

###### Council Minutes

Thursday, March 23rd 2017

6:00pm, Dunning Hall 14

Speaker: Avery Cole

Secretary: Jamil Pirani



*Council begins, 6:02 pm.*

# I. ATTENDACE

Jamil Pirani: We’re going to get started with attendance. Please click 1 if you are representing yourself, or 2 if you are a proxy.

# II. ADOPTION OF THE AGENDA

##### Motion 1

Whereas: There are some new faces this Council!

& whereas: that’s exciting;

BE IT RESOLVED THAT

Council approve the agenda of Council meeting of Thursday, March 23rd, 2017, as seen on the Engineering Society website.

Moved by: Lianne Zelsman

Seconded by: Jamil Pirani

Lianne Zelsman: One change. Motion 8 is being removed, and we are adding a discussion period after MailChimp.

***Motion passes, 6:05 pm* (26,0,0).**

# III. Adoption of the Minutes

##### Motion 2

Whereas: Last Council was a while ago;

& whereas: does anyone remember what happened before AGM?

BE IT RESOLVED THAT

Council approve the minutes of the Council meeting of Thursday, March 2nd, 2017, as seen on the Engineering Society website.

Moved by: Allison Kondal

Seconded by: Lianne Zelsman

***Motion passes, 6:06 pm* (26,0,1).**

# IV. Speaker’s Business

Jamil Pirani: Moving into Speaker’s Business, which is my business. It is my first Council as speaker, so I may mess things up. If I pronounce your name wrong, please let me know. I would like to acknowledge that Queen's University sits on the traditional lands of the Haudenosaunee & Anishinaabe peoples. There are a lot of great changes, with many great ways to get involved. Hopefully, this Council will be tremendous. Please state your name and position before you speak. Define all your acronyms. Candy is 25 cents. Sign the agenda when it comes around. Also, there is a question on the board.

# V. BREAK

*Council breaks, 6:06pm.*

*Council resumes, 6:10pm.*

# VI. New Business: Motions 3-8

##### MOTION 3

Whereas: The PD Team could use some help with marketing and workshops;

& whereas: these new positions will help to improve the services the team can offer students;

BE IT RESOLVED THAT:

Council approve the changes to Policy Sections β: Society Leadership and γ:

Hiring and Transition as seen in APPENDIX “PROFESSIONAL”.

Moved by: Hannah Cameron

Seconded by: Nathaniel Wong

Hannah Cameron, Opening: What we’re looking to do is to get more awareness about our resources and website out there, so it’s available to more students. The marketing coordinator works with the chairs and workshop coordinator to achieve that. The second is the coordinator of workshops, which deals with both technical workshops and resumes, so the chair of industry relations can focus more on maintaining those relationships.

**Motion Passes: 6:12 pm (28,0,0)**

##### Motion 4

Whereas: Most directors get to hire people to help them with their portfolio;

& whereas: the Director of Design is currently all alone;

BE IT RESOLVED THAT:

Council approve the changes to Policy Sections β: Society Leadership and γ:

Hiring and Transition as seen in APPENDIX “MORE-DESIGN”.

Moved by: Oliver Austin

Seconded by: Max Lindley-Peart

Max Lindley-Peart, Opening: Essentially, this year there was more work than I could feasibly do, and if I had been wiser, I would have hired people to help. I want to hire this person to deal with the design bay, administration of teams, solving problems that come up, and working on the website, at least this year.

Tyler Bennett: Just to speak about what Max said, a lot of the people who he works with are captains, so it’s a lot of work for one person to liaison between the design teams to EngSoc, and other aspects of planning. I’m in support of this motion.

Tyler Snook: Max, how different this will be than your FYPCO? Why this is more valuable than giving this project experience to a first year?

Max Lindley-Peart: This person will be hired earlier, and help over the summer or earlier in the year. A lot of big projects have already been initiated by then. This would give more responsibility to the hired position.

**Motion passes, 6:15 pm (24,0,0)**

##### Motion 5

Whereas: The Director of Design policies are out of date;

& whereas: they should reflect our current practices;

BE IT RESOLVED THAT

 Council approve the changes to Policy Section β: Society Leadership as seen in APPENDIX “BETTER-DESIGN”.

Moved by: Max Lindley-Peart

Seconded by: Oliver Austin

Max Lindley-Peart, Opening: Policy doesn’t reflect what we really do. For example, there are four clubs listed under my portfolio that I didn’t oversee this year, because 3 don’t exist and WiSE isn’t under my portfolio. It makes sense with what we’re doing with clubs right now. Other than that, there are very few changes.

Loralyn Blondin: Has WiSE been moved to another portfolio? If not, do you have any idea of where they can go?

Lianne Zelsman: Some of our policies got mixed up, and this is an old policy. They were moved to another section; the clubs that exist are under other portfolios.

**Motion passes, 6:17 pm (25,0,0)**

##### Motion 7

Whereas: The appointment of the ERB Chair is not always done as described in By-Law;

& whereas: we should have a contingency plan in case a Junior and Senior Chair aren’t appointed;

BE IT RESOLVED THAT:

Council approve the first reading of the changes to By-Law 15 - Engineering

Society Review Board as seen in APPENDIX “REVIEW”.

Moved by: Emily Varga

Seconded by: Shannon Dickson

Shannon Dickson, Opening: Currently, By-Law reads that the senior chair becomes the overall ERB chair in the second year of their term. This hasn’t been done in several years. We wanted to update By-Law to the current workings of ERB chair selection. There is merit in the junior/senior system, though, and it should be available for the future if they feel it is necessary.

**Motion passes, 6:23 pm (24,0,0)**

Jamil Pirani: We are moving motion 6 to later.

# VII. Executive reports

##### i) President

Taylor Sawadsky: Hi everyone, welcome to Council. The majority of what I’ve been doing is working on transitioning, and getting ready for next year. We had our blood drive, so a big thank you to everyone who donated. We had 12 donors. Canadian Blood Services was super excited. I met with Chloe for the equity suggestions at AGM, and how EngSoc can support her. I have ben working with the corporate initiates, and Sci Formal specifically because people in positions got hired into other roles. The FREC smoker was last night.

##### II) Vice president of student affairs

Evan Dressel: Julianna, Nat, Lora and I worked the iron ring afterparty, and all of the fourth years used online ticketing system and they thought it was tilt, so we got them. We signed the Engenda contract, and are working on the primer contract, since we had to fix actual pricing because we’ve been overpaying for the past few years. Hiring is happening, and we’re just making sure everyone is following the correct policies. Hiring training is on time. Those are the big things. It’s a big exciting week. Congratulations to everyone who came to Tabs night, we spend a lot of money so everyone who came was well-appreciated.

##### III) vice president of operations

Tyler Bennett: I am continuing transition with Jill, and with this obviously longer transitioning period, we’re making the most of that in terms of showing her the ropes and having large philosophical discussions about the role of VP Ops. We are having the advisory board transition, with year-end presentations from services. Welcome new members to the board. It is my last two weeks of school forever, and tabs night was a huge success. I got my iron ring.

Taylor Sawadsky: I forgot to do the engineering hymn. Those with their iron rings, lead us.

*Council signs the Engineering Hymn.*

Nick Dal Farra: I have to take a phone call.

# Viii. Director Reports

##### i) Academics

Daniel Tamming: Things have been pretty quiet. EngLinks is getting ready for the exam workshops and the transition. EngLinks is a lot of second and third year tutors, but a lot of 3rd years applied for next year. I will be bringing the BedFund proposals to next Council. Thanks.

##### ii) Communications

Behshid Behrizi: I’m stepping in for Heather. Heather would like to point out that she’s been doing the history posts, and our IRO Abbey Hall has been taking care of those. Also, Heather has been helping advertising hiring. She’s been coordinating that.

##### iiI) Community outreach

Jordan Pernari: I’m filling in for Emma. We have been working with ERC, for the end of semester mental health walk. We had a bunch of students donate blood. We’ve also been doing some hiring.

##### iv) conferences

Taylor Sweet: You went way to fast. Not a whole lot has happened. Aidan has been doing a good job hiring for those conferences up there. I have been preparing the motion which you will hear later on.

##### v) Design

Max Lindley-Peart: Good evening. This is a longer report than usual. We had a big roundtable, where we hashed out the space allocation for the next few years. We went over to freezers, where there are rolls of composites that expired in the ‘90s, and we had to throw them out. We cleaned the bay, improved the signage, and are continuing work on the website. We are meeting with Spark Studios to talk about the environment. Design tabs night had way better food than EngSoc. The meeting with Simon occurred a few days ago, where we talked about liability of teams in the bay. This weekend, we are hiring the deputy of design. I have also been buying bay equipment.

##### vi) Events

Jamil Pirani: Will need a two-thirds majority to allow her to speak. This is a procedural motion.

**Motion passes, 6:30 pm (19,5,0)**

Francesca Feldman: Basically, last time I gave my report, I talked about the Festival of Carols coordinator and whether the choir would ratify as a club or go under the events portfolio. I think after talking about it with various individuals, she’s decided that they will ratify under the AMS to get funding for a club and reach a larger student base. We are having an EngChoir concert on Sunday, so check it out.

##### vii) Finance

Connor McMillan: This week, there is not too much going on. We are making great use of the online payment system. All of Sci ‘17 used it with few issues. Also, using it is Engineers without Borders. I am looking forward to passing it onto Sara so people don’t Tilt.

##### viii) First Year

Alan Goodman: My portfolio continues to fade into obscurity. Thank you to those who helped with physics cookies. Surprisingly, there was not a single case of anaphylaxis, even though the cookies may contain nuts. Other than transitions and getting applicants, there’s not much to talk about.

##### ix) Human Resources

Rachel McConnell: We are still very relevant in March. We have three events down and one to go. Hopefully the training conference runs smoothly. We are answering a lot of hiring questions and fixing fun glitches in EngSoc Apply. I am keeping the boat afloat. Emily hired her entire team.

##### x) Information Technology

Robert Saunders: IT land is pretty good. I have been working on the EngSoc dash, and I am bringing a proposal later today. Thanks guys.

##### xi) Internal Affairs

Lianne Zelsman: The Sci ‘19 year exec was elected, and we elected the Sci ’18 VP. I am working on policy and bylaw. The rest is in my report.

##### xii) Professional Development

Nathaniel Wong: Really not too much is going on. I’ve been working on transitioning, and I hired Sam Evy and Troy Su as industry and alumni chairs.

##### xiii) Services

Tyler Snook: I’ve been working on transition stuff. CEO had a sale. We worked on financial things, like daily tracking and sorting out the Capital Fund transition. We are making moves on the stairwell, and we got a couple of quotes. Golden Words is having a comedy night. Lastly, congrats to anyone who got second round staff interviews, you will kill it.

# Ix. Question Period for ED team

*No questions.*

# X. Faculty Board Report

Matt Whittle: We have continued to not have meetings. Next one’s in April, so I’ll get back to you in September.

# Xi. Alma Mater Society Report

Taylor Sawadsky: At AMS assembly, we had a few presentations. It was at City Hall, so there was a presentation on landlords and on adding to our legal student coverage. Apparently, the AMS can change their constitution at regular meetings, and not just at AGM. We nominated hiring panels, so I’m hiring for Chief Electoral Officer of the AMS.

# XII. Senate Report

Emily Townsend: It was a surprise to learn that we are a leader in digital communications courses. We are allocating $3.6 million to deferred maintenance. Our contingency margin not as high as normal. There are negotiations within the government to restrict how many students you can enrol per year. In the truth and reconciliation report, Prof Morelli asked why Senate can’t mandate implementation of the report and why there aren’t criteria against which to measure success. I find this interesting seeing as none of these were in the fall reading break task force but no one cared. There were extenuating circumstances. I don’t understand this policy. If you have questions, email me. Everyone’s saying they’re washed up, but I am 6 months in a 48-month term. Did Corey or Max have anything to add?

Kevin Corey: Yeah, after the truth and reconciliation task force, we had a reception to celebrate. There is an office in the University dedicated to indigenous affairs. We got to listen to a beautiful song and native dance, and it was very successful. Principal Woolf said it was a historic night for Queen’s.

Jamil Pirani: If you have questions, we’ll put you on the speakers list.

# XIII. Engineering Review Board Report

Shannon Dickson: I looked over motions that came to Council today, including the disciplinary action committee one which is postponed.

# XIV. Advisory Board Report

Bennett: We are meeting for the next two Mondays, one of which is an intro for incoming members, year-end services, and a transition dinner on April 3rd.

# XV. Club Reports

##### I) eng phys

Connor Kapahi: Not too much is happening. Banquet is this Friday, so if you haven’t tilted, do that. We are planning an end of year BBQ for Friday week 12. The cluster is moving upstairs to the 4th floor, it will be turned into a visitors centre for frosh who never come to visit.

##### ii) ece

Hazik Ahmed: We are selling sweaters, and planning an end of year BBQ.

##### iii) mechanical

Julianna Jeans: There’s a banquet two weeks from now, and the Tilt for it closes tomorrow.

##### iv) Mining

Sam Grant: We are happy with our Firr Cup win, as we beat geo 5-3. Our pig roast is coming up. The year end banquet award reception coming up.

# XVI. Year Reports

##### I) Sci’17

Charlie Renzoni: Thank you to Julianna, Matt, Lora and Evan. Thank you to Connor and Tyler for Tickera. Financially, we are no longer in debt to EngSoc. In other news, everyone’s amped for Ritual. We finally got with Simon Smith after a dozen unread emails.

##### XI) Sci’18

Loralyn Blondin: We have a new VP, Alexander Toulany. For our next Clark takeover, our theme is Bee Movie, with a lot of karaoke. We volunteered at the iron ring after party. We’re excited for ours next year.

##### XII) Sci’19

Kodie Becker: I’m not new here, except two things are different: I have new placard and can voice my opinion. We had our first meeting yesterday, where we had milk and cookies. We set out what we want to do in the new year. I am figuring out how to go about the things.

##### XII) Sci’20

Cooper Midroni: For some people, we have new year exec. As well, we have a year motto, and I just checked the poll, and the winner looks to be: With wills of iron and hearts of gold. We will meet with the new exec. That’s all. Thank you.

# XVII. Statements and Questions by Members

Max Lindley-Peart: Just touching on the truth and reconciliation committee, if no one knows, the commission is looking at the history of residential schools and colonialism. They released a list of recommendations, and how to implement them on a scale at the University. They said that education got us into this situation, and only education will get us out. Jamil, I would like to rommend the land recognition you gave at beginning of council.

Felix LeClair: For those who sit on Senate, can you expand on the student enrollment problems?

Emily Townshend: So basically, for the last five years, the Queen’s revenue model depended heavily of paying for current needs by future students’ tuition. Governments have been incentivising high enrolment, but are now looking at restrictions on enrolment. We might be in a pickle. We don’t really know what’s going to happen, and we don’t know what the government’s going to do.

Taylor Sawadsky: I realized I forgot something in the AMS report. We also had discussion on student fees, as right now we have 114+8 student fees, so we struck a task force to look at student fees. Tyler Lively had stacked a group of people, and we also recommended members at large who have interest in policy though are not in student politics. We might be cutting some mandatory student fees that are not related to academics or health.

Julianna Jeans: Something else is the possibility of changing student fee approval. Right now, you only need 50.1%, but we are looking at 66% which is big barrier for smaller groups. That’s just something to keep in mind if that does eventually come down the pipes.

Stuart Fowler: I had question for Cooper Midroni. I was wondering if you could comment on the thievery of “Heart of Gold”, and if you see any repercussions legally.

Cooper Midroni: I believe that when Neil Young sang that, he meant to give us our own hearts of gold, and our right to give ourselves that title.

Charlie Renzoni: I forgot to include a huge shout out to Kodie for being the photographer at iron ring. He rocked it on Sunday night.

Kodie Becker: I’m still going through pictures.

Loralyn Blondin: For those who know about truth and reconciliation, is there a way that a general student can access the report?

Max Lindley-Peart: The report was released; it’s in the Queen’s Gazette and the Queen’s website.

Carter Gant: Timmons, Ontario is known as the Heart of Gold. Do you foresee any copyright issues?

Cooper Midroni: I did not come up with the year motto.

Kevin Corey: I’m just going to get some of the budget details a bit more concrete. We have a budget of $560 million dollars, which is what they have to play around with. There was a $27 million increase due to student enrolment. $7 million came from students, and 36% is more or less engineering and commerce, and international students. I wouldn’t see it as the University trying to screw us all over by overcrowding, but rather natural growth. The Provost said it was best said as “to rest where you are isn’t good, but to grow too large isn’t either. We’re at a nice place right now. We have $1 million for equity. Also, an interesting fact is that engineering has more applications, but less people are expressing it as their first choice.

Emily Townshend: The Queen’s Dance Club’s Just Dance event is March 24-25. Leah Ferrie, me, and Mark, who is a 5th year EngPhys are all in it, so you should all come. It looks cool. Come on guys, it’s fun.

# XVIII. New Business

##### Motion 6

Whereas: Bursaries provide important financial aid to student in need;

& whereas: we want to improve the way the Committee on Bursaries operates;

BE IT RESOLVED THAT:

Council approve the changes to Policy Section ρ: Society Bursaries as seen in

APPENDIX “BURSARIES”.

Moved by: Taylor Sweet

Seconded by: Allison Finer

Taylor Sweet, Opening: There is not much in the way of big shocking changes. It’s mainly operational things. One of the more important things is the Director of Design will be added, through consultation with Max Lindley-Peart. The Director of Conferences is ex-officio, so there is no biased opinion. The committee can operate to its full capacity. There are some short, minor things with regards to how it actually operates.

Max Lindley-Peart: This is awesome.

Taylor Sweet: Thank you for listening.

**Motion passes, 6:21 pm (27,0,0)**

# XIX. Discussion: Bursary Funding

Taylor Sweet: Hello, I’m the chair of the committee on bursaries. I’ll just give you some some background information what goes along with how we are going to get funding If you were at AGM, you would’ve heard about approaches we tried to take. We are pivoting from our original plan. We anticipated bringing a motion for a percentage of the surplus from the operating budget, so that if, for example, there was $50 000 left, we could take a chunk of that towards bursaries. As it turs out, we are currently projected to run a deficit thanks to Nat and the Alumni Networking Summit. So we’re going to try another angle. We are considering budgeting within the presidential budget. I don’t know how much is appropriate, so I’m looking to get feedback on that. In the new year, it could be a student fee, and we might bring that motion in the future. If any money goes unspent, it can be reallocated. The question is if we should budget money right off the bat, or reallocate unspent funds. If we have overflow, we could donate it to our charitable cause. What is a good order of magnitude for funds to be appropriate in the presidential budget?

Kodie Becker: Can you give us metrics, how many people applied for bursaries, and how much money was given this year?

Taylor Sweet: I can give you some statistics, but I don’t have it all. Within my own budget, it’s about $1000-1500, and the GPA one is quite large.

Tyler Bennett: It’s up to the discretion of the CEO manager, but it’s often on the order of $2000-$3000.

Matt Whittle: For frosh week, we budgeted approximately $1500-2000 for the FRECs and first years.

Taylor Sweet: So these are funds that exist right now. We’re not looking to replace, but to offset the current system. The CEO manager could be limited in how much they can spend, and we all have to say no to a few people. We’re looking to make sure that doesn’t have to happen.

Charlie Renzoni: You mentioned taking extra money from the budget left over. Are we typically running a surplus or a deficit, and how much money is left over?

Tyler Bennett: It varies and can swing drastically. We’ve run anywhere from -$30 thousand to +$70 thousand. It’s based on the director team. The budget will say one thing but what happens during the year is drastically different. This year, the Alumni Networking Summit changed the original budget a lot.

Connor Kapahi: At AGM, there was a question of student fees. Could students opt out?

Taylor Sweet: No real comment on that yet. That’s something that’s worth noting. If we are successful in getting the student fee, we won’t see it until the year after next in the soonest. We have to look at other sources of funding during that time, and they wouldn’t be simultaneous.

Loralyn Blondin: Just on having it written into the budget or having a percentage of extra money, I would have a bit in the budget, and then if there is a large amount of surplus, supplement it there. More money for bursaries is never a bad thing.

Max Lindley-Peart: Sounds like you need some more robust budgeting, with needs and projections for growth over years. I like the guaranteed baseline funding. And additional funding from the surplus is always welcome.

Tyler Bennett: Yeah, we brought it up, with the benefit of allocating part of the budget every year that we recognize. I would be willing to allocate a part towards that.

Loralyn Blondin: Just to give a scope of other societies for conferences, commerce has over $10 thousand only for conferences, where at least half is from the Society and rest is from faculty. I would make it as big as you can.

Taylor Sweet: Thank you for your feedback. I’m excited about this committee. I won’t be ale to see it grow because I’m old and wise, but this can do great things.

Tyler Snook: Did you get what you were hoping to get? If not, is there anything else you were looking for?

Taylor Sweet: I did, from an informational point of view. I wasn’t expecting a quantitiative value, but does anyone have opinions for an appropriate amount?

Julianna Jeans: I think something you might want to look into is how may people got turned down, or how many get partial bursaries, and get a number value on how much financial need there is left over and that can give a better idea.

Evan Dressel: I agree with Julianna, but with regards to the student fee, my personal first recommendation is something about 20-30$ with a slider, so you can donate from $0 to $30, and you can donate as much or little as you like. This would eventually go into endowment fund, and hit the point where you no longer need a student fee.

Taylor Sawadsky: I think for a dollar amount, between $5-10 thousand, between CEO, frosh week, conferences and others. I also agree with looking at the amount we haven’t been able to provide. We do give out partial bursaries intentionally to ensure that the student does work towards attending or participating in whatever they’re doing.

Emily Townshend: I got a jacket bursary because I couldn’t afford a cent of mine. It’s very rare that I say this, but we should be doing at least if not more than commerce.

Connor McMillan: I think it’s important to know that commerce has more donor money. As a former BED Fund coordinator, it’s a really fine line between getting people to spend a lot of money, and having them opt out. The $60 for BED Fund is a lot, and even $30 is a lot. If you did $10, you could get $8 thousand, which is a lot. At $25-30, they might start to think about opting out.

Daniel Tamming: I just want to touch on Evan’s point. It’s a great idea to have a slider. Regarding it eventually becoming an endowment fund, this will take many, many, many years, in fact, so long that you shouldn’t plan for it. Who knows if Queen’s will still be around by the time.

Cooper Midroni: I want to talk about the endowment fund idea, where it’s self-generating. It’s important. I brought up that FREC fees and frosh week fees are only going to go up. The time to act is now when making sure that the financial barrier to entry for conferences or FREC or participating in frosh week. We want to make sure those financial barriers as low as possible.

Max Lindley-Peart: The top-down approach, or even one where we optimize returns from a student fee are wrong. I would look at this year and see how needs are changing and growing. From that, develop a budget and figure out how to finance it.

Loralyn Blondin: I agree. Take the numbers we have this year with grain of salt, though, because not everyone knew about the bursaries existing, and take this into account.

Tyler Snook: I think this is great idea, though it’s hard to get numbers when students don’t know that these are here. I would allow for a year with a flexible ceiling, and then that’s a way we can budget for a student fee. The flexible ceiling in the president’s budget is not the worst idea.

Alexander Toulany: How is financial need assessed?

Taylor Sweet: That’s half the reason this committee exists. There’s no perfect way to do it, so we are looking at the fairest way possible.

Shannon Dickson: Alex, if you want, you can get the AGM notes from Taylor because there was a presentation on that.

Taylor Sweet: Thank you very much for your kind and productive discussion. Thanks Tyler for getting a little more discussion out of us.

# XX. Discussion: MailChimp

Robert Saunders: As many of you know, EngSoc sends a bunch of emails, like the one Lianne sent out, or the AllEng. To do that, we use a system called ListServe, which was implemented by Eric McElroy. I’m here today to suggest and recommend a system called MailChimp. It’s a third party service that allows us to do similar things, in a better way. As background, I wanted to do this as the Director of IT, but didn’t have the time for it. There could be a budget for it in the summer, and implementation for next year. ListServe is something that we use through Queen’s, and it’s free, but it’s an outdated service. It’s so outdated, actually, that it is no longer supposed by the developers, so there’s no active development and it’s not getting any better. MailChimp is a much better solution. The current system’s advantages are that it is free and run by the ITS managers. If you look at the proposed system, it’s all pros, with the only con being that you have to pay for it. I brought this discussion period to see if we can allow the current exec to implement this in their summer budget. I can go through some of these advantages for you. It offers a lot of great things, like an HTML template. The Director of Communications can see how many of the emails get opened, and how we can improve that delivery. You can send emails to a specific geo-location, such as students in Toronto. You can test different types of newsletters, with different templates. One big thing is API, so the developers can use MailChimp and send emails through the app. I wanted to improve student development to improve resources. The EngSoc dash can use MailChimp to send notifications. It’s all in the proposal.

Evan Dressel: Also, as the person who sends out the AllEng, I have a lot of experience with ListServe and I hate it. Two weeks ago, I sent the AllEng, and I found out the next day without notification that it decided not to send. When we try to update one thing, like Nat’s FYPCO wanted to create a PD newsletter, and tried to modify an old HTML template, he was unable to do so. ListServe does not give much experience to anyone who doesn’t know html. MailChimp is the way to go, and it makes emails look a lot prettier.

Robert Saunders: It cost $50-100 per month based on the number of subscribers.

Emily Townshend: I will say that ListServe is better than before, which was Squirrel Mail. I used MailChimp for Science Quest, and it was good; anyone can use it. We have better things to be doing than learning HTML. You shouldn’t be required to know HTML to be the Director of Communications.

Loralyn Blondin: I don’t know anything about computers so this might a fake concern, but are there any security issues with student information being managed by something not managed by ITS?

Robert Saunders: No matter if MailChimp is chosen or something else, it will have to run through ITS. To my knowledge, there are other bodies on Queen’s that don’t go through ITS. I don’t think they monitor this, and my guess is they will approve it. There is a splurb below about security. They provide marketing emails services to Fortune 500 companies and security’s not an issue, but yeah, it will be through ITS.

Tyler Snook: Robert, I think this is an issue this needs to be addressed. At Advisory Board, we ask for a minimum of 3 different solutions for the Capital Fund proposals. I was wondering if you have any other solutions.

Robert Saunders: I did not look into other possibilities, but there definitely are other mailing services. I focused on MailChimp because they seem to be the market leader but we can look into other solutions. We are moving away from ListServe, but we don’t have to focus on MailChimp.

Connor Meeks: The current geo rep has to leave so he’s proxying his vote to me.

Jillian Reid: Currently, EngLinks uses MailChimp because it’s free for a certain amount of subscribers, and multiple people can work on an email at once. On the app, you can see how may people clicked on your email. I’m a big fan, and it works well for our team. Before we just sent regular emails. We’ve used MailChimp within the Society and it worked well.

Ryan Kealey: I had this issue with mass emails for Council, and the AllEng. It gets put into my clutter and junk mail folders. I don’t know if MailChimp will address this, but I was hoping that this gets addressed in the future.

Evan Dressel: The AllEng gets marked as spam through the internal Queen’s network because ITS has not done anything about it. We have to look into the specific bracket set before the AllEng gets sent out to let you know the ListServe it’s running off of. It marks it as something you would be receiving frequently.

Robert Saunders: It’s not about sending from a Queen’s email to a Queen’s email, but rather the engine through which email is processed. It depends on the reputation of the sender. It’s hard to describe. The apps you use like Gmail and Outlook, they know the senders and it’ll automatically filter. MailChimp prides themselves on a good sender reputation, so ideally that doesn’t happen.

Felix LeClair: I was wondering if you could speak to the timeline and any growing pains.

Robert Saunders: In terms of implementing it, I won’t be implementing it. They would plan for it over the summer. Some pains to think about is how to create the list. When the new years comes in, the registrar creates that list for us. Using MailChimp, we have to create that list ourselves. You can import it as an excel spreadsheet. You would have to look into if the school would let us do that. There are other bodies at Queen’s that use it, though.

Patrick St-Onge: I’m reclaiming my vote.

Emily Townshend: I have to go to the bar. Shannon is my proxy.

Charlie Renzoni: I looked at a bunch of these systems, and from what I understand, MailChimp is the most recommended for small businesses. There is another program called Awebber or something, which has much more data driven utility, where there are much more detailed data sets. It’s used more on a large scale. Definitely do it.

Behshid Behrouzi: I’ve used MailChimp before for about 6000 people. It worked perfectly, and was super efficient. I did test other types of software, but they didn’t have as many options, and it was about the same price. MailChimp is the way to go.

Max Berkowitz: I’ve been reading over these points, and was wondering about penetration tests.

Robert Saunders: I don’t know what goes into the penetration test, they probably penetrate stuff. They take care of that. They do it ongoing.

Felix LeClair: Can you speak to what was asked about the alternatives, and perhaps making it a project for the incoming IT team? For both current and incoming?

Carson Cook: Nothing specifically but you could easily incorporate it. It’s very likely to be incorporated.

Robert Saunders: This will be more clear at next Council, and you’ll see how MailChimp will be incorporated in in-house projects.

Felix LeClair: I meant more-so having them design an in-house solution instead.

Robert Saunders: That would be pretty hard to do. It requires running our mail servers. It’s just a lot easier to use MailChimp. Thank you for this discussion, it will ultimately be up to the executive. It sounds like Council backs it. Thanks.

# XXI. Discussion: DAC

Evan Dressel: The policy committee that we formed has been working on this. We have a close to finished copy that we sent out. The big thing we want is to give big feedback on if we missed or overlooked anything, especially the probationary policy. We took feedback from consultations to make it better. I’d like to request the Speaker to give everyone permission to pull it up on their laptops.

Julianna Jeans: I have a few points that Ryan Cattrysse gave me. He thinks we should look into an immediate emergency action plan for the exec to take action within a few hours, if the committee is not able to meet. The other thing was whether or not people elected from Council should always have a vote, or just the exec have a vote unless one of the exec is involved.

Connor Kapahi: I may have just missed it, but in the tables that describe infractions and demerits, what is the difference between minor and major negligence of duty?

Evan Dressel: The idea was to leave that more open-ended. We didn’t want to list a bunch of things. The idea is to make it up to the DAC to slot the actions under the respective headings, similar to the services demerit policies. When we think of minor neglect, it’s like someone missing a bunch of meetings. Major negligence is ignoring a large aspect of a portfolio or work.

Tyler Snook: I think that this is an important thing to have, but I would caution you to be careful in how we discipline volunteers; we need them arguably more than they need us. In my past experience, if someone had sat as down, we would’ve said “okay” and found somewhere else to volunteer.

Connor Meeks: I’d like to return my vote to Aidan.

Julianna Jeans: To Director Snook’s point, these issues are already present, and this system is just giving more accountability within exec. People are already being disciplined for this, and this policy is just giving the exec accountability. They do not have more power than already have.

Ryan Kealy: Something that we did keep in mind is it has to be brought forward; just because they miss a few meetings does not mean they get DAC’ed. If it doesn’t affect anyone, then it won’t be brought forward to ERB or the exec.

Emma Howard: A few minor things. It mentions *chair of the DAC* but it isn’t outlined. Second, in A.6.6 where it says they will be terminated from EngSoc, how does that interact with hiring most employees in March?

Evan Dressel: Someone can apply during that time so long as work term starts outside of time in which they have been suspended form duties. We didn’t want it to affect the rest of their university career. We want this to be restorative.

Shannon Dickson: This was addressed a bit with Emily Varga. I wanted to double check putting forth this change, and why ERB is writing up the statement describing the infraction instead of the DAC who has been handling the concern with more depth?

Evan Dressel: In our talks with Emily Varga, we came to the decision that ERB still handles issues as normal, but mainly from the griever’s standpoint, so they can still provide recommendations. The DAC is a more punitive response to actions taken. ERB will conduct the initial investigation, and then pass on whatever DAC needs to use. The initial infraction will be passed on.

Felix LeClair: I’m reading through A.8.3 where it talks about ERB. The way it reads, the ERB is only limited to these two options?

Evan Dressel: Realistically, those are the only two additional bodies they may be referred to. The Judicial Affairs Office is about non-academic misconduct. The other is Kingston Police or other law enforcement, if needed. Specifically with volunteer roles, those are the only bodies required. Also it says “may” not “may only”, so there are other options. I was really hoping if someone could answer: should the elected members of DAC always have a vote, and if anyone had recommendations for an immediate action plan?

Emma Howard: Regarding the appeals process, I was wondering if there was a better process than involving all 40 people in this room.

Evan Dressel: The reason we wanted it closed was because if we get to the point where the DAC has brought forth recommendations, and ERB has overturned them, then the body that they would normally bring those actions to is DAC, so the next body is a closed session of Council.

Kevin Corey: Just a point of information, is there method in which it would remain private, or else someone would be in a bad situation?

Loralyn Blondin: Just a small recommendation, if possible, keep the identity of person not included in the case. That way, they don’t have to be concerned about what we might think of them

Ryan Kealey: With that being said, when the appeal is being brought forward, the individual is filing it against the DAC and ERB, so the reason it is being brought to Council is to break that loop. They voluntarily set forward to have that case reviewed. We will be asking questions to the person who filed the appeal.

Evan Dressel: The main reason why we structured it this way is to keep in line with the academic appeals process, so they will have the last word and have a closing. It gives them a voice in the process. If they wish to be anonymous, they may provide a written letter that will be provided to Council members.

Tyler Snook: Member Cattrysse brought up – what is justification for elected members being ex-officio? As for the emergency plan, I don’t see problem with exec making the decisions. That’s what happens right now.

Taylor Sawadsky: I just wanted to talk about this situation coming to Council. I’m not inherently opposed to it. I wasn’t around when this happened, but there was a case where someone brought a case to Council, and it was basically a horrible experience, and was described as “being crucified by EngSoc”. I think we need to understand the emotional toll, and add a line to let everyone be aware of toll it can take, as well as the reputational harm.

Evan Dressel: We did take that past occurrence into consideration, which is why Council members are not permitted to speak about it. The accused will not hear discussions. The only people permitted are ERB and Council. ERB only here to record the actions that have taken place.

Emma Howard: I’ve got concerns because the DAC takes care of minor to major offences. The possibility exists for something not on this scale. We should be making use of the AMS, the Judicial Affairs Office, and existing resources used for disciplinary action.

Julianna Jeans: To address Snook, they are ex-officio unless it is a member of the exec that’s getting DAC’ed. I think main reason was because it would be difficult for all 8 people to meet within 48 hours. The way it’s written, the three exec have votes, the Speaker is the chair, and one member of Council needs to be present unless it’s a member of exec getting DAC’ed, in which case all Council reps have to be there and they all have votes.

Tyler Snook: Are they there to provide third party insight?

Julianna Jeans: Yes.

Evan Dressel: The only way this would come to Council is if the appeal is approved by ERB and found as a grievance, then it’s brought to DAC and DAC rejects the recommendations. If it is not approved, then ERB comes to Council. With regards to us bringing things to Council, or something that isn’t outlined here, if something does not fall under the slotting, they will figure out an amount of demerit points to assign to that case. Thank you for the discussion. Feel free to approach me or any member of the committee working on this policy with any questions comments or concerns. We want to get as many concerns as possible to make sure this is good policy.

# XXII: DISCUSSION: Exec Summer Budgets

Nathaniel Wong: We just want to know about any issues or ideas for us to work on over the summer. So if you don’t know, we don’t have money to spend until the second Council of next year, so we’ll be coming up with the budget for the summer at next Council. If you have ideas that need to go into it, that’d be great.

Kodie Becker: What do you have as plans so far?

Nathaniel Wong: We have some big plans for the Clark Hall lounge, in terms of fixing up the washroom and cleaning it. We’ll buy a new BBQ because frosh week broke it.

Julianna Jeans: We’re doing substantial renovations to the Clark spaces, including the stairwell, bathroom and three offices. Jill and I have a few static things, such as Engenda and closing accounts. We want to get a sense of what it is that this exec needs to be working on. We just want to get some feedback.

Laura Di Monte: For IT and finance, I’d like some thought about Tickera. We got some feedback because it wasn’t secure, since it wasn’t https, and we also couldn’t see the quantity of tickets that were sold.

Charlie Renzoni: In terms of renovating Clark Hall lounge, I strongly urge you not to unless you lock down regular cleaning. There’s no cleaning on a regular basis. Even if it got renovated, it’d be in same state if there isn’t cleaning.

Connor McMillan: To speak to the alleged security issues, we inadvertently brought down the website in trying to fix that. There weren’t security issues. For Tickera, a theme that should be starting with online payment systems is that we are undergraduate engineering society, and as we advance with that, we do our best. It would be big ball to do better than Tickera. It did serve you pretty well.

Carson Cook: To speak to the security things, before this website issue, it was not secure, but in bringing it back, it was fully secured. The data was still encrypted to purchase things with. In regard to not using Tickera, I mean it’s great, but it’s hard to know what new system to use – we can’t create our own.

Jillian Reid: This has been brought to me, and I wanted to make documentation for people. It will be easier to use. I used it for EngLinks, and ours was set up differently, and it works very well. I’ve been using it for a year and it’s good.

Robert Saunders: I do hear what you’re saying, and I personally don’t like it. One thing I would suggest for IT is to create a project to address this issue.

Nathaniel Wong: Thanks for your opinions. Send us a message if you have anything else.

##### Motion to Enter closed session of council

Moved by: Taylor Sawadsky

Seconded by: Evan Dressel

**Motion Passes: 8:05pm (24,0,0)**

##### Motion to exit closed session of council

Moved by: Evan Dressel

Seconded by: Kevin Corey

**Motion Passes: 8:37pm (16,1,0)**

##### Motion to Close:

Moved by: Kodie Becker

Seconded by: Alan Goodman

**Motion Passes: 8:38pm (11,1,0)**