



THE ENGINEERING SOCIETY
OF QUEEN'S UNIVERSITY

COUNCIL MINUTES

Thursday, March 3rd, 2022
6:30 pm, Video Conference

Speaker: Nick Neokleous
Secretary: Matthew Sun

Council begins, 6:30 pm.

I. ATTENDANCE

II. ADOPTION OF THE AGENDA: MOTION 1

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 passes, 6:32 pm

III. ADOPTION OF THE MINUTES: MOTION 2

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 passes, 6:33 pm

IV. SPEAKER'S BUSINESS

Nick Mertin: Welcome everyone! Actual speaker Nick is not available so, Deputy Speaker Nick is running the meeting this time. As always, I want to acknowledge Queen's is situated on traditional Anishinaabe and Haudenosaunee territory, that we are very fortunate to be learning here, and would encourage all to familiarize themselves with aboriginal history. Quick shoutout, various discipline club and year executive elections should be happening soon if that interests you or anyone you know. Otherwise we will proceed with the agenda.

V. PRESENTATIONS

PROPOSED PURCHASES BED FUND

Grace Ma:

- All 9 disciplines submitted a proposed budget, all suggesting purchases >80% of their total budget
- Rollover used by 4 disciplines
- Specific purchases and budgets can be found in the presentation slides
- Accountability statement: ECE made emergency purchase, ECE has smaller budget than anticipated this year – now making adjustment to policies and BED Fund procedures. Will be accepting policy recommendations soon.

Q&A:

Kaija Niska Edwards: I have a few concerns. For APSC 100/200, I have seen purchases for stuff like handsaws. The original intent of the BED Fund is to fund things that are novel and out of the faculty's operational budget. I am concerned that some of the things on the list are things that the APSC 100/200 staff should have bought using their own budget as they don't necessarily innovate the program.

Grace Ma: I think the point in purchasing those hand tools is to enrich the course as otherwise, students wouldn't have access to those tools. I know that it was also approved in the past, so it was a driving force in the proposal this year.

Kaija Niska Edwards: What happened with those handsaws approved in the past?

Grace Ma: I know the discipline reps worked with the department managers directly, so I wasn't involved in those meetings. I can't say for sure what they discussed.

Christina Bisol: Are the proposed purchases pertaining to study labs or for certain courses where the faculty should be purchasing these materials?

Grace Ma: They're not specified in the reports, so I assume they're not used for only one course but for experiments in general.

Nick Mertin: The oscilloscope and other supplies are to augment a new lab that is being constructed right now for students. It's a physical lab not a curricular lab in a course. It's a place for students to work on projects and one requested by students directly. It is not a department request.

Christina Bisol: If it is a new study space constructed by the faculty, I don't believe we should be using the BED Fund which should be used to improve and enrich the situation when the purchases are things that should be provided when getting a new study space. For example, the oscilloscopes set up on the 2nd floor of the ILC were provided when that new study space opened.

Nick Mertin: More context, the department has committed a total budget to the project and estimated after construction they will spend around \$100 000 on equipment. The purchases using BED Fund will be a top-up on top of that purchasing student-requested equipment.

Christina Bisol: Yes, that sounds very much in the spirit of BED Fund so thank you.

Alexa Hadley: I would like to elaborate that Grace, Nick and I did meet to go through the proposals to make sure the faculty is paying for mandatory equipment. We did remove quite a few items from the original proposal. Thus, the list provides items that offer more of an enhancement.

Alison Wong: Are those iPads going to professors for the Apple Math proposal?

Grace Ma: Those iPads are for use by students in tutorials or workshops. The discipline club will be responsible for the borrowing process as well.

Kalena McCloskey: In regard to the first year BED Fund proposal, I had a couple of meetings with the faculty for APSC 100 specifically. They had requested a few specific items like Arduino sensors that I believe would definitely enhance the experience now. The handsaws are currently not available to students right now so this purchase will revert that.

Alexa Hadley: There are certain pieces of equipment in MOD 3 that are expected to be purchased by students such as those handsaws using the given budget of \$100. If those things are already available, they can allocate that fund that is specific to each individual's project. This purchase shows that the faculty does not have some of those simplistic things.

CALLING AGM

Andrew Da Silva:

- Annual General Meeting (AGM) planned for March 17, 2022
- When the new exec and directors are sworn in
- Council then votes to approve their addition to EngSoc
- Other important motions
- By-Law and policy will both be approved after one approval in council
- Everyone in attendance will have a vote
- We need at least 100 signatures to organize AGM
- Minimum number of people to attend is 50
- Spread the word!

Q&A:

Julia Takimoto: Is there special advertising being done for AGM?

Andrew Da Silva: My plan is to get a post on the EngSoc social media. The plan would be to give an oversight and rundown of the event. I will be sending the link to everyone and thus hopefully distribute it enough to hit that quorum.

Kaija Niska Edwards: We will also be working with our communications team to encourage participation.

VI. NEW BUSINESS [MOTIONS 3-4]

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 discipline's 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 passes, 7:19 pm

Note: Specifically waiting for verification and validation of purchases from CHEE and MINE.

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 passes, 7:10 pm

VII. EXECUTIVE REPORTS

I) PRESIDENT

Christina Bisol: Wrapping things up slowly. Transitioning incoming exec team. BED Fund has been wrapping up as well. Sci Formal has been cancelled this year. No feasible alternatives. Orientation week updates – weekend of Labour Day and weekend after week 1 are designated orientation days. Water team hired as well as OTIS. Will continue to transition and go to static meetings. Ensuring purchases using BED Fund are in the spirit of its policy.

II) VICE PRESIDENT OF OPERATIONS

Ben Frosst: Transitioning Ewan. Getting his directors up to speed with services. Helping services with payroll and other logistics like ordering. Finally caught up on outstanding e-transfers that have been approved. More coming out soon.

II) VICE PRESIDENT OF STUDENT AFFAIRS

Kaija Niska Edwards: Director statics. VPSA lowers coming to statics. AMS assembly, meeting with Dean, Faculty Board and Year Exec Roundtable. Discussed fall term sessional dates. Working on nominating people for EngSoc awards. More transitioning and roundtables in upcoming weeks. AGM. Please send Andrew your discipline club awards committee rep as we need those people to decide who should get those awards.

VIII. DIRECTOR REPORTS

I) ACADEMICS

Alexa Hadley: Pretty static. Services re-opened (iCon and EngLinks). First in-person EngLinks workshop happened. Making sure services are ran smoothly. Winter caucus.

II) COMMUNICATIONS

Ella McGurk: Transitioning lower. Finished Black History Month graphics. Did other initiatives as well. Indigenous patches drafted. Re-opening is great. Photo contest. Next two weeks, International Women's Day is coming up.

III) CLUBS & CONFERENCES

Alexa Hadley: Adam's been keeping up with his regular meetings. Started to transition lower. More posting for conference co-chairs. Assisting with AMS event applications. EDI conference.

IV) DESIGN

Jen Kovich: Helping teams re-settle. Advertising position. Working on design team showcase. Operations and transition manual. Planning Design Team Appreciation event. More regular statics.

V) INTERNAL PROCESSES

Ewan Wray: Transition manual. More automation work. Regular meetings. Clark access & alarm codes for Service Managers.

VI) EXTERNAL RELATIONS

Aidan Shimizu: Finishing transition manual. Sent delegates to conferences. Analysing data received from ESSCO survey. Preparing ExCC AGM presentation. Working on Fix n' Clean event. Wellness week with other faculties soon. Will decide whether we are staying with ESSCO. Redefining DoER policy and by-law sections.

VII) FINANCE

Michael Butler: Enhancing BoE. Budget stuff and getting feedback on transactions. Transfer catch-up. Policy changes related to finance in EngSoc. Working on month-ends and transitioning.

VIII) FIRST YEAR

Kaija Niska Edwards: He has a midterm right now. Upper Year Discipline Panel. Transition tasks, hiring DoFY team. Few more events to close the year.

IX) HUMAN RESOURCES

Alison Wong: Hiring resources in agenda sent by Andrew. Lots of approvals and emails. Given my lower my transition manual. More Breezy maintenance, hiring, administrative work and approvals. Updated policy coming to AGM to fix discrepancies. Looking into longer Articulate360 subscription for training with faculty.

X) GOVERNANCE

Andrew Da Silva: Created template for Discipline and Year Exec to follow in their elections. Lots of positions are coming up. Organizing AGM. Transitioning lower. Attempting to get Awards Committee members.

XI) INFORMATION TECHNOLOGY

Zach Donovan: Reconfigured Cloudflare Argo to improve bandwidth efficiency to cut down on server costs. Updated IDS and IPS definitions for more security. IPP6 ready.

XII) SOCIAL ISSUES

Jheeven Salvarajah: EDII conference planning. Will start marketing campaign. Bursary automated. Policy was polished. Indigenous Patches initiative. EDII website development – may need to pass on to lower. Accessibility System reform proposal. Gender washroom initiative, finishing short term signage to Dupuis basement washroom. More meetings and transitioning my lower.

XIII) PROFESSIONAL DEVELOPMENT

Marissa Matthews: EDII in the Workplace module. Launched survey for feedback on events from the PD Team. Ran Sustainability and Diversity Job Fair. Made transition manual and given to lower. Global Alumni Panel coming up. Green Industries Alumni Panel coming soon as well.

XIV) SERVICES

Ben Frosst: Dalena is writing a midterm. Transitioning lower. Working on re-opening services. Helping Science QUEST. Preliminary structuring of sustainability and Indigenous initiatives in the Tea Room.

IX. QUESTION PERIOD

No questions.

X. FACULTY BOARD REPORT

No updates.

XI. ALMA MATER SOCIETY REPORT

No updates.

XII. SENATE REPORT

No updates.

XIII. ENGINEERING REVIEW BOARD REPORT

No updates.

XIV. ADVISORY BOARD REPORT

Michael Butler: Discussion around engagement. Elections been postponed till AGM. Board also hiring for a secretary, a paid position.

XV. CLUB REPORTS

I) APPLIED MATH

Aidan Shimizu: Merch orders, transition manuals. Making thank you video for Joanna.

II) CHEMENGCHEM

Marissa Matthews: Working on planning banquet.

III) GEOLOGICAL

Marie-Helene Lapointe: Merch orders. Event with profs and elections underway.

IV) CIVIL

Madeleine Gaul: Merch orders. Launched mentorship program. Civil banquet coming up. Hoping for in-person.

XVI. YEAR REPORTS

I) SCI '22

Julia Takimoto: Yearbook! Trying to get a letter from the Dean as well as Christina, the president of EngSoc. Trying to rent out Clark Hall Pub for final event. Waiting for suggestions for thank you gifts.

II) SCI '23

Noa Wyman: New IG page! Please follow us @queenseng23. Merch orders planned soon.

III) SCI '24

No updates.

IV) SCI '25

Sabrina Button: Figuring out merch. Prep for elections. More small events before exams.

XVII. STATEMENTS AND QUESTIONS BY MEMBERS

MOTION TO CLOSE:

Motion Passes, 8:00 pm