to be used for Summit and for our job fair
- Inviting companies to attend the job fair in February (13 confirmed companies so far, with a number of others interested!)
- Working on our EDII in the workplace module
- Running the QUIP Tell-All Q&A Panel (recording is posted on our Facebook event and website)

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

- Launching student registration for the Sustainability and Diversity job fair
- Continuing work on the EDII in the workplace module
- Preparing for our upcoming workshops on LinkedIn and how to get your first job
- Launching a student survey asking for feedback on PD Team events



Services – Dalena Vo

services@engsoc.queensu.ca

Happy New Years Council !

Things I have been doing over the past little bit:

- CEO is pivoting to a delivery model for jackets
- Clark and Tea Room are closed at the moment
- Science Quest is gearing up for staff hiring in the upcoming weeks
- Services Officer ran Assistant Manager Meetings
- Working on transition manuals

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

- Continuing with weekly statics
- Meeting with the Science Quest Assistant Managers
- Looking to post-February 28th – hypotheticals
- Advisory Board presentations

