



THE ENGINEERING SOCIETY
OF QUEEN'S UNIVERSITY

Council Meeting Agenda

Engineering Society of Queen's University
Thursday, March 3rd, 2022
6:30 pm, Video Conference

- | | | | |
|-------|-----------------------------------|-------|----------------------------------------|
| I. | Attendance | x) | Governance |
| II. | Adoption of the Agenda: Motion 1 | xi) | Information Technology |
| III. | Adoption of the Minutes: Motion 2 | xii) | Social Issues |
| IV. | Speaker's Business | xiii) | Professional Development |
| V. | Presentations | xiv) | Services |
| | a. Proposed Purchases BED Fund | IX. | Question Period |
| | b. Calling AGM | 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 (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
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 Thursday, March 3rd, 2022, as seen on the Engineering Society website.

Moved by: Andrew "We love" da Silva
Seconded by: Ben "lowers" Higgs

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 February 8th, 2022, as seen on the Engineering Society website.

Moved by: Andrew "Washed" da Silva
Seconded by: Ben "Fresh" Higgs

Motion 3

Whereas: The BED Fund proposes purchases every year
& whereas: EngSoc Policy requires that proposed purchases go through council approval before being sent off to the Dean

BE IT RESOLVED THAT: Council approve the proposals made by each discipline as seen in the "BED Fund Proposal Presentation" upon verification by the BED Fund Head of the disciplines' use of the lab equipment including where the equipment is to be installed.

Moved by: Grace "on crutches" Ma
Seconded by: Alexa "on skis" Hadley

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

Executive Reports

President – Christina Bisol

president@engsoc.queensu.ca

Hello Council and welcome back!!!

Previously on *Christina's duties as Prez*:

- *Orientation Week*:
 - Dean's Designates met with ORT regarding Orientation Week Days, by the sounds of it, it will be restricted to the weekends before and after week 1 of classes.
- *Science Formal*:
 - Unfortunately, we had to cancel this year. Please see their official statement on their website and social media
 - Hiring more chairs
- Advisory Board hiring, Operations Committee, Faculty Board,
- Dean's meeting and advocating for student mental health wellness – they are in the process of hiring an embedded counsellor (currently have none). In the mean-time you can use EmpowerMe or Student Wellness councillors.
- AMS Assembly + Presidents Caucus
- Collecting transition manuals, transitioning my lower, preparing for DoE transition
- BED Fund discussions

Things that I will be doing until next Council

- Lots more of transition and overseeing the general ED transition
-

Cheers,

Christina

VP (Operations) – Ben Frosst

vpops@engsoc.queensu.ca

No Report Submitted.

VP (Student Affairs) – Kaija Niska Edwards

vpsa@engsoc.queensu.ca

Häh?! Villi insinööri ilmestyi!

I had a very relaxing break and I hope y'all did too! (maybe TOO relaxing I am very behind on school) If anyone likes video games, I highly recommend 'Pokémon Legends: Arceus'. I also went Nordic skiing. I am very much looking forward to getting back in the swing of things and helping transition Jane and her new team!

In way more related news, the ILC is going to return to being open on the weekends (same hours as iCons).

Things I have been doing over the past two weeks (besides reading break):

- Lots of meetings:
 - Director statics (DoCC, DoComm, DoD, DoFY, DoG, DoHR)
 - Static(s) with Jane <3
 - AMS Assembly
 - Dean Deluzio
 - Faculty Board
 - Year Executive Roundtable
 - Gender Free Washroom Signage
- Helping Sci Formal hire a team for next year
- Discussing the fall term sessional dates with AMS, Dean, and other faculty societies
- Working on nominating people for EngSoc awards, and you should too!

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

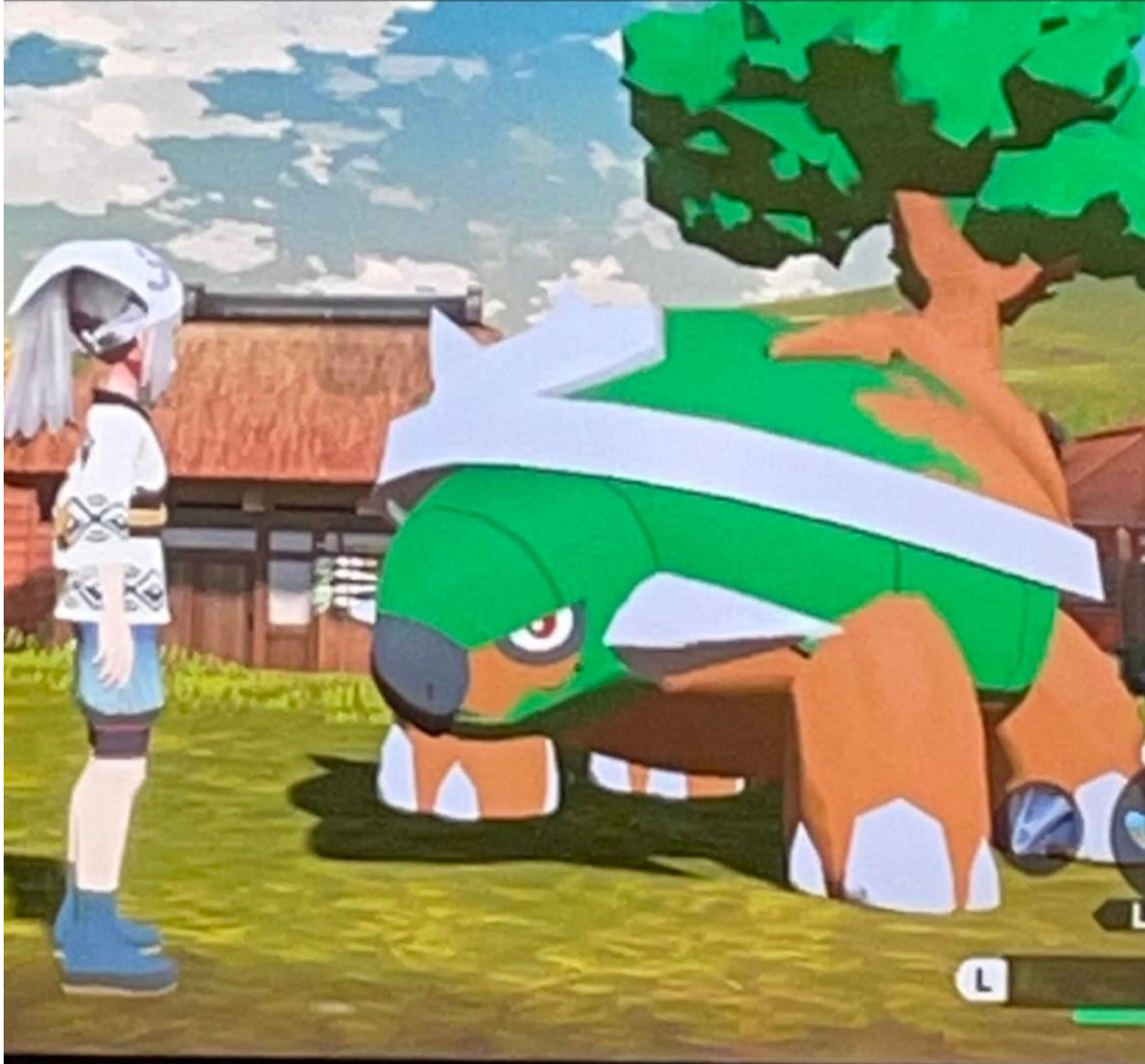
- DSC Roundtable
- Transitioning Jane & the new exec team
- Statics with the incoming VPSA directors
- EngSoc Awards Committee
- Advisory Board
- AMS AGM
- Faculty Board
- Hiring for Sci Formal Chairs

Kippis,

Kaija Niska Edwards (she/her/hers)

VPSA

Me an empath sensing that Torterra is weak to ice



And so leaving my XL Torterra to help the farm while I'm in the ice place 🙄

Director Reports

Academics – Alexa Hadley

academic@engsoc.queensu.ca

Things I have been doing over the past two weeks:

- General
 - Lower got hired
 - Met w FYPCO
 - Meet w Head of Englinks Bedfund and iCons
 - Met w Jay and Chris and Grace about BED Fund
- Englinks
 - Been running workshops successfully
 - Starting to transition to in person workshops for 1st years
 - Working on matching personal tutors (got 6 new 174 and 112 tutors yay)
- iCons
 - iCons reopened yayayya
 - Only ILC not Mitchell this sem
- BED Fund
 - Proposals for purchases at this council woo
 - 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 4th 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

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:

- Reading week!
- Sent my lower my transition manual and reached out.
- Met with my lower Wednesday!

- Black history month graphics finished!
- Director Interview graphics finished!
- Indigenous patches.
- Coordinating with Sara with re-opening.
- Been doing a ton of graphics myself, and my graphics team is also super busy they've been getting a lot more requests recently.
- AllEng + emails + meetings + misc.
- Video manager officially resigned.
- Started interview graphics for my comm's managers.
- Photo contest! We have a nice amount of submissions so far.

Things I will be doing the next two weeks:

- Announcing photo contest winner.
- Likely helping out with hiring interviews.
- Transitioning Sarah (lower)!
- Continuing campaigns and making graphics / helping managers when needed.
- AllEng + emails + meetings + 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 hold their events
- Beginning transition
- Creating postings for clubs & conference officers and conference co-chairs

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

- Running final conferences
- Helping run the EDII Conference
- More regular meetings with clubs & conferences
- Assisting with AMS event applications
- Transitioning
- Helping with hiring of new co-chairs

Design – Jen Kovich

design@engsoc.queensu.ca

Hey Council!

Things I have been doing over the past two weeks:

- Helping design teams get FOB access.
- Advertising the Director of Design position
- Planning the design team showcase with my FYPCO and Deputy of Design.
- Working on my transition manual and an operations manual detailing the teams.

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

- Hopefully transitioning my lower.
- Planning the design team showcase.
- Planning the Design Team Appreciation event.
- Sending out Space Allocation information.
- Regular statics with VPSA and Deputy of Design and my lower.

Cheers!

Jen

Internal Processes – Evan Wray

doip@engsoc.queensu.ca

Report Sent but link was broken.

External Relations – Aidan Shimizu

external@engsoc.queensu.ca

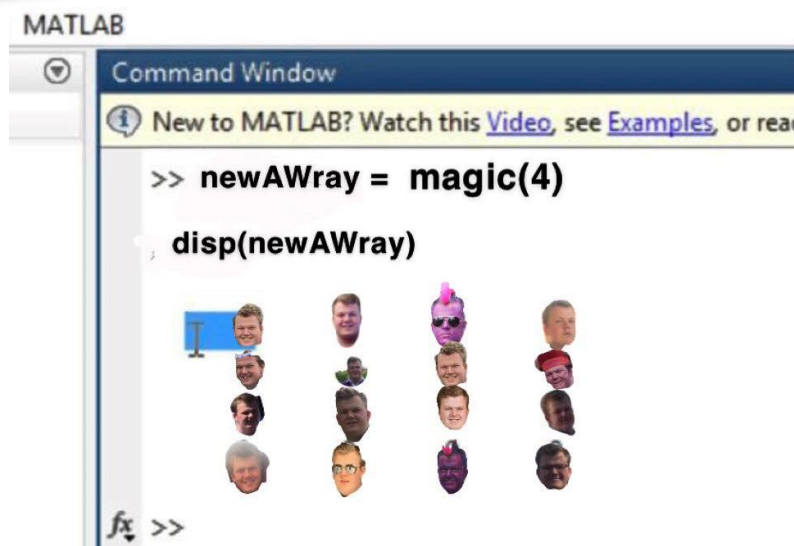
Hello council!

Things I've been doing the last two weeks:

- Finishing up transition manual
- Sent delegates to CSE and CALE
- Created and distributed ESSCO Survey with Ex Comm Comm (please fill it out if you haven't already!)
- Working on Fix n' Clean Event
- Setting up timeline for Outreach Team for rest of semester
- Cleaning up OneDrive

Things I will be doing over the next two weeks:

- Transitioning Mademoiselle McCloskey
- Helping transition the new & improved Aidan (DoE)
- Analysis of data received from ESSCO survey
- Prepare ExCC AGM Presentation
- Refining DoER policy & bylaw sections
- Asking Ben for money



How 2 create 4x4 AWray in Matlab

Snap,
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):

- Relaxing 😊
- Upper Year Discipline Panel
- Transition things

Things I will be doing in the next 2 weeks:

- Transitioning my Lower and helping my team with their manuals
- Planning FYPCO end of year event
- Working on other activities or workshops my team wants to do!



Nathan W. Pyle 
@nathanwpyle



some Netflix error messages I could use



Human Resources – Alison Wong

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
- 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:

- Transitioning my lower!
- Hiring administrative work and approvals
- Breezy maintenance
- Looking into a permanent/longer-term Articulate360 subscription for training

Any other information here: Here have a squirrel <3



Governance – Andrew da Silva
governance@engsoc.queensu.ca

Hello Everyone,

Things I have been doing the past week

- Organizing a template for Discipline and Year Exec to follow for their respective elections
- Organizing AGM
- Transitioning my lower (Ben)

- Attempting to get Awards Committee members

The next two weeks:

- Continuing to transition lower
- Continue to moderate the Discipline and Year Exec Elections
- Meeting with the Awards Committee

Information Technology – Zach Donovan

doit@engsoc.queensu.ca

No Report Submitted.

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
 - Finalising Material
 - Beginning marketing
 - Planning in-person events
- Bursary Automation
 - Finalising automation (done over reading week)
 - Finalising policy to be implemented
- EDII Resources document for faculty
 - Compiling documents
 - Development completion planned for March
- Indigenous Patches initiative
 - Working with DoER + DoComm
- EDII Website development
 - Still working on this – may need to pass on to lower
- 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
 - Finishing sort term signage to Dupuis basement washroom

Over next 2 weeks

- More Meetings with Exec/ED/Equity Team/Sustainability Committee/FC
- Continuing EDII Conference Planning
 - Finishing up and running it!
- Finalising Bursary Automation
 - Expect policy reform next council
- Continuing EDII Resource document work with Diversity rep
- Finalising EDII Website (#maybe)
- More meetings + discussion about accessibility proposal
- Transitioning my new lower!!!!

Have a fantastic next 2 weeks!



Professional Development – Marissa Matthews

pd@engsoc.queensu.ca

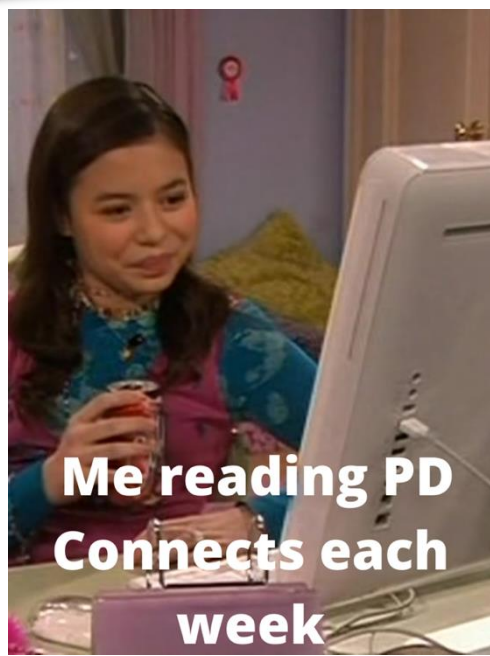
Hey council!

Things I have been doing over the past two weeks:

- Continued work on the EDII in the Workplace module
- Launched a student survey asking for feedback on PD Team events
 - Please fill it out!
- Ran the Sustainability and Diversity Job Fair
 - Over 180 students registered to attend, and over half of them attended
- Ran an EngSoc Interviews Workshop
- Finished my transition manual for my lower – welcome Kate!!

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

- Running a Queen's Around the Globe Alumni Panel to discuss studying and working internationally
- Running a Green Industries Alumni Panel to look at environmental job opportunities
- Getting feedback on the EDII in the Workplace module from relevant organizations on campus
- Transitioning my lower!



Services – Dalena Vo

services@engsoc.queensu.ca

No Report Submitted.