



THE ENGINEERING SOCIETY  
OF QUEEN'S UNIVERSITY

# Council Meeting Agenda

Engineering Society of Queen's University  
Tuesday, February 8<sup>th</sup>, 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 (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                      |
|       | 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, February 8<sup>th</sup>, 2022, as seen on the Engineering Society website.

Moved by: Andrew "" da Silva  
Seconded by: Nick "" 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 Tuesday, January 25<sup>th</sup>, 2022, as seen on the Engineering Society website.

Moved by: Andrew "" da Silva  
Seconded by: Nick "" Neokleous

## Motion 3

Whereas: There are many events the Engineering Society  
& whereas: The Society should have a point of contact for all event planning questions

BE IT RESOLVED THAT:

Council approve of the changes to Policy β: A.3.2 ; policy β; β.C; γ.A as seen in *Appendix SOOOOO EVENTFULLLLL*

Moved by: Christina "the pandemic delayed my getting a lower"  
Bisol  
Seconded by: Kaija "and now you have two to compensate"  
Edwards

#### Motion 4

Whereas: We are bringing back the Director of Events to make EngSoc more eventful  
& whereas: By-Law needs to reflect this

BE IT RESOLVED THAT:

Council approve of the changes to By-Law Section 1. B.2; 2.A.1; 8.A and 8.B; 10.C as seen in *Appendix-Legally Resuscitated*

Moved by: Christina "Resurrected" Bisol  
Seconded by: Kaija "Revived" Edwards

#### Motion 5

Whereas: There isn't anything in policy that says what to do when a team in the ILC vacates their space early.  
& whereas: Let's add that in.

BE IT RESOLVED THAT:

Council approves the changes to Policy Section κ.B as seen in Appendix "VacatedSpace".

Moved by: Jen Kovich  
Seconded by: Kaija Niska Edwards

# Executive Reports

## **President – Christina Bisol**

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

Hello Council and welcome back!!!

Previously on *Christina's duties as Prez*:

- *Orientation Week*:
  - All the hiring!
- *Science Formal*:
  - Post-poned to the last weekend of March (2022)
  - Interviews for new chairs
- Advisory Board, Operations Committee
- Presidents Caucus:
  - working on getting prevention methods for St. Patties day (I.e. water stations, QFLA, the COR open, food trucks);
  - advocating for Orientation Week Days (please email [vpua@ams.queensu.ca](mailto:vpua@ams.queensu.ca) if you would like to voice your concerns)
  - Working on opening event sanctioning to have some events the first week back in March
- Jacket Council, Debate night, reveal night
- AMS Assembly + Presidents Caucus
- Prepping to and beginning to transition my lower, SHOUTOUT TO DANI!!!
- Met with BEDFund to discuss this years proposals and the future of Fund
- Assessing our Society and working with the Exec in establishing the motions we moved this Council
- DIRECTORSHIP APPS ARE OPEN!!!!

Things that I will be doing until next Council

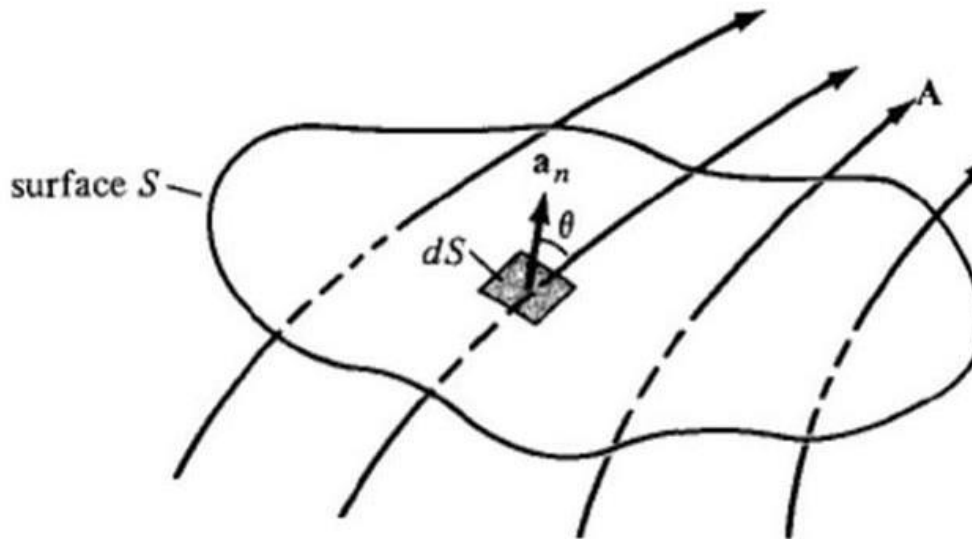
- Hiring Sci Formal Chairs
- Transition Transition Transition
- Faculty Board, President's Caucus
- More BEDFund, Sci Formal, and Orientation Week support among my other Directors
- Collecting transition manuals for the directors and overseeing the ED teams transaction

Cheers,

Christina

Professor: **\*draws asymmetric surface around charged mass\***

Me: Weird flux but okay



## **VP (Operations) – Ben Frosst**

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

Hey Council,

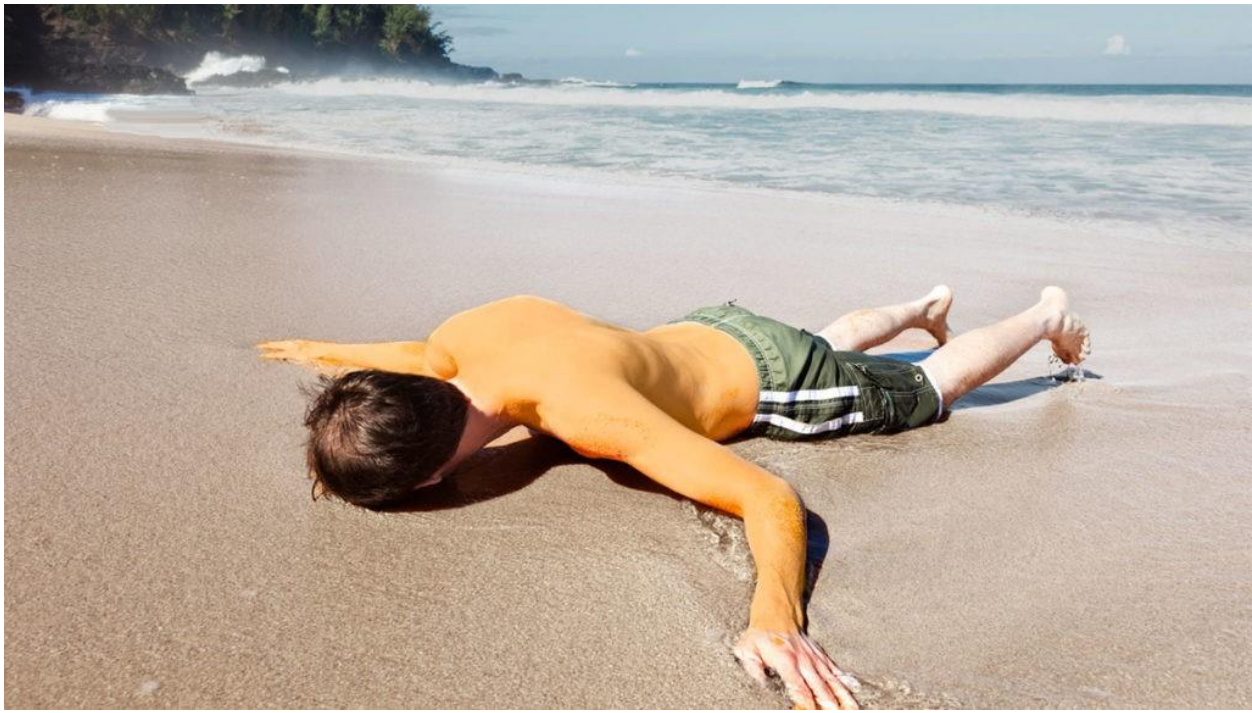
Things that I've been doing over the past two weeks:

- The usual: Payroll, e-transfers, credit card purchases
- The Classics: Weekly statics with Exec; DoF, DoS, DoLP, DoIT
- Helping with SharePoint migration
- Evaluating new Financial processes solutions
- Service Reopening
- Transition Meeting with Evan!

Things that I will be doing over the next two weeks

- Continuing Transition
- Service reopening
- BOE clean up
- New Exec Sign over process

Me now that Evan has been hired



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

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

Hei siellä,

Very exciting news that I am sure you've all heard – Congrats to EngSoc's VPSA for next year, Jane Cohen-Wallis!! (I am now washed up since I'm already old) Very hyped to transition her and the new team so stay tuned for exciting things from them.

In other news, the ILC is open 8 AM to 4:30 PM on weekdays so design teams are back to having access to the bay <3.

Things I have been doing over the past two weeks:

- Lots of meetings:
  - Director statics (DoCC, DoComm, DoD, DoFY, DoG, DoHR)
  - Advisory Board
  - AMS Assembly
  - Elections Team
  - Jacket Council
  - EngSoc Debate Nights
  - EngSoc Reveal Night
- Wrapping up the EngSoc General Elections BIG SHOUTOUT to Andrew (DoG), Nick (Speaker), Andrew (CRO), and Sal (DRO) for all their hard work <3
- Helping Sci Formal hire a team for next year
- Working on my transition manual

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

- Year Exec and DSC Roundtables
- Promoting the **15 directorships** on Breezy, **apps close Friday, Feb. 11<sup>th</sup> at noon!**
- Transitioning Jane & the new exec team
- Faculty Board
- Hiring for Sci Formal Chairs

Kippis,  
Kaija Niska Edwards (she/her/hers)  
VPSA



# Why Do We Have Hands?



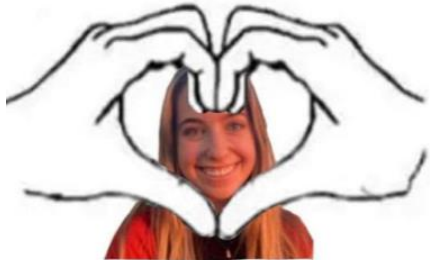
There Are Many Reasons:



pat the new exec



hold the new exec



cherish the new exec



forfeit all mortal  
possessions to the  
new exec



# Director Reports

## **Academics – Alexa Hadley**

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

Things I have been doing over the past two weeks:

· General

- Weekly Statics
- Meet w Head of Englinks Bedfund and iCons
- Met w Jay and Chris and Grace about BED Fund

· Englinks

- Planning for the semester workshops (first year, upper year and Jsection)
- Ran a successful APSC 221 workshop
- Working on matching personal tutors (need 174 and 112 tutors)

· iCons

- iCons are temporarily closed
- Plan is to open after reading break

· BED Fund

- Proposals will be at next council
- Trying to get the proper financial documentation from faculty
- Need to modify on ECE proposal

· Academic Advocacy

- Preparing for the third caucus
- Working on promoting and getting the AFN up and running after the migration

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

- Helping out w BED fund and proposals
- Working on plan with FYPCO (new Jr. Senator yay Adam)
- Completing weekly tasks
- Collecting transition manuals soon

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

## **Communications – Ella McGurk**

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

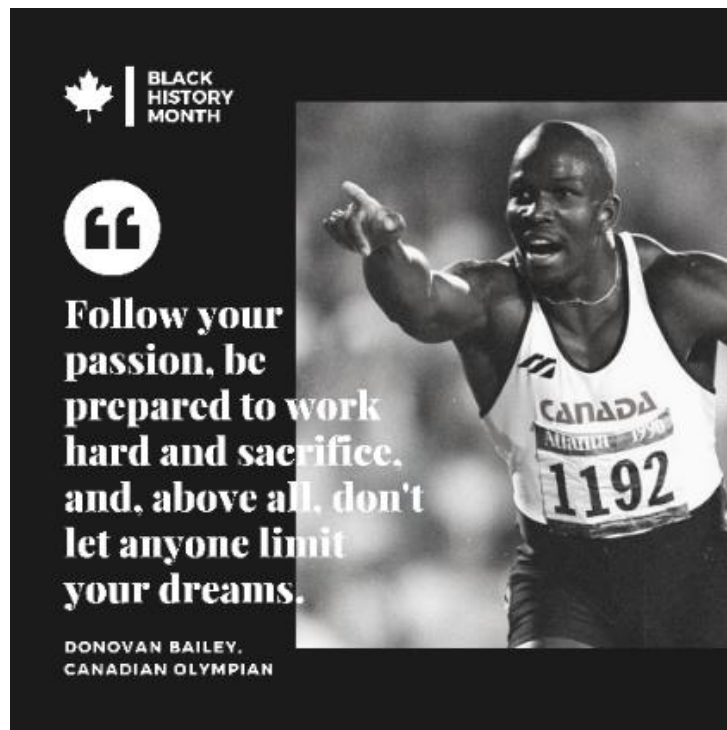
Things I did the past two weeks:

- Transition manual – the saga continues.
- Comm Sweaters were handed out by my manager!
- Black history month graphics are rolling out – I really like them I hope you do too.
- Helping Colleen Munro on survey roll-out and other faculty graphic promotions.
- Developing Indigenous patches – we'll be making two ideally.
- Graphics team has been super busy with discipline graphics and hiring graphics.
  - In fact, I've been helping out the team a lot making graphics.
- My video and photo teams are not doing as hot but given the current COVID climate I hope this is understandable.
- Successfully rolled out all our discipline night graphics – not the discipline interview ones however (could not pin down people for a proper reply)
- AllEng + a million emails + meetings + misc.

Things I will be doing the next two weeks:

- Director interviews – this campaign is a sprint we're working hard to roll them out before hiring closes on the 11<sup>th</sup>
- Transitioning lower when I get them 😊
- Continuing to help my managers with our campaign ideas, photo and video have been struggling.
  - Once we wrangle my team together (lots of incompatible schedules) we're brainstorming photo competition themes.
- AllEng + emails + meetings + misc.

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

Hey Council!

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

- Design teams are back in person as of last week! Monday to Friday from 8 am to 4:30 pm.
- Updating the space allocation report that is currently being reviewed by the faculty.
- Planning the design team showcase with my FYPCO and Deputy of Design.
- Adding a process for allocating early vacated space to policy.
- Reviewing quarterly reports.
- Working on my transition manual and an operations manual detailing the teams.
- Regular statics with VPSA and Deputy of Design.

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

- Regular statics with VPSA and Deputy of Design.
- Working on my transition manual and an operations manual detailing the teams.
- Planning the design team showcase.
- Reviewing quarterly reports.

Cheers!

Jen

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

doip@engsoc.queensu.ca

Hey Council!

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

- Not much DoIP stuff, just election stuff

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

- Meeting with DoSI and Bursary Chair to help with automation tasks
- Clark alarm system codes with Service Managers
- Poster Sale cancelling logistics
- 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](mailto:external@engsoc.queensu.ca)

Hello council!

### **Things I've been doing the last two weeks:**

- Writing transition manual
- Meeting with ExCommComm
- Helping with introduction of DoE
- Helping out Outreach Team wherever I can
- Conversing with Fix n' Clean Coordinators about possible event
- Getting delegates for CSE and CALE

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

- Meeting with FYPCO
- Writing transition manual
- Getting delegates for CSE and CALE
- Training delegates for CSE
- Reviewing policy & bylaw surrounding DoER and make changes if necessary
- Developing ESSCO Survey with Ex Comm Comm and sending it out
- Asking Ben for money
- Try to figure out what other memes I could possibly make out of the name Wray



*Dr. Wray:* you won't want this guy performing your **OPERATIONS**

Skoobap,

Aidan Shimizu

### **Finance – Michael Butler**

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

Hey Council,

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

- BoE+ is now live
- Making the Flows and Back End for BoE+
- The other stuff

Things that I will be doing over the next two weeks

- Budget and Supporting Document, BoE Flows
- Month End Prep
- The other stuff



### **First Year – Allen Liu**

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

No report submitted.

### **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:

- Hiring administrative work and approvals
- Breezy maintenance
- 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:

- Transition manual
- Looking through Policy to fix all the hiring policy discrepancies and outdated parts
- Hiring administrative work and approvals
- Breezy maintenance
- Looking into a permanent/longer-term Articulate360 subscription for training

Here's me in a quinzee I dug in my front lawn because Winterpeg™ is very Snow lately





## Governance – Andrew da Silva

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

Hi Council,

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

- Election events, such as debate night, reveal night, and voting days.
- Helped in the process of getting next year execs elected!
- Writing my transition manual

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

- Create a form for the EngSoc Awards ceremony
- Start looking at AGM



the queen has breached  
containment



## **Information Technology – Zach Donovan**

doit@engsoc.queensu.ca

Hey Council,

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

- Reconfigured Cloudflare Argo to improve bandwidth efficiency with tired caching.
- Generated new sitemaps to improved SEO.
- Updated IDS and IPS definitions.
- Reconfigured AWS VPCs to support IPv6.
- Deployed Redis memcache layer to improve performance of stateless applications.

Things I will be doing over the next two weeks:

- Working on new git backed transition manual

[engsoc.queensu.ca/benfrosst](https://engsoc.queensu.ca/benfrosst)

## **Social Issues – Jheeven Salvarajah**

dosi@engsoc.queensu.ca

Howder Council,

Over the last 2 weeks

- Meetings with Exec/ED/Equity Team/Sustainability Committee
- EDII Conference Planning
  - Marketing
  - Faculty Collaboration
  - Event planning
- Bursary Automation
  - Beginning project to automate bursaries with DoIP
  - Changes to bursary policy
- EDII Resources document for faculty
  - Compiling documents
  - Development completion planned for March
- Indigenous Patches initiative
- EDII Website development
- Accessibility System reform proposal

Over next 2 weeks

- More Meetings with Exec/ED/Equity Team/Sustainability Committee/FC
- Reaching out to Simon Smith about ILC Gender Neutral Washroom initiative
- Continuing EDII Conference Planning
  - Hybrid potential
- Finalising Bursary Automation
- Continuing EDII Resource document work with Diversity rep
- Finalising EDII Website
- More meetings + discussion about accessibility proposal

Have a fantastic next 2 weeks!



## 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:

- Finalizing details for the Sustainability and Diversity Job Fair
  - Happening on Feb 17!
  - Student registration is open
- Ran the Alumni Networking Summit – over 80 student and alumni attendees
- Launched a student survey asking for feedback on PD Team events
  - Please fill it out!

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

- Running a How to Get Your First Job workshop – happening this Thursday
- Running the Industry Inside Career & Networking Seminar – happening this Saturday
- Continuing work on the EDII in the workplace module
- Running the Sustainability and Diversity Job Fair
- Contacting companies to participate in Consulting Week

**Average  
non Career &  
Networking  
Seminar attendee**



**Average  
Career &  
Networking  
Seminar Attendee**



**Services – Dalena Vo**

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

**HOWDY COUNCIL,**

Things I have been doing over the past two weeks:

- CEO jacket delivery has been pushed back a week because of the snowstorm
- Clark and Tea Room are hoping to re-open in Week 7
- Discussing Sci '22 ThankQ gift ideas with the head managers
- Science Quest applications close February 10<sup>th</sup>!

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

- Helping Clark and Tea Room prepare for potential re-opening
- Assisting Science Quest in staff hiring process
- Assisting Golden Words with potential return to printing

