



THE ENGINEERING SOCIETY
OF QUEEN'S UNIVERSITY

Council Meeting Agenda

Engineering Society of Queen's University
Thursday, March 31st, 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 |
| | i) Queen's Young Engineering Alumni | IX. | Question Period |
| | ii) Exec Summer Plan | X. | Faculty Board Report |
| | iii) QBMeT | XI. | Alma Mater Society Report |
| VI. | New Business [3-20] | XII. | Senate Report |
| VII. | Executive Reports | XIII. | Engineering Review Board Report |
| | i) President | XIV. | Advisory Board Report |
| | ii) VP (Operations) | XV. | Club Reports (Happy Group) |
| | iii) VP (Student Affairs) | i) | Eng Phys |
| VIII. | Director Reports | ii) | ECE |
| | i) Academics | iii) | Mechanical |
| | ii) Communications | iv) | Mining |
| | iii) Clubs & Conferences | XVI. | Year Reports |
| | iv) Design | i) | Sci '22 |
| | v) Internal Processes | ii) | Sci '23 |
| | vi) External Relations | iii) | Sci '24 |
| | vii) Finance | iv) | Sci '25 |
| | viii) First Year | XVII. | Statements and Questions by Members |
| | ix) Human Resources | | |

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 31st, 2022, as seen on the Engineering Society website.

Moved by: Andrew "Happy" da Silva
Seconded by: Ben "Week 11" 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 Thursday, March 3rd, 2022, as seen on the Engineering Society website.

Moved by: Andrew "'s last council" da Silva
Seconded by: Ben "😞" Higgs

Motion 3

Whereas: The incoming executive created and presented their summer plans;
& whereas: the incoming executive should be working effectively for the students throughout the summer;

BE IT RESOLVED THAT:

"Council approves the Executive's summer plans for the summer of 2022 as seen in APPENDIX
"SUMMER_PLANS""

Moved by: Dani "What kind of tree fits in your hand?" Rivard
Seconded by: Jane "A palm tree!" Cohen-Wallis ,
Thirded by: Evan "haha, so funny..." Wray

Motion 4

Whereas: The incoming executive created and presented a summer budget;
& whereas: the incoming executive would like to use the budget this summer;

BE IT RESOLVED THAT:

"Council approves the Executive's summer budget for the summer of 2022 as seen in APPENDIX "SUMMER_BUDGET""

Moved by: Dani "Why couldn't the bad financial advisor move the debt?" Rivard

Seconded by: Evan "They couldn't budget." Wray,

Thirdded by: Jane "haha, still not funny..." Cohen-Wallis

Motion 5

Whereas: We have seen a decline in recent years in engagement, connection, and awareness between students and the Engineering and the Engineering Society;

& whereas: We should do something about it!

BE IT RESOLVED THAT:

"Council approve of the changes to Policy Beta.A.1 as seen in *Appendix-ENGAGED TO BE WED*

Moved by: Jonah "The Rabbi" Opler

Seconded by: Dani "The Mother of the Bride (aka EngSoc)" Rivard

Motion 6

Whereas: We just did policy,

& whereas: By-Law feels left out

BE IT RESOLVED THAT:

"Council approve of the changes to By-Law 9.D in their first reading as seen in *Appendix-HERE COMES THE BRIDE*

Moved by: Jonah "The Flower Girl" Opler

Seconded by: Dani "The (Iron) Ring Bearer" Rivard

Motion 7

Whereas: An Engagement Committee is to be established

& whereas: Every committee deserves a chair

BE IT RESOLVED THAT:

Jonah Opler be elected as Engagement Chair for 2022-2023 academic year.

Moved by: Jane "The DJ" Cohen-Wallis

Seconded by: Evan "The Wedding Crasher" Wray

Motion 8

Whereas: An Engagement Committee is to be established

& whereas: There is no committee without the committee members!

BE IT RESOLVED THAT:

Sabrina Button, Julia Takimoto, and Aidan Shimizu be elected as members of the Engagement Committee for the 2022-2023 academic year.

Moved by: Jane "The Maid of Honour" Cohen-Wallis

Seconded by: Evan "The Bridesmaid who's low-key salty they're not the Maid of Honour" Wray

Motion 9

Whereas: The EngSoc Directors put in hundreds of hours and work incredibly hard to make Queen's Engineering the amazing experience that it is.

& whereas: They should have an honorarium to reflect their hard work.

BE IT RESOLVED THAT:

Council approves the changes to Policy Section β .C.16 as seen in Appendix "Director Honorarium".

Moved by: Benjamin "" Frosst

Seconded by: Christina "" Bisol

Thirdded by: Kaija "" Edwards

Motion 10

Whereas: Bursary policy was sad

& whereas: We need to make Bursary Policy happy

BE IT RESOLVED THAT:

Council Approves the changes made to section Ro of Bursary Policy Updated

Moved by: Jheeven "the tims diet is the best diet" Salvarajah

Seconded by: Christina "pepto-yodelehi, what is even this name,

who-bisol" Bisol

Motion 11

Whereas: DoSI policy got jabaited by changes this year
& whereas: Jheeven made DoSI policy un-jabaited

BE IT RESOLVED THAT:

Council Approves the changes made to section Beta.C.14 (Director of Social Issues)

Moved by: Jheeven "its" Salvarajah
Seconded By: Christina "totally radical" Bisol

Motion 12

Whereas: The Queen's BioMechatronics Team (QBMET) is a Design Club
who wants to be a Design Team.
& whereas: Let's make it happen.

BE IT RESOLVED THAT:

Council approves the changes to Policy Section κ.B as seen in Appendix
"QBMET-policy".

Moved by: Marissa "beep boop" Smail
Seconded by: Jen "boop beep" Kovich

Motion 13

Whereas: The Queen's BioMechatronics Team (QBMET) is a Design Club
who wants to be a Design Team, and the Queen's Relectric Car
Team was mistakenly added to the list of Design Teams instead of
Design Clubs.
& whereas: Let's fix this.

BE IT RESOLVED THAT: Council approve of the changes to By-Law 10.E in its
first reading as seen in Appendix "QBMET-bylaw".

Moved by: Marissa "beep boop beep" Smail
Seconded by: Jen "boop beep boop" Kovich

Motion 14

Whereas: The Queen's BioMechatronics Team (QBMET) is a Design Club
who wants to be a Design Team, and the Queen's Relectric Car

Team was mistakenly added to the list of Design Teams instead of Design Clubs.
& whereas: Let's fix this.

BE IT RESOLVED THAT: Council approve of the changes to By-Law 10.E in its second reading as seen in Appendix "QBMET-bylaw".

Moved by: Marissa "beep boop beep" Smail
Seconded by: Jen "boop beep boop" Kovich

Motion 15

Whereas: Policy section β.B.2.6.b requires that the executive salary be approved by council every march.
& wheras: inflation is 7% in 2021

BE IT RESOLVED THAT:
Council approves that the executive salary for 2022-2023 be \$22.76/hour in accordance with the Annual Average CPI was 3.4%.

Moved by: Benjamin "I" Frosst
Seconded by: Christina "am" Bisol
Thirdded by: Kaija "Washed Up" Edwards

Motion 16

Whereas: Bursary policy was sad
& Whereas: We need to make Bursary Policy happy

BE IT RESOLVED THAT:
Council Approves the changes made to section Ro of Policy (Society Bursaries)

Moved By: Jheeven "timmies diet is best diet" Salvarajah
Seconded By: Christina "pepto-yodelehi, what is even this name, who-bisol" Bisol

Motion 17

Whereas: The QUESSI (Queen's University Engineering Society Services Incorporated) financial statements for the past fiscal year have been reviewed by the Board and auditor;
& whereas: The auditor has provided confirmation of reviewal which is now presented at Council

BE IT RESOLVED THAT:

QUESSI's financial statements for the fiscal year ending on May 31st, 2021, are accepted.

Moved by: Miranda "" Bundgard

Seconded by: David "" Strong

Motion 18

Whereas: The QUESSI nomination committee has created a slate of proposed directors for the 2022-2023 term;

& whereas: The incoming team need to be ratified;

BE IT RESOLVED THAT:

The following individuals be elected to the QUESSI Board of Directors for the 2022-2023 term:

- Benjamin Frosst
- Brett McGonigal
- Andrea Ramirez
- Nik Arnold
- Kyanna Lee Lacelle Miner
- Laura Lee
- Aidan Shimizu
- Danielle Rivard
- Evan Wray
- David Strong
- Robert Knobel

Moved by: Miranda "" Bundgard

Seconded by: David "" Strong

Motion 19

Whereas: The President, VPSA, and VPOPs are old and completely washed up;

& whereas: the honorarium is awarded at the end of the Executive's term;

BE IT RESOLVED THAT:

Council approve the honoraria of one week's pay, \$770.35, to the Engineering Society President (Christina Bisol), Vice President of Student Affairs (Kaija Edwards), and Vice President of Operations (Benjamin Frosst).

Moved By: Christina "" Bisol

Seconded By: Kaija "" Edwards

Thirdded By: Ben "" Frosst



Executive Reports

President – Christina Bisol

president@engsoc.queensu.ca

Previously on *Christina's duties as Prez*:

- Dean's Meeting – unfortunately was unable to attend, but will be having a follow up meeting and have been updated by my VPs
- Assistaing Dani in her first week of overseeing the Corporate initiatives
 - Water Team hiring is underway
- Finally getting the appreciation through for Tea Room Gift Cards (my apologies in the delay)
- Advisory Board – End of Year presentations
- AMS Assembly
- Continual support and student advocacy for the FEAS Wellness
- More transitioning stuff with Dani
- Wrapping up my term
- Awards Committee
- Reviewing Order of the Purple Knight Submissions
- Getting EngPals Bars
- Hopefully Banquet at Clark
- Advising/Assisting on summer plans
- Supporting ASUS in Recommendations on Queen's Sexual Violence Policy with pillars focusing around "accountability within the institution, accessibility, trauma-informed practices, and survivor-centric processes"
- Conversations around honorariums

I will continue to wrap up / transition on going projects to the incoming Executive Director Team, including the Gender Neutral Washrooms and the BED Fund proposals, which often carry forward into the summer months. Thank you all for an amazing final year in the Engineering Society and at Queen's and I wish you all the best in these upcoming years!

Christina

VP (Operations) – Ben Frosst

vpops@engsoc.queensu.ca

Hey Council,

Things that I've been doing since last Council:

- Meeting with all the usual people
 - Transition With Evan!
 - DoIP, DoF, DoIT, DoS Static
 - Lots of Exec Statics
 - Budget Meetings
 - Trademark Office
 - Awards Committee
 - IT Fires Static
- Accounting and Bookkeeping
 - Reviewing Month Ends
 - Payroll
 - Stripe Account Reconciliation
 - Changes to Budget Policy – Combing summer and yearly budgets
 - Cleaning up some payments
- 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
- IT support with on going email issues
- Several other small issues and lots of questions

Thank you council! It has been a fun year with all of you!

Cheers,

Benjamin Frosst - Washed Up VP Operations 2021-2022



VP (Student Affairs) – Kaija Niska Edwards

vpsa@engsoc.queensu.ca

Rakas Neuvosto,

Last council as VP has me feeling feelings. Very proud to be handing the torch to Jane and her directors. Thank you all for a great year, looking forward to seeing all the amazing stuff the incoming team is going to accomplish 💖.

Things I have been doing over the past two weeks:

- Lots of meetings:
 - Director statics (DoCC, DoComm, DoD, DoFY, DoG, DoHR)
 - Featuring the incoming directors.
 - Static(s) with Jane <3
 - Awards Committee
 - Advisory Board
 - AMS Assembly
 - FEAS x J-Section
 - Deans meeting
 - Design Team Roundtable (great job Michael!)
- Office hours
- Volunteer appreciation and paying for things on behalf of affiliated groups (lots of this)
- HR position approvals

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

- End of the year Roundtables
- MRE student representation
- AMS Corporate General Meeting
- Transitioning Jane & the new exec team
- Emotionally preparing for being old and washed up (ongoing)

Fun fact: the language I sprinkle in my reports is Finnish.

Rakkaus,

Kaija Niska Edwards (she/her/hers)

VPSA

**ME MAKING
PUNS
DURING STATICS**

**INCOMING
TEAM PRETENDING
I'M FUNNY**

**MY DIRECTORS
WHO'VE
PUT UP WITH
MY NONSENSE
THE WHOLE YEAR <3**

imgflip.com

Director Reports

Academics – Alexa Hadley

academic@engsoc.queensu.ca

Things I have been doing over the past two weeks:

- General
 - Transitioning Lower
 - Hiring Hiring Hiring
 - Statics
 - BED Fund updates
- Englinks
 - Been running workshops successfully (back to in person for first years)
 - New team hired (staff apps out)
 - Working on matching personal tutors (got 6 new 174 and 112 tutors yay)
 - Had some issues with the new email restriction
- iCons
 - iCons reopened 7 days a week
 - Only ILC not Mitchell this sem
 - Staff hiring happening, new Head hired
- BED Fund
 - Proposals for purchases getting approved/sent to Dean
 - Trying to get the proper financial documentation from faculty
 - Working on improving policy/clarity in the portfolio as a whole
 - Appreciation Dinner
- Academic Advocacy
 - All wrapped up/Appreciation dinner
 - Did some research on effective marketing technique
 - 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

No report Submitted

Clubs & Conferences – Adam Fell

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:

- Roundtable meeting with teams.
- Running a design team appreciation event for team executives (Tea Room Catering).
- Helping QBMET with their ratification as a design team!
- Transitioning Michael.
- Helping teams with hiring, competition logistics, and other miscellaneous things.
- Statics.

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

- Helping teams wrap up for the end of the year.
- Quarterly reports are due April 24, 2022.
- Transitioning Michael.
- Statics.

Cheers!

Jen

Internal Processes – Evan Wray

doip@engsoc.queensu.ca

Heeeeeeyyyyyy Council!

Things that I have done over the past two weeks:

- Awards Banquet planning
- Key and Alarm codes
- Regular meetings
- Transitioning my lower!!!

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

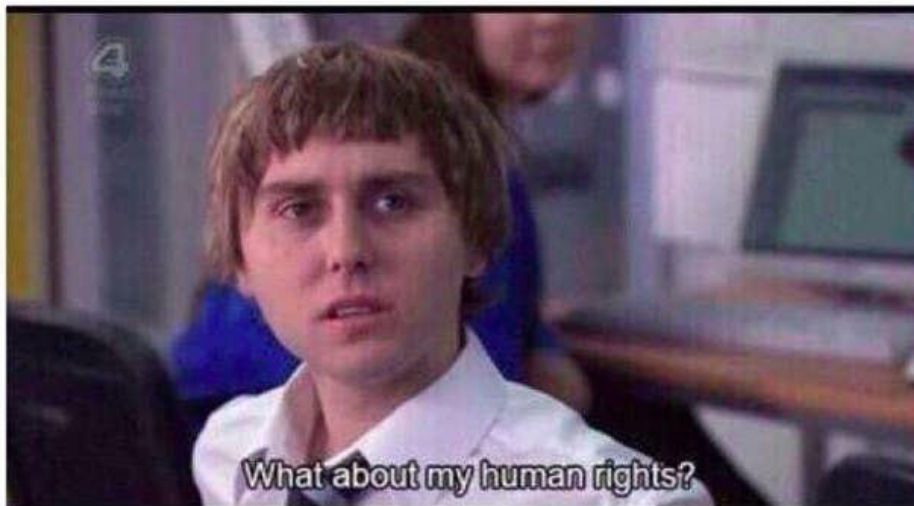
- Wrap up portfolio with Awards Banquet planning (provisionally April 7th @ Clark 7-10pm)
- Schedule & setup office-hours so incoming ED Team can learn what's involved
- Work on projects with my FYPCO
- Continue to Transition my lower!!!

For the last time, I wish you all the best on your exams!!!

See ya next year council, when I have my vote back!

Evan – Washed up DoIP

When you have two exams in one day



External Relations – Aidan Shimizu

external@engsoc.queensu.ca

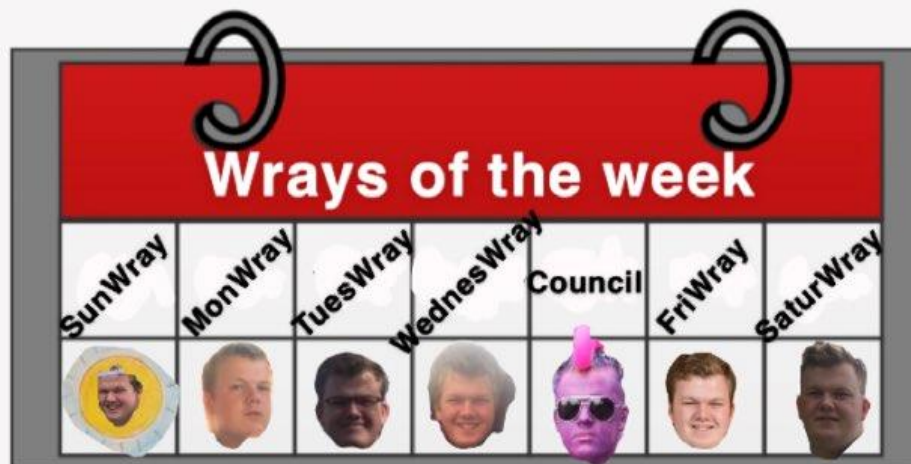
Hello council!

Things I've been doing the last two weeks:

- Transitioning Aidan (DoE) and Kalena (DoER)
- Supporting Fix n' Clean coordinators preparing for event
- Supporting Outreach managers running wellness week event
- Figuring out logistics of joining ESSCO as full members
- Indigenous patch initiative

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



Pop,
Aidan Shimizu

Finance – Michael Butler

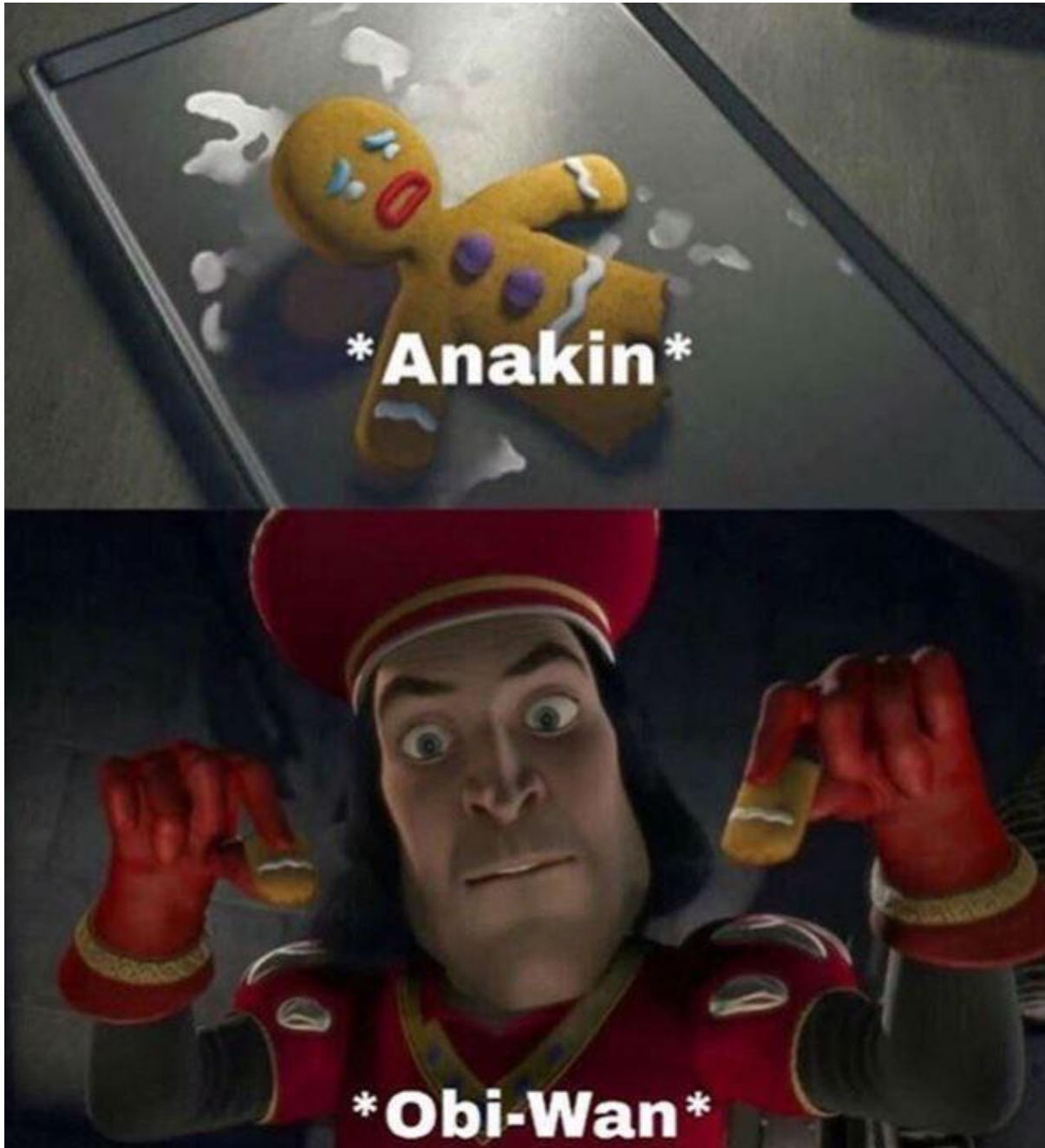
finance@engsoc.queensu.ca

What I've been doing:
- Running BoE

- Completing Month Ends
- Transitioning Orissa
- Helping groups out
- Operational Budget

What I will be doing:

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



First Year – Allen Liu

firstyear@engsoc.queensu.ca

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

- More transition!
- FYPCO appreciation dinner
- Meeting with my team (some for the last time 😞), looking into appreciation gifts

Things I will be doing in the next 2 weeks:

- Looking for ways to support first years through exam season
- Continuing transition work!

Human Resources – Alison Wong

hr@engsoc.queensu.ca

Hi everyone!

Things I have been doing over the past two weeks:

- Hiring, hiring, hiring
- Hiring resources (Save them for future reference!):
 - [Hiring Guide](#)
 - [Hiring Guide for Design Teams](#)
 - [Interview Scripts](#)
 - [Pre-Hiring Form](#)
- Contacted Stephen Hunt about getting Articulate360 for EngSoc—Put in a ticket to IT, waiting on their response

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

- More transitioning
- More hiring

Any other information here: baby goose



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

No Report Submitted

Information Technology – Zach Donovan
doit@engsoc.queensu.ca

No report submitted

Social Issues – Jheeven Salvarajah

dosi@engsoc.queensu.ca

Ahoy there,

My last council report as DoSI (not DoSee)

- Meetings
- EDII Conference Planning
 - In-person fair not feasible
 - Wrapping up
- Bursary Automation
 - Implementing Policy
 - Informing future stakeholders of changes and new operations
- EDII Resources document for faculty
 - Waiting on faculty
- Indigenous Patches initiative
 - Starting marketing & development
- Gender Washroom initiative + Menstrual Products initiative
 - Following up on sort term signage to Dupuis basement washroom
 - 7 Baskets - 200 Tampons, 250 Pads now in ILC (3 Womens Washrooms) & Mitchell (Womens washrooms on 1st & 2nd floors + gender neutral washroom on 1st floor)
 - Ordering new stock, to last rest of semester and start of Fall 2022
- Wrapping up the portfolio

Over next 2 weeks

- More Meetings with Exec/ED/Equity Team/Sustainability Committee/FC
- Wrapping up transition material for the new DoSI
- Wrapping up & finalizing work with sub-teams
- Transitioning the new DoSI
- More meetings + discussion about accessibility proposal
- Looking to the future 😊

Goodbye for now, best of luck to the new teams taking over, keep supporting one another and continue to make our community stronger!



You may be asking, wai
EngTok?

-
- Platform of the century
 - "A great way to make the EngSoc #swazy" – Jesus
 - It's better than facebook....apparently
 - Evan

Professional Development – Marissa Matthews

pd@engsoc.queensu.ca

Hey council!

Things I have been doing over the past two weeks:

- Finalizing the EDII in the Workplace module – will launch in the coming days & you can win a gift card for completing it!
- Advertising our student survey asking for feedback on PD Team events
 - Please fill it out!
- Ran a How to Get Your P. Eng Workshop
- Ran a Green Industries Alumni Panel – our last event for this year
- Transitioning my lower, Kate
- Helping Kate advertise PD team hiring
 - Apply to be a committee member!

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

- Transitioning my lower!
- Launching our EDII in the Workplace module



Services – Dalena Vo

services@engsoc.queensu.ca

h 👁 council,

Things I have been doing over the past two weeks:

- Transitioning Alexa and Evan onto the services
- Planning appreciation events
- Clark patio safety plans
- Submitted Golden Words Pressnite safety plan

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

- Continuing transition
- Wrapping up Week 11, Week 12, and pre-exam season services events
- Enjoying being washed up



Nikhil
@Nikhil09121



My right eye

My left eye

