



THE ENGINEERING SOCIETY  
OF QUEEN'S UNIVERSITY

# Annual General Meeting Agenda

Engineering Society of Queen's University  
Thursday, March 17<sup>th</sup>, 2022  
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                                  | X.     | Question Period   |
|       | i) External Communications Committee 2021-2022 | XI.    | Faculty Board Report                                      |
|       | ii) EDII Accountability Report 2022            | XII.   | Alma Mater Society Report                                 |
|       | iii) EngSoc Budget 2022                        | XIII.  | Senate Report   |
| VI.   | Executive Oath                                 | XIV.   | Engineering Review Board Report                           |
| VII.  | New Business [3-15]                            | XV.    | Advisory Board Report                                     |
| VIII. | Executive Reports                              | XVI.   | Club Reports (Sunny Group)                                |
|       | i) President                                   | i)     | Applied Math  |
|       | ii) VP (Operations)                            | ii)    | ChemEngChem   |
|       | iii) VP (Student Affairs)                      | iii)   | Geological  |
| IX.   | Director Reports                               | iv)    | Civil   |
|       | i) Academics                                   | v)     | Eng Phys  |
|       | ii) Communications                             | vi)    | ECE   |
|       | iii) Clubs & Conferences                       | vii)   | Mechanical  |
|       | iv) Design                                     | viii)  | Mining  |
|       | v) Internal Processes                          | XVII.  | Year Reports  |
|       | vi) External Relations                         | i)     | Sci '22   |
|       | vii) Finance                                   | ii)    | Sci '23   |
|       | viii) First Year                               | iii)   | Sci '24   |
|       | ix) Human Resources                            | iv)    | Sci '25   |
|       | x) Governance                                  | XVIII. | Statements and Questions by Members and Discussion Period |

**Speaker:** Nick Neokleous  
**Secretary:** Matthew Sun

# Motion List

## Motion 1

Whereas: It's the Annual General Meeting;  
& whereas: Everyone gets a vote today!;

BE IT RESOLVED THAT:

Council approve the agenda of the Annual General Meeting of Wednesday, March 17th, 2022, as seen on the Engineering Society website.

Moved by: Ben "Jamin" Higgs

Seconded by: Andrew "Happy St. Patty's!" da Silva

## 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 Thursday, March 3<sup>rd</sup>, 2022, as seen on the Engineering Society website.

Moved by: Ben "Ocean Man" Higgs

Seconded by: Andrew "take me by the hand" da Silva

## Motion 3

Whereas: Our ESSCO observer membership is about to run out;  
& whereas: It's time to make a decision;

BE IT RESOLVED THAT:

Council move to become full members of the Engineering Students Societies' Council of Ontario (ESSCO)

Moved by: Aidan "Kalena Dalena Selena Serena" Shimizu

Seconded by: Kalena "Aidan Shimizu is the best upper ever" McCloskey

#### Motion 4

Whereas: In an attempt to add a Social Media Manager to the Communications team, it was observed that no description of any Managers within the Communications team existed.  
& whereas: To make these descriptions exist.;

#### BE IT RESOLVED THAT:

Council approve of the changes to Policy: Beta C.9.3.a.i-v, C.9.3.g, C.9.4 as seen in *Appendix-Society Leadership- Directors*

Moved by: Jane “Mini-Kaija” Cohen-Wallis  
Seconded by: Kaija “Almost Washed up” Niska Edwards

#### Motion 5

Whereas: By-Law must reflect the previously (hopefully) passed motion to amend Policy.  
& whereas: Still needing By-Law to reflect Policy;

#### BE IT RESOLVED THAT:

Council approve of the changes to By-Law 8- B.9.a.i, as seen in *Appendix- By-Law 8- Engineering Society Directors*

Moved by: Jane (Still Mini-Kaija) Cohen-Wallis  
Seconded by: Kaija (Even Closer to Being Washed Up) Niska Edwards

#### Motion 6

Whereas: Current Hiring Policy is outdated with several discrepancies;  
& whereas: Hiring Policy should reflect EngSoc's current hiring practices to minimize confusion and act as an accurate reference for those involved in the hiring process;

#### BE IT RESOLVED THAT:

Council approve of the changes to Policy γ.B as seen in *Appendix- Shiny New Hiring Policy*

Moved by: Alison "if I see the words 'EngSoc Dash' one more time I will actually cry" Wong  
Seconded by: Kaija “and beware I am an ugly crier” Niska Edwards

### Motion 7

Whereas: Some wording in the current description of the Director of Human Resources role is inaccurate;  
& whereas: The description should be an accurate reflection of the role;

BE IT RESOLVED THAT:

Council approve of the changes to β.C.10 in Policy as seen in *Appendix-* This is DOHR

Moved by: Alison "Precision of language, please" Wong  
Seconded by: Kaija "and thank you." Niska Edwards

### Motion 8

Whereas: The service managers deserve recognition for their hard work  
& whereas: The award has been given before and is and is already on the EngSoc website and should be reflected in By-Law.

BE IT RESOLVED THAT:

Council approve of the changes to By-Law Section 17.B.22. as seen in *Appendix-* Quality\_Service.

Moved by: Kaija "Thank you" Niska Edwards  
Seconded by: Andrew "Alexa & Dalena" da Silva

### Motion 9

Whereas: Nick Neokleous is old and it's time for him to retire;

BE IT RESOLVED THAT:

Kaija Niska Edwards be elected as the Speaker and Chief Electoral Officer of the Engineering Society.

Moved by: Andrew "Nick is washed" da Silva  
Seconded by: Ben "and needs a replacement" Higgs

#### Motion 10

Whereas: It's good to own land!  
& whereas: The Engineering Society and Research Center (Kingston) allows us to hold it;

#### BE IT RESOLVED THAT:

The Queen's Engineering Society and its members recognize that Danielle Rivard, Jane Cohen Wallis, and Evan Wray, will sit on the Engineering Society and Research Centre (Kingston) Board of Directors as of May 1st, 2021.

Moved by: Danielle Rivard  
Seconded by: Jane Cohen Wallis  
Thirded by: Evan Wray

#### Motion 11

Whereas: Our policy on external relations should be updated  
& whereas: A few changes to the portfolio were made this year

#### BE IT RESOLVED THAT:

Council approve of the changes to Policy Policy: β.C.13, μ.B.4, μ.B.5, μ.C, v.D as seen in Appendix ER POLICY IS BEST

Moved by: Aidan "Kalena Rochana" Shimizu  
Seconded by: Jonah "Zaid Jordan Emma" Opler

#### Motion 12

Whereas: By Engsoc Law the Engsoc By-Law should be updated by La DoER  
& whereas: I think Aidan Shimizu is very good looking

#### BE IT RESOLVED THAT:

Council approve of the changes to By-Law: 8.B.13, 10.B.1, 10.G.2, 17.A.2, 19.B.1 as seen in Appendix ER BY-LAW IS BEST

Moved by: Aidan "The DoER is a doer that does" Shimizu  
Seconded by: Jonah "Good luck following Kalena" Opler

### Motion 13

Whereas: The alumni and Faculty members of the Advisory Board of the Engineering Society are to be “annually nominated by the executive”;

BE IT RESOLVED THAT:

David Strong and John Carlson are elected as Faculty representatives for the Advisory Board of the Engineering Society for a one-year term.

BE IT RESOLVED THAT: Richard Ward and Robert Lablans are elected as Alumni representatives for the Advisory Board of the Engineering Society for a one-year term.

Moved by: Julia “” Newcombe

Seconded by: Christina “” Bisol

### Motion 14

Whereas: Danielle, Jane, and Evan are so excited to have a team  
& whereas: here’s their team;

BE IT RESOLVED THAT:

The following be ratified by the Annual General Meeting for their respective positions:

- Thomas Mulvihill – Director of First Year
- Michael Cronin– Director of Design
- Sarah Goldin – Director of Communications
- Hayley Galsworthy– Director of Human Resources
- Benjamin Higgs – Director of Governance
- Victoria Palumbi – Director of Clubs & Conferences
- Kalena McCloskey – Director of External Relations
- Connor Bosy– Director of Academics
- Kate Patterson – Director of Professional Development
- Orissa Ghai – Director of Finance
- Alexa Hadley – Director of Services
- Maggie-Mae Burr – Director of Internal Processes
- Aidan Foran – Director of Events
- Ian DeSouza – Director of Information Technology

Moved by: Danielle “2021” Rivard

Seconded by: Jane “<”

Thirded by: Evan “2022” Wray

### Motion 15

Whereas: The current Advisory Board members are reaching the end of their term,  
& whereas: Advisory Board needs new members,

BE IT RESOLVED THAT:

Council elect Noa Wyman and Eli Herr as two-year terms on the Advisory Board and Jonah Opler, Urooba Salar, Jackson Cowie and David Laughton to one-year terms on the Advisory Board.

Moved by: Julia “Washed up One” Newcombe  
Seconded by: Christina “Washed up Two” Bisol

# 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*:

- Preparing for one of our last meetings with the Dean tomorrow
- Helping Jheeven with bursary policy
- Following up with ERB about hiring
- Organizing appreciation (tea room gift cards I budgeted for and looking into other options for other members of our Society)
- Reviewing and providing input for FEAS FAI policy
- Orientation Week support – sessional dates, timeline
- BED Fund Clarifications
- Faculty Operations: Review DFAI policy (reflecting Senate changes)
- Science Formal Interviews
- EDII Accountability Report
- Faculty Board
- AMS Annual General Meeting
- TRANSITIONING
- President's Caucus
- QUESSI
- Assisting with March Break Open House
- Help organize Tam hand-outs for Sci'24 with OC '21 and OC '20

Things that I will be doing until next Council

- Meeting with the Dean
- More BED Fund
- Wrapping up the year + more transitioning
- EngPals Bars
- Advisory Board
- More Orientation Week Support
- Actuals

Cheers

Christina

## **VP (Operations) – Ben Frosst**

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

Hey Council,

Things that I've been doing since last Council:

- Meeting with all the usual people



- Transition With Evan
- Accounting and Bookkeeping
- Staying up to date with COVID-19 and how that will effect the services and our operations
- Helping to support the services with any of their issues
- Money things with Michael and FO's
- Reviewing EngSoc Budget with Michael!

Things that I will be doing over the next two weeks

- Money things – E transfers, Month Ends, Credit Card.
- Transition – Passing off more things to Evan and his Directors
- On going fire fighting

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

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

Hyvää Pyhän Patrickin Päivää!

Wow AGM, it feels like yesterday (AGM 2021) Christina was getting the exec oath wrong, how time flies 🥹❤️. Shoutout to y'all for coming on St. Patrick's Day to vote and be part of our democracy, we stan. Also welcome to the incoming ED team! We are officially very washed up.

Been paying for lots of stuff on the EngSoc card and signing lots of documents, I feel like Ben Frosst.

Things I have been doing over the past two weeks:

- Lots of meetings:
  - Director statics (DoCC, DoComm, DoD, DoFY, DoG, DoHR)
    - Now featuring the incoming directors.
  - Static(s) with Jane <3
  - AMS Annual General Meeting
  - FEAS Wellness Update
  - Faculty Board
  - Advisory Board
- Helping Sci Formal '23 hire a team (ongoing)
- Working on nominating people for **EngSoc awards**, *and you should too!*
- HR position approvals
- Financial accountability statements
- EngSoc EDII Accountability Report
- MRE student representation

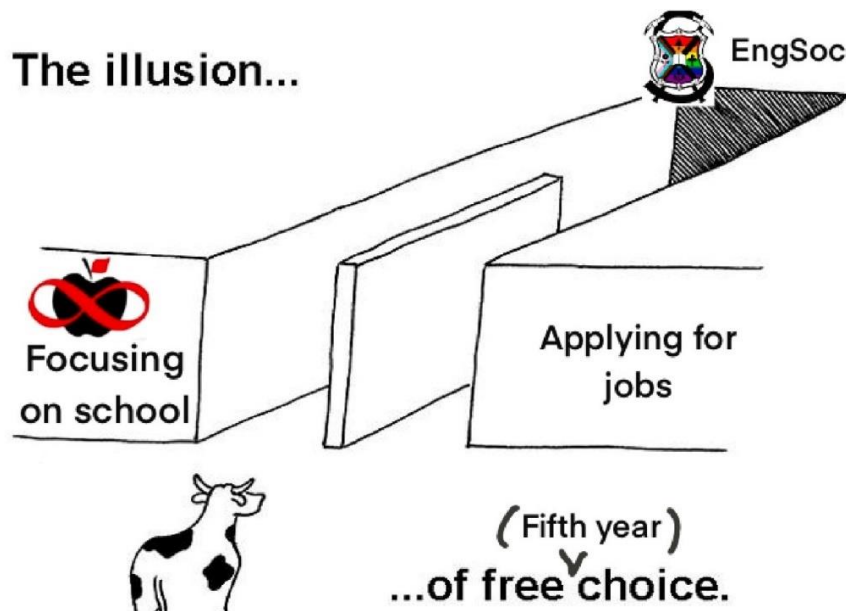
Things that I will be doing over the next two weeks:

- DSC Roundtable
- Transitioning Jane & the new exec team
- EngSoc Awards Committee

- Hiring for Sci Formal '23 Chairs (ongoing)
- Emotionally preparing for being old and washed up (ongoing)

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

## The illusion...



# Director Reports

## Academics – Alexa Hadley

academic@engsoc.queensu.ca

Things I have been doing over the past two weeks:

- General
  - Transitioning Lower
  - Hiring
  - Statics
  - BED Fund updates
- Englinks
  - Been running workshops successfully (back to in person for first years)
  - Head manager hired from my lower (AM apps out)
  - Working on matching personal tutors (got 6 new 174 and 112 tutors yay)
- iCons
  - iCons reopened 7 days a week
  - Only ILC not Mitchell this sem
- BED Fund
  - Proposals for purchases getting updated/rejustified
  - Trying to get the proper financial documentation from faculty
  - Working on improving policy/clarity in the portfolio as a whole
- Academic Advocacy
  - Preparing for the 4<sup>th</sup> caucus
  - Working on promoting and getting the AFN up and running after the migration
  - Discussion of in person office hours

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

- Transitioning my lower yay connor
- All my teams transition manuals are done woo

Any other information here:

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:

- Transitioning Sarah!
- Had a meeting with Sarah and my managers to discuss how the year went and general tips.
- Met with my team for a pizza celebration and sweater handout bonding situation.
- Sara (photo manager) is fulfilling a ton of headshot requests right now.
- Tom and my graphic team are super busy with hiring season graphics currently, everyone has a handful of graphics on the go.
- Continuing Humans of the ILC! Easy campaign to keep the Insta glowing.
- Completed International Women's Day graphics! Wish I did more.
- Made a couple new purchases for the Comm Team – e.g. SD cards and film. All my actuals in the Sharepoint should be as updated as they can be for this council.
- Personally been trying to support my team and take on work where needed. Been making a lot of graphics and answering a lot of emails lately.
- AllEng + emails + meetings + misc.

Things I will be doing the next two weeks:

- Transitioning Sarah continued!
- Continuing / wrapping up any final campaigns this year.
- Getting transition manuals from my current managers for next year's.
- Assisting wherever I'm needed!
- Hoping to test out the drone soon – I have a club asking to try it out for a team shot of 40 or so people.
- AllEng + emails + meetings + misc.

Cheers,  
Ella

## **Clubs & Conferences – Adam Fell**

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

Greetings council,

Things I have been doing over the past two weeks:

- Regular meetings with clubs
- Wrapping up conferences
- Transitioning
- Helping set up hiring for new conference Co-Chairs

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

- Mostly focused on transitioning
- Final EDII Conference event
- End of year meetings and takeaways
- Creating suggestions for the future of the portfolio

## **Design – Jen Kovich**

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



Hey Council!

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

- Ran the design team showcase with my FYPCO and Deputy of Design!
- Planning a design team appreciation event.
- Transitioning Michael and introducing him to the teams.
- Sent out space allocation information.
- Helping teams with hiring.
- Statics.

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

- Roundtable meeting with teams.
- Running the design team appreciation event.
- Helping teams navigate space allocation and hiring.
- Transitioning Michael.
- Statics.

## **Internal Processes – Evan Wray**

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

Hey Council!

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

- Recover event documents from SharePoint
- Automation work with DoER and DoSI
- Awards Banquet planning
- Key and Alarm codes
- Regular meetings
- Transitioning my lower!!!

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

- Bursary automation work with DoSI
- Awards Banquet planning (looking into possible in-person venues on campus)
- Schedule office-hours so incoming ED Team can learn what's involved
- Work on projects with my FYPCO
- Continue to Transition my lower!!!

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:**

- Transitioning Aidan (DoE) and Kalena (DoER)
- Made changes to policy & by-law sections pertaining to external relations

### **Ex Comm Comm**

- Completed ESSCO Survey
- Completed AGM Presentation
- Started work on post-conference delegate report

### **Outreach Team**

- Ran clothing drive for Kingston Youth Shelter
- Ran Crafting 4 a Cure

### **Fix n' Clean**

- Event will be running **April 2<sup>nd</sup> and 3<sup>rd</sup>**.
- Signups opening soon! (If not already open)

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

- Continuing to transition the kiddos
- Finish post-conference delegate report w/ ExCC
- Work on Wellness Week event with Outreach Team
- Continue to support Fix n' Clean coordinators

- Continue working with local indigenous organizations to begin indigenous patch initiative

**Yeah they  
pWrayed on my  
downfall**



Crackle,  
Aidan Shimizu

### **Finance – Michael Butler**

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

What I've been doing:

- Running BoE
- Completing Month Ends
- Transitioning Orissa
- Helping groups out
- Spending too much time with Ben
- Operational Budget

What I will be doing:

- More transition
- BoE improvements + other projects
- Finishing Month Ends



## **First Year – Allen Liu**


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

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

- Working on transition, helping my managers with their manuals
- Planning for some end of year events
- Working on international student social media initiative with my manager

Things I will be doing in the next 2 weeks:



- 
- More transition things!
  - Implementing the planned activities above

## **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 Policy updates—fixing discrepancies, outdated language
- Hiring administrative work and approvals
- Breezy maintenance
- So. Many. Hiring. Emails.
- Hiring resources (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:

- More transitioning
- Even more hiring
- Looking into a permanent/longer-term Articulate360 subscription for training

Any other information here: An accurate depiction of me trying to keep up with my to-do list:



## **Governance – Andrew da Silva**

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

Hi Council,

Things I have been doing the past two weeks:

- Organizing EngSoc Awards Committee
- Organizing AGM
- Getting Signatures for AGM
- Overseeing Discipline club and year elections

Things I will be doing the next two weeks:

- Completing all award selections
- Continue to oversee elections
- Transitioning
- Wrapping up the Directorship for the year
- Playing in the Eng-Commerce Game 😊

## **Information Technology – Zach Donovan**

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

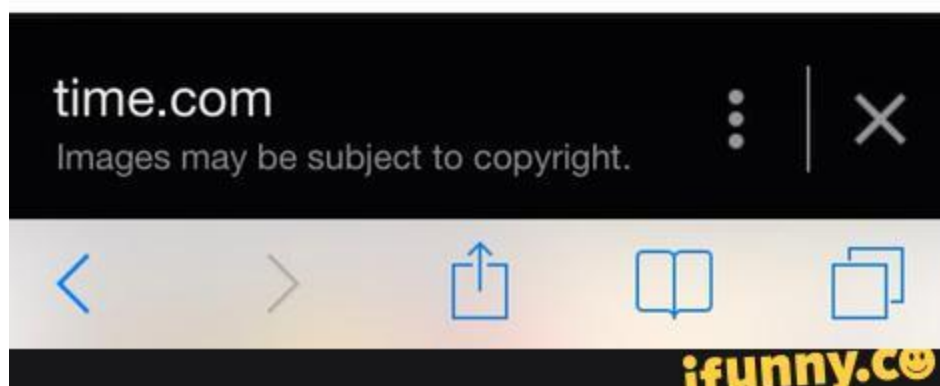
Hey Council,

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

- Programmed PLA subservices to support dynamic ACL headers.
- Employed user generated analog FTP across web layer.
- Narrowed down source of THX interfaces across network.
- Ian.
- Sped up online BIOS sensor.

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

- Transitioning Ian into his role.
- Finalizing documentation for infrastructure projects.
- Attending meetings w/ ITS.



## Social Issues – Jheeven Salvarajah

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

Ahoy there,

Over the last 2 weeks (other than thriving on the tims diet)

- Meetings with Exec/ED/Equity Team/Sustainability Committee
- EDII Conference Planning
  - Ran Online Conference
  - Planning for in-person EDII Clubs Fair
- Bursary Automation
  - Implementing Policy
  - Informing future stakeholders of changes and new operations
- EDII Resources document for faculty
  - Compiling documents
  - Development completion planned for March
- Indigenous Patches initiative
  - Working with DoER + DoComm
  - Confirmed 2 patch designs to use
- EDII Website development
  - Still working on this – may be passed onto next DoSI over summer
- Accessibility System reform proposal
  - Introducing new marketing accessibility systems
  - Working on producing a universal engsoc accessibility accommodations form
  - Beginning work on QEAP + Access policy reform
- Gender Washroom initiative + Menstrual Products initiative
  - Following up on sort term signage to Dupuis basement washroom
  - Issues with stock for baskets being sorted – almost ready to place baskets in both ILC + Mitchell

Over next 2 weeks

- More Meetings with Exec/ED/Equity Team/Sustainability Committee/FC
- Continuing EDII Conference Planning
  - Finishing up, hiring new Chair, hopefully running in-person event
- Continuing EDII Resource document work with Diversity rep
- Finalising EDII Website (#maybe)
- More meetings + discussion about accessibility proposal
- Helping with hiring for new DoSI teams, preparing to possibly work closely over the summer with hired DoSI to transition and support.

KaCheers,





Swag Cow #swow

## Professional Development – Marissa Matthews

pd@engsoc.queensu.ca

Hey council!

Things I have been doing over the past two weeks:

- Getting feedback on the EDII in the Workplace module from relevant organizations on campus
- Advertising our student survey asking for feedback on PD Team events
  - Please fill it out!
- Ran a Queen's Around the Globe Alumni Panel to discuss studying and working internationally
- Ran Consulting Week
- Transitioning my lower, Kate

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

- Running a Green Industries Alumni Panel to look at environmental job opportunities
- Running a How to Get Your P.Eng Workshop
- Transitioning my lower!



## Services – Dalena Vo

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

HELLOOOOOO,

Things I have been doing over the past two weeks:

- Transitioning Alexa and Evan onto the services
- Teas for Trees and Huskee Cup initiative for the Tea Room
- Planning future Indigenous Art Gallery Event for the Tea Room
- Clark safety plan approved for bigger capacity, private events, and Thursday Trivia!
- CEO has begun office hours

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

- More Clark safety plans
- Assisting with Golden Words pressnite safety plan
- Continuing transition

