



THE ENGINEERING SOCIETY
OF QUEEN'S UNIVERSITY

Council Meeting Agenda

Engineering Society of Queen's University
Thursday, September 15, 2022
6:30 pm, Dunning 27

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|------|-----------------------------------|-------|----------------------------------------|
| I. | Attendance | | |
| II. | Adoption of the Agenda: Motion 1 | | |
| III. | Adoption of the Minutes: Motion 2 | | |
| IV. | Speaker's Business | | |
| V. | New Business [3-6] | | |
| VI. | Executive Reports | | |
| | i) VP (Operations) | | |
| | ii) VP (Student Affairs) | | |
| VII. | Director Reports | | |
| | i) Academics | | |
| | ii) Communications | | |
| | iii) Clubs & Conferences | | |
| | iv) Design | | |
| | v) Internal Processes | | |
| | vi) External Relations | | |
| | vii) Finance | | |
| | viii) First Year | | |
| | ix) Human Resources | | |
| | x) Governance | | |
| | xi) Information Technology | | |
| | | xii) | Social Issues |
| | | xiii) | Professional Development |
| | | xiv) | Services |
| | | xv) | Events |
| | | VIII. | Question Period |
| | | IX. | Faculty Board Report |
| | | X. | Alma Mater Society Report |
| | | XI. | Senate Report |
| | | XII. | Advisory Board Report |
| | | XIII. | Club Reports (Sunny Group) |
| | | | i) Applied Math |
| | | | ii) ChemEngChem |
| | | | iii) Geological |
| | | | iv) Civil |
| | | XIV. | Year Reports |
| | | | i) Sci '22 |
| | | | ii) Sci '23 |
| | | | iii) Sci '24 |
| | | | iv) Sci '25 |
| | | XV. | Statements and Questions
by Members |

Speaker: Kaija Edwards
Secretary: Ellen Wu

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, September 15th, 2022, as seen on the Engineering Society website.

Moved by: Jack "Stay Positive" Lipton
Seconded by: Kaija "Test Negative" Edwards

Motion 2

Whereas: It's been some amount of time since the last council;
& whereas: Ilir wrote the minutes and they need to be approved;

BE IT RESOLVED THAT:

Council approve the minutes of the Council meeting of Wednesday, March 31st, 2022, as seen on the Engineering Society website.

Moved by: Jack "How many hours in a minute?" Lipton
Seconded by: Kaija "approx. 0.0166666666666667" Edwards

Motion 3

Whereas: The first reading of Engagement by-law was done soooooooo long ago;
& whereas: Now we need to read it again because rules;

BE IT RESOLVED THAT:

Council approve of the changes to By-Law Section 9.D found in Appendix HERE
COMES THE BRIDE

Moved by: Jonah "We're getting engaged" Opler
Seconded by: Aidan "And you're all invited" Shimizu

Motion 4

Whereas: Sci '22 is old and washed up;
& whereas: They need a forever exec to keep them relevant;

BE IT RESOLVED THAT:

Council elect Julia Takimoto as President, Peter Matthews as Vice-President, Evan Wray as Treasurer, Jack Lipton as Social Convener, Jonah Opler as on campus personality and Kaija Edwards as a members at large as the year sees fit for Forever Exec (aka 'Permanent Exec') for Sci '22 as seen in By-Law Section 5 B.2.a and By-Law Section 5 C.1.b.

Moved by: Jack "You can run" Lipton

Seconded by: Kaija "but you can't hide" Edwards

Motion 5

Whereas: Sci '25 does not have a council nickname;

& whereas: They feel left out without one;

& whereas: Sabrina and Hayley want their birthright for Sci '25;

BE IT RESOLVED THAT:

Council approves the nickname for Sci '25 to be Sci '2 high five (Upon which members of Sci'25 must high-five while exclaiming "Arts 26!!!").

Moved by: Sabrina "starships were meant to fly" Button

Seconded by: Hayley "so please give us a nicki-name" Galsworthy

Motion 6

Whereas: We've hired Jack Lipton as our new director of governance;

& whereas: Jack needs to be approved at council;

BE IT RESOLVED THAT:

Jack Lipton be ratified by Council as the Director of Governance for the 2022-2023 academic year.

Moved by: Ali "D" Bekheet

Seconded by: Evan "O" Wray

Thirdded by: Dani "G" Rivard

Executive Reports

President – Danielle Rivard
president@engsoc.queensu.ca

No Report Submitted

VP (Operations) – Evan Wray

vpops@engsoc.queensu.ca

Hello Council!

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

- Orientation Week
 - Paying for things, tracking costs, updating budgets
- Meeting with my Directors
 - DoF
 - DoIP
 - DoIT
 - DoS
- Finalizing transition of my responsibilities during the summer over to my Directors
- Exec statics
- Assisting the services where required to get open and attend the SideWalk Sale
- Operational Budget overview and meetings
- Updating IT and VPOps sections of Policy alongside our beautiful Policy Editor Aidan Shimizu
- Assisting Maggie with SideWalk sale (Go buy some posters!!!)
- Payroll
- Month Ends
-

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

- Hiring OC '23 (APPLY APPLY APPLY!!!)
- Assisting with Finance Officer Training and Affiliated Group Budget Training
- Assisting with setup of new computers in the lounge
- Assisting the services run their first events since fully re-opening from covid-19

Thanks Council!!!

Evan Wray

Danielle



kaija u give me vegetarian vibes



3



VP (Student Affairs) – Ali Bekheet

vpsa@engsoc.queensu.ca



Not Submitted

Director Reports

Academics – Connor Bosy

academic@engsoc.queensu.ca

Things I have been working on over the past two weeks:

- iCons Operations have begun as of Thursday the 8th, opening in time for the first years to experience before the second orientation weekend so they could further ask their FRECs questions
- Englinks review workshops running in Douglas help desk style for next week
- Porting englinks tutors over from last year, hiring and training new tutors
- BED Fund Purchases being made by respective departments
 - Hiring assistant managers and electing reps from each discipline
 - Preparing to write the BEDFund impact report, to be presented in January
- Academic Advocacy
 - Hiring a Caucus coordinator
 - Working with FYPCO office for an Academics FYPCO
 - Beginning to work with established Discipline clubs to strengthen pathways of access
- Discipline club elections occurring or will be occurring shortly for missing representatives

Things I will be doing over the next two weeks:

- Textbook drive starting soon as a lower key thing until Simon Smith gets back and the storage space for a potentially larger set of books that will be available
- Working with APSC 143 teaching team, there will now be a TA help desk physically set up with the iCons to assist first year students with their programming needs, starting Monday of next week
- iCons Feedback form will be made available early week 3 to all students to help improve the service
- Fixing the EngLinks website to allow for a faster and more accountable ticketing system. Setting up redundant procedures for if a student has an issue with a tutor or needs a different one for any reason
- Discipline club Slack workspace under construction to connect councils together for resources, including access to EngLinks, BEDFund coordinators, Feedback Officer & Caucus Coordinator, along with other councils for crowd brainstorming & assistance with things like event forms
 - Mechatronics assistance is in the works, including meetings with the faculty

- members and preparing a student club
- Constitutions of existing DSCs will be under review in

Cheers,

Connor Bosy

Communications – Sarah Goldin

comm@engsoc.queensu.ca

Hello Council!

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

- Coordinating media coverage for O-Week
- Meeting with my managers to get our team organized for the year and discuss projects we want to complete
- Putting together a full mailing list for the All Eng

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

- Hiring the rest of the Comms Team!
- Going through all the O-Week footage and editing photos so we can share them out
- Also working on an O-Week recap video with my video manager
- Finalizing project ideas for the year

Special shout out to Jack for helping us fly the drone! (see photo below)

Have a great week everyone,

Sarah

Enjoy this drone photo!



Clubs & Conferences – Victoria Palumbi

conferences@engsoc.queensu.ca

Hello Council!

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

- Intro Meetings with Clubs
 - Discussing plans for the year
 - Areas of improvement/problems from last year
- Developing more detailed strategy plans with conferences
- Scheduling bi-weekly meeting for first semester

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

- Start developing a plan for a sustainability analysis with Officers
- Clearly define Officer roles
- Meet with clubs and conferences for progress updates
- Plan for C&C social media account(s)

Have a great week everyone,

Victoria



Design – Michael Cronin

design@engsoc.queensu.ca

Hey Council!

Things I have been doing over the past two weeks/summer:

- Space allocation application review
- Figured out space move-in/out logistics + began the process
- Cleaned out 115G and 115C
 - o Thanks to those who helped
- Prepared re-ratification forms
- Organizing files/emails from past years
- Updating teams' information (ie. captains and faculty advisors)
- Meeting with teams
- Meetings with deputies
- Tracking teams down

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

- Design teams are hiring general members!
- Continuing space move-in/out!
- Planning design team night
- Organizing design team roundtable
- Sending out re-ratification forms
- QFCT/QMAST...
- Making sure teams follow hiring policy

Cheers!

Michael :)

Internal Processes – Maggie-Mae Burr

doip@engsoc.queensu.ca

Hello Council!

Things I did over the past two weeks:

- Helped out with o-week
- Organized Office Hours
- Gave keys to people who needed access to the EngSoc and Clark Lounges
- Sent email to Simon about getting fob access to the ILC and Lounge
- Helped out ASUS with the Poster Sale

- Automation Team - set up weekly meeting and have ideas for projects

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

- Give out and Collect NDAs for Directors
- Give the Automation Team access to the team email
- Set up meetings with directors/managers for Automation Team projects
- Start/maybe finish some Automation team projects
- Finish Clark/EngSoc Lounge cleaning schedule

Thanks for coming out everyone and I hope you have a great weekend!

Maggie-Mae Burr



External Relations – Kalena McCloskey

external@engsoc.queensu.ca

Bonsoir Council!

Things I've been doing since last Council:

- Attended ESSCO PM and monthly TCs
- Hired Fix N' Clean Coordinators
- Hired Outreach Team Exec
- Fix N' Clean planning – sponsors, shirts, etc.
- Start Training
- Summer Strat Plan & Strat Plan
- Budgeting

Things I will be doing over the next two weeks:

- Attending CFES PM right now
- Attending ESSCO September TC
- Running Swab Drive – September 18th (Thanks Ali)!
- Hiring Ex Comm Comm members next Council!
- Continuing to work with Fix N' Clean Coordinators to plan event
- Hiring Outreach Team Members
- Planning Outreach Team Pier Cleanup

Have a great week!

Kalena McCloskey

Evan the Gwray:



Finance – Orissa Ghai
finance@engsoc.queensu.ca

Hey council!!

Things I've been doing since last Council:

- Summer Strat Plan & Strat Plan
- Budgeting
- Hired Financial Officers
- Started reviewing ED/Operational budgets
- Started preparing finance training materials
- Trained Financial Officers

Things I will be doing over the next two weeks:

- Hold Finance Training for Affiliate Groups
- Prepare and hold more advanced training for FOs (i.e. month-ends, Stripe)
- Reviewing, modifying, and improving BoE processing and documentation methods

Cheers,

Orissa

First Year – Mr. Thomas Mulvihill

firstyear@engsoc.queensu.ca

Hello Council!

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

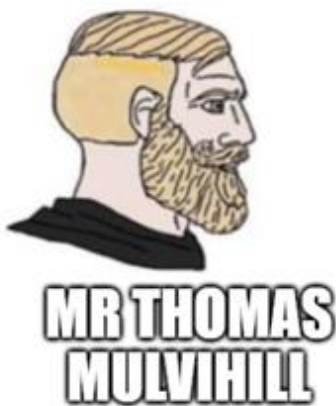
- Hired my team
 - Communications, Events and Workshop, and FYPCO Managers
 - International Representative
- Orientation Week participation. Running around, helping out where needed, and high fiving as many first years as possible.
- Sent out first two DoFY Email to all first years.
- Planning First Year Mixer to present short-term opportunities.
- Sent out EngPals upper email, asking them to connect with their lowers.
- Ran the 2nd Iron Pin Ceremony during Orientation Week!
- Planning First Year Year Exec elections with Director of Governance
- Prepared Budget for First Year Portfolio
- Ran the Ladder Committee Meeting

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

- Run the First Year Opportunity Mixer
- Ensure Smooth Running of EngPals
- Prepare for FYPCO program takeoff
- Help out with Jacket Fitting

If you know First Years, please promote our event next week on Tuesday.

Take care



Thomas Mulvihill



#froshpleasestopaddressingmelikethis

Human Resources – Hayley Galsworthy

hr@engsoc.queensu.ca

Hey guys!

Things I did over the end of winter term and summer:

- Hired all my HR Officers
- Edited and reviewed all existing training modules
- Created a new training module: Environmental Training
- Determined training requirements for various aspects of EngSoc (services, clubs, conferences, etc.)
- Took a Power BI Training course with some of my HR Officers
- Condensed all of the Hiring Information into a “Hiring Manual”

- Prepared promotional Breezy posters
- Started to plan a club/design team fair
- Brainstormed ideas for a permanent EngSoc feedback system
- Budget
- Year Strategic Plan

Things I will be doing over the next two weeks:

- Creating training tracking excel sheets
- Sending out training modules to various groups of EngSoc
- Keeping up with Breezy Approvals
- Sending out Breezy accounts and Hiring Training
- Editing, revising, and sending out the Hiring Manual

Have a great week :)

Hayley “what’s breezy” Galsworthy



#shark

Governance – Jack Lipton

governance@engsoc.queensu.ca

Ahoy hoy Council!

Things that I’ve been doing over the past three weeks:

- Got hired as the director of governance

- Took inventory of current state of the portfolio and organized all action items
- Met with summer policy officer to discuss updates the engsoc bylaw
- Facilitated nomination and election for 4th and 3rd year exec

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

- Preparing for first year exec elections
- Organizing and simplifying DoG tools
- Continuing to familiarize myself with policy
- Confirm status of my team and begin hiring process for policy offices, CRO & DRO
- Investigate automation tools for agenda creation

Thank you to the entire ED team for helping onboard me quickly!

That's all for now!

Hehehehe, bye

Jack Lipton



Information Technology – Ian DeSouza

doit@engsoc.queensu.ca

Hey Council,

Things I have been doing over the past two weeks:

- Physical Set-up:
 - Replacing Routers in areas which are affected
 - Setting up Printer connection with OT Group to our Lounge Computers
 - Scrapping InTune set-up for a local account approach with an applied group policy

- O-Week
 - That is all
- MailJet
 - Generating access to MailJet for required individuals
 - Training on how to use it as certain accounts have specific permissions
- Tickets
 - Setting up new websites, resolving email issues & resetting authentications etc.
- Hiring
 - Beginning hiring for ESSDev & ITOps team very soon.

Over the next couple of weeks I plan on:

- Advancing group policy on Lounge computers for a safer/cleaner experience
- Documenting details for other Directors/Incoming Directors
- Expanding the FAQ sheet on the EngSoc Support site with our ITOps Manager

Cheers,

Ian

Social Issues – Mesoma Ejeh

dosi@engsoc.queensu.ca

Hello Council!

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

- Meetings
- Get organized and planning for the Fall

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

- Meeting with Equity Team
- Meeting with Bursary Chair
- Hiring Equity Team representatives

Have a great week everyone

Mesoma Ejeh



Professional Development – Kate Patterson
pd@engsoc.queensu.ca

Hello Council!

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

- Sending out weekly PD Connects
- Finalizing dates for events
- Creating timelines for all events
- Posted breezy application for committee members

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

- Hiring Committee members for marketing, alumni relations, alumni networking summit, industry relations and workshops
- Book event venues

- Contact companies and alumni for events

Happy September!

Kate Patterson

Interview in an IT company



So, what makes you suitable for this job?



I hacked your computer and invited myself for this interview

boredpanda.com

Services – Alexa Hadley

services@engsoc.queensu.ca

Hello Council!

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

- Supporting CEO in sidewalk sale
- Supporting Clark with FREC trivia, week 0 and week 1 ritual
- Prepping for a full week of clark events this week
- Head manager check in
- Supporting tea room with re opening

- Started an inter service follower competition
- Putting out a feedback forum for SQ
- Consistent meetings with HMs and SO

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

- Figuring out a better schedule for tea room managers
- Plan out inter service events
- Customer feedback forum stickers
- Get golden words prepped for first paper next week
- Jacket fitting this weekend for SCI 26

Have a great week everyone

Alexa Hadley

Events – Aidan Foran

events@engsoc.queensu.ca

Hello Council!

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

- Through the summer, got the ball rolling on Terry fox run and Movember campaigns, having biweekly meets w/ my sub teams to discuss logistics and outreach
- Also during summer, assembled budget and strategic plan, highlighting certain EDII initiatives that are important to these events
- Helping with Orientation week with the rest of the ED team
- Organizing Terry Fox Run: Have been working hand in hand with my 2 Terry Fox Coordinators to arrange event logistics, seek approval from AMS, city of Kingston
- For Movember, my coordinators have recently had a meeting with the Tea room re: one of our events (formerly Movember Mochas)
- Finalizing Strat plan and budget

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

- Finalize Planning for Terry Fox Run. Final pump of advertisement. Posters, class talks, Instagram posts. Hoping to have a table @ ILC, as the one we planned for the ARC came back with a cost that was not indicated when we requested it.

- Please reach out to me with Friday classes that you think would be good to talk to about run
- Would like to hire More support for Movember planning. ASAP after Terry Fox Run

Any specific reminders you might have about an event or initiative you have coming up. This is also a nice time to thank people, etc.

Would like to ask for anyone and everyone's support in promoting the Terry Fox Run! Important details are as follows (contact me for written info):

- Begins @ 11am @ Clark Hall Side Patio
- There are 3km and 5km routes
- Ends w/ a BBQ
- All donations go to Terry Fox Foundation for cancer research
- Can sign up at link in IG bio @queensterryfoxrun

This could be to EngSoc teams and groups, frosh/frec groups, sports teams, and just about anyone else. It is not exclusive to Engineering students, nor even to Queen's students for that matter. If you could follow the above Instagram and share lead up posts to personal and/or club/team accounts, it would be of great help!

Aidan Foran



Cheers