**Engineering Society Council Minutes**

Engineering Society of Queen’s University

Thursday, September 17th, 2015

Dunning Hall, Room 27

Speaker: Ryan Cattrysse

   Secretary: Lianne Zelsman

*Council begins: 6:02 pm*

## I. Adoption of the Agenda:

### Motion 1

Whereas: It’s a new year!

& Whereas: Council is back and better than ever;

BE IT RESOLVED THAT:

Council approve the agenda of the Council meeting of Thursday September 17th, 2015 as seen on the EngSoc website.

Moved by: Julianna Jeans

Seconded by: Ryan Cattrysse

Opening (Ryan Cattrysse): Welcome back everyone! First thing on the agenda is the Adoption of the Agenda.

Julianna Jeans: I am really happy to see everyone today.

**Motion Passes: 6:04 pm (22, 0, 0)**

## II. Adoption of the Minutes:

### Motion 2

Whereas: There was a last meeting,

& Whereas: What happened at that meeting needs to be documented;

BE IT RESOLVED THAT:

Council approve the minutes of the council meeting of Thursday, March 26th 2015 as seen on the EngSoc website.

Moved by: Lianne Zelsman

Seconded by: Julianna Jeans

Opening (Lianne Zelsman): Let me know if you want anything changed.

**Motion Passes: 6:05 pm (22, 0, 0)**

## III. Attendance

Ryan Cattrysse: Please use your clicker to indicate that you are here.

*Attendance taken: 6:08 pm*

## IV. Speaker’s Business

Ryan Cattrysse: I am going to go over the rules of council. When speaking, state your name and position. If you do not have a position, say that you are a Member at Large. If you wish to speak in the discussion, please raise your hand so that you may be added to the queue. If you have already spoken once, you will be placed at the end of the queue after others that have not yet spoken. The back of your placard explains the correct procedures for executing a Point of Information, Point of Personal Privilege or a Direct Response. If you open a motion you have two minutes to speak, whereas you have three minutes to speak during discussions. Always address me when you are talking. I will be addressing you as “member”. Please remain professional so that we may get through the meeting in an efficient manner. We are beginning with presentations today, as some voting members have yet to arrive.

## V. Presentations

Julie Tseng: Hi everyone, this is my summer accountability presentation. I had many regular meetings with people such as Dean Woodhouse and the Orientation Chair, as well as unexpected meetings with Dean Clapham. The Engineering Society executives did regular podcasts, which were a fun way to explain relevant information to students. I was able to close all of my short term projects. One of my long-term projects, to visit other universities, was not completed due to time constraints. That being said, I have been in continuous contact with other engineering society presidents, which has provided me with a large amount of information regarding the societies at other schools. I eventually wish to invite some representatives from these schools to Queen’s. In respect to Orientation Week and Sci-Formal, those committees were hired under a different president, so it was important for my transition with them to be seamless. I also needed to sort out our involvement in the CFES Congress (Canadian Federation of Engineering Students’ Congress) which is a week-long conference taking place in Calgary this year. I worked with Jacqueline Craig on the Academic Guide to the classroom and dealt with alumni and company relations with James Gibbard-McCall. As I went through many old documents this summer, I found a large amount of information that had been lost over time. I also connected with various people around campus and learned that we have many resources available to us.

Stephen Martin: Can you address some of the import things you learned from this summer and how you recommend moving forward?

Julie Tseng: I learned that it is important to minimize lost documents. It came to light that we have not done the best job in keeping track of all of our documents and ensuring that they are up-to-date. OneDrive was very helpful in my organization of information. Since I believe students can greatly benefit from connecting with alumni, this year I would like to focus on programming to make the student-alumni relationship more effective. One thing I questioned this summer is the reputation of our engineering program. Are we doing a good job promoting our faculty? There exist websites where students can learn about and discuss university programs. Moving forward I think it would be really great to create an engineering-centered information platform.

Stephan Dobri: In your presentation you mentioned the transitioning documents. Can you elaborate on some of the issues with these documents?

Julie Tseng: It was confusing moving from one executive team to another. Who keeps all of the documents? As we do not want things to get lost over time, it is essential that we streamline the transitioning process. It should be noted that the transitioning documents and operating documents are very different. It is important for all of the future teams to be aware of this.

Emily Townshend: You talked about learning things about our university’s environment. What are the most interesting and surprising things you have learned?

Julie Tseng: When meeting with Dean Clapham, the most interesting thing I learned is that there are many academic discrepancies within the faculty, such as with the ECE (Electrical and Computer Engineering) department. Another thing I learned is that the Engineering Society is a group of very unique people, all of whom are incredibly passionate about what they do. What I found surprising is that other faculties have people who are just as passionate as we are, which is fantastic.

Ryan Cattrysse: Alex Wood is not present this week and will be making his presentation at a later date.

Andrew Crawford: My objectives coming into this role are as follows: I want to improve the financial efficiency of the society, to ensure money is spent effectively. I want to make sure everything we do is up to standard. I would like to implement long-term strategic planning practices into the society. Finally, I want to make sure all officers and mangers are properly supported in their roles. So far, I have learned a great deal and have come away with lots of new information. I have been collecting many resources for my successor to ease their transition and have succeeded in partially updating the transition manual. I also did a purge of our historic documents to get rid of things that we do not need. We did a cleanup of the student lounge, updated the key database, organized financial documents and audited storage space. We want to have much more storage space for the various groups that we have. Science Quest did a great job this summer and other services are going well. All service budgets were well received by the board. Things that are still in progress are the improvement and creation of financial resources. All actuals are completed from 2013-2014. 2014-2015 are completed up to June. I have been working to lay groundwork for many plans that will affect the EngSoc services. I have been in communication with the Director of Human Resources, Alexander Rey, to discuss contracts and make sure we are abiding by all workplace health and safety regulations.

Stewart Jenson: Can you speak on the progress made this summer on the Capital Fund?

Andrew Crawford: The Capital Fund is a way for all services to pool together their resources. It strengthens things financially and allows them to take more risks. We are moving into a more in-depth consultation with the service managers. We are trying to keep track and document all capital assets that services own to see how maintenance and upkeep will look moving forward.

Stephen Martin: What is the most influential thing you completed this summer?

Andrew Crawford: It was the Capital Fund. More generally, research into long-term planning and how it applies to the Engineering Society as a non-profit business. The Engineering Society is not a typical business as we have different goals and aims which make it difficult to track our progress. Much of my research was focused on tracking those specific values. For example, how do we check if member engagement has increased from year to year? I am trying to answer all of the tough questions. I want to make an impact on how we do long-term planning.

Emily Townshend: What was your biggest setback this summer?

Andrew Crawford: The lack of proper office space. It is difficult to get work done when there is only one real office. I think we should find more office space if we ever wish to expand as a society.

## VI. New Business: Motions 3-5

### Motion 3

Whereas: Ryan is only human,

& Whereas: That means he may have to be absent from council at some point this year;

BE IT RESOLVED THAT:

Council elect Rigers Rukaj as the Depute speaker for this session of council.

Moved by: Ryan Cattrysse

Seconded by: Julianna Jeans

Opening (Ryan Cattrysse): I already know that I am going to miss parts of two councils, so we need to elect a deputy speaker to fill in for me when I am absent. You need to be a voting member on council. We will now be taking nominations.

*Alexander Cavaliere and Rigers Rukaj accept their nominations*.

Ryan Cattrysse: We will let them open for 30 seconds, then pose one question to them.

Rigers Rukaj: I am the AMS Assembly Rep, which allows me to learn more about other councils. I would like to learn more about the rules of council, which I have not been as focused on.

Alexander Cavaliere: I have been on council for two years. I love council and being with these amazing people. I like to think that I would make a good deputy speaker.

Andrew Crawford: Do you feel that there are any times that the rules of order need to be broken to properly facilitate discussion?

Alexander Cavaliere: Only in the event of a zombie apocalypse.

Rigers Rukaj: I know that at times speakers do need to make judgements, which is part of the job. I will always try to make the right decision to make sure everything runs smoothly and people are given the best opportunity to participate.

*Council votes, Rigers Rukaj is elected.*

**Motion Passes: 6:42 pm (22, 0, 0)**

Ryan Cattrysse: Let it be noted that Rigers did abstain.

### Motion 4:

Whereas: We are trying our best to be active members of CFES (Canadian Federation of Engineering Students);

& Whereas: There are a few tweaks we wanted to make to the External Communications Committee to hopefully make it better;

BE IT RESOLVED THAT:

Council approve the changes to policy section α.C.1.2 “External Communications” as seen in APPENDIX “EXNOMCOMPOM—POM”

Moved by: Julie Tseng

Seconded by: Andrew Crawford

Opening (Julie Tseng): When examining this piece of policy there are some things that I want your thoughts on. There is one place where it defines the scope. We have defined it to be with external alignment groups, other engineering universities and professional organisations. Another area to look at would be the composition of the committee, of which I would like some external opinions. I am not sure if it warrants a complete hiring process. Please share your opinion. Finally, after consultation, the committee shall hold meetings once per semester open to attendance by any member of the Society.

Sam Anderson: In addition to the one meeting per semester that is public, will there also be private meetings as well?

Julie Tseng: A once per semester meeting is crucial, especially in September when the Executive meet with the CFES. It is also essential during the first week in second semester after congress, which is likely when this committee will be having meetings. I have heard that in the past they did not meet much in first semester. However, nothing is preventing them from having more meetings.

Callen Hageman: Why did you decide to put two first year voting members on the committee when they have very little experience?

Julie Tseng: It is all about perspective. As an external alignment group, CFES’s interests should be reflected by all years at Queen’s. Even if they do not have experience, if they are interested in learning, they deserve to be on the committee.

Eleanor McAuley: How is the committee set up in terms of structure and voting members? Can you clarify how the system will work?

Julie Tseng: I am not too familiar with how it went last year, but I know that what I would want is for opinions and thoughts from the members on the committee that I would be responsible to report. In terms of voting, I am unsure, as there will not always be topics that require a vote. The only thing that could be voted on is the report that they submit to council second semester. The input is more important to the committee than the voting.

Matt Whittle: I sat on the committee last year. We had closed door meetings and discussed what the best course of action would be in specific situations. We essentially edited the reports before they came the council to ensure we agreed on them. I was a first year student on the committee who was not too experienced with council. Neither Sci’18 nor Sci’17 have members with lots of experience. It is important to have a fourth year with experience on the council.

Stephen Martin: I fully support that it be done by a hiring process, because it would be scary if people came in not knowing what is going on. However, it seems a bit random that the Director of Professional Development be put on the committee.

Julie Tseng: In the scope we define professional organizations, which would be in communication with the Director of Professional Development.

Eleanor McAuley: Do we think making the two first year members voting members a good idea? Should we open it up to any active first year members?

Matthew Lawson: I like that there are two first year members, as it forces them to get involved. I like the way it is currently proposed.

Callen Hageman: I would just like to reiterate what Lawson said. There will be two first year voting members on the committee.

**Motion Passes: 6:57 pm (23, 0, 0)**

### Motion 5:

Whereas: FYC (First Year Conference) is celebrating its banner fifth year;

& Whereas: The chair of FYC 2016 has many great ideas;

& Whereas: An appropriately sized committee is required to host the best FYC thus far;

BE IT RESOLVED THAT:

Council approve the changes to Policy Section v.D “First Year Conference” as seen in APPENDIX “FROSH ARE FOOD NOT FRIENDS”

Moved by: Alexander Cavaliere

Seconded by: Evan Dressel

Opening (Alexander Cavaliere): Last year policy was created for FYC in an attempt to make it more of a conference. Two goals that I have are to bring it one step closer to being an official conference and to expand the committee. I have taken the Director of First Year FYPCO (First Year Project Coordinator) off, added a Publications Coordinator, added a second Logistics Coordinator and included certain positions that must be reserved for first years. I also slightly changed the wording.

Matthew Lawson: I love the structure, my one hesitation is adding the one Case Competition Coordinator. Adding it and having it flop in its first year is a risk. I say come back and add it at a later date, but not as a trial right off the bat.

Alexander Cavaliere: I think that makes a lot of sense. I will raise a formal amendment to remove the Case Competition Coordinator from the official list of committee members.

Stephen Martin: I am curious for the four positions that are reserved for first years. If there are not enough first years that apply for those positions, should it be that only some should be reserved for them? We do not want to be stuck without those positions filled.

Andrew Crawford: The services require that if there is no first year to fill the position, you simply extend the deadline.

Alexander Cavaliere: It needs to align with what we are hiring for, as a conference for first years, even if it means extending the hiring period, it is better than first years not applying and missing out on an amazing opportunity due to a wording in policy.

Stephen Martin: I good thing might be to advertise that some positions are just for first years. It should not be an issue to get four people.

Eleanor McAuley: It currently says “only if hired in the spring”. Should we change it so that it is for the whole year?

Evan Dressel: I would like to add another line saying “for positions for first year quota”.

Alexander Cavaliere: I propose a second amendment to change it so that it just says “the following positions must be reserved for first year students”. I thank everyone for their input and feedback. I think the two amendments will make the policy stronger.

**Motion Passes: 7:07 pm (23, 0, 1)**

## VII. Break

*No break was taken.*

## VIII. Summer Reports

### i) President

Julie Tseng: Most things are in my report. Orientation Week went very well. Applications for Orientation Chair are open and due September 30th. Things regarding Sci-Formal are going well. The position for the Sci-Formal convener is open. Textbooks for Change reached out to me. There is a box in the ILC (Integrated Learning Centre) in which you can deposit textbooks that you do not want anymore. The organisation will resell the textbooks and use the proceeds for the student group or to loan to an entrepreneur in a third world country. If the books are not sold, they will dispose of them in an environmentally friendly manner. I am excited to announce that the third member joining myself and the Director of Conferences to the CFES congress in Calgary is Brett Crowley, a third year civil engineering student. It also came to light that the ESSCO (Engineering Student Societies’ Council of Ontario) recently passed two motions. The first restricts access to the OEC (Ontario Engineering Competition) to ESSCO member schools. The second introduced a new, cheaper tier of membership for schools wishing to participate in the OEC, but not mandated to attend ESSCO conferences. As we are not a member of ESSCO, I would like to gather some of the council’s thoughts on whether to join at the OEC tier of membership.

### ii) VP (Operations)

Andrew Crawford: Everything is in my report. I just have a few points. Science Quest has finished their major operating year, they did a fantastic job. The Imaginus Poster Sale is happening next week from Monday to Friday, if you want part-time employment during it, go to the ASUS (Arts and Science Undergraduate Society) website to apply.

## IX. Director Reports

### i) Academics

Jacqueline Craig: It has been a great summer. Over the summer I worked with Julie Tseng on the Guide to Academics. The BED Fund (Better Education Donation Fund) team has been working hard coming up with many ideas that will eventually be brought to council. The discipline representatives will be deciding on times to meet very soon. EngLinks is having a vector workshop forfirst years. EngLinks hiring is happening right now. Tell everyone to opt-in to BED Fund. If there are any academic issues, talk to your discipline rep to address them.

### ii) Communications

Laura Penstone: The engsoccomm.com website happened. The biggest thing with the website is that there is a form submission method that will be used to keep track of all requests. The communication team is also hiring.

### iii) Conferences

Loralyn Blondin: The following four conferences are hiring their committees: Queen’s Space Conference, Conference on Industry and Resources Queen’s University Engineering, Queen’s Engineering Competition and Queen’s Global Energy Conference. The Queen’s Global Innovation Conference and the Queens Engineering Competition will be selling tickets this fall.

### iv) Design

Stephan Dobri: I had the meeting with the captains of the design teams to discuss design team clothing. We are still working on a logo that everyone will be happy with. Read my report for anything else.

### v) Events

Jerry Haron: We had an eventful summer. All the event coordinators did really well and gave me their plans and budgets. If there are any questions, I can forward them to the appropriate coordinator. The Terry Fox Run is this Sunday morning. Hiring is happening soon.

### vi) Finance

Jane Ferguson: I have been working hard on compiling the budget that will be sent out soon. Please send me any issues that you find so that budget council can go well. I have been working on financial training and getting into contact with all the people required for that.

### vii) First Year

Evan Dressel: Summer was good. I answered lots of first year questions. They climbed the pole. I am hiring FYC committee and FYPCOs very soon.

### viii) Human Resources

Alexander Rey: Human Resources continued to exist this summer. I am working on fixing up EngSoc Apply. Thank you for your input. Hiring is continuing on schedule. If you want hiring training, get in touch with me. The hiring fair is happening two Mondays from now, which is a great opportunity for all members and students. If you have any issues with committees or services, please let me know.

### ix) Information Technology

Richard Hum: Not much happened over the summer, but I am currently working on some budgets.

###  x) Internal Affairs

Julianna Jeans: Last week we ran ladder committee. The Sci’19 Executive elections are Sept 24th. Jacket council is on September 29th. If you have any motions you want to submit please send them to me. Please keep track of council emails.

### xi) Professional Development

James Gibbard-McCall: It is currently a big consulting week. This involves talking to companies about attending events. There is a workshop we are hosting in the ILC on Monday. We are talking with PEO (Professional Engineers of Ontario) about how we are going to stand with them in the future. Read my report for the rest.

### xii) Services

Stewart Jensen: Over the summer we got our budget passed. Andrew Crawford and I worked together on the Capital Fund. We are currently working to improve financial transparency.

## X. Question Period

Cole Mercuur: Will there be another AutoCAD workshop?

James Gibbard-McCall: Yes. There will be another one around Halloween weekend.

Stephen Martin: I have a question directed to the Director of Professional Development. Is there an email we can opt-in to in order to receive information regarding hiring and job opportunities?

James Gibbard-McCall: Yes, there will be. It will most likely be mentioned in the next All-Eng email.

## XI. Faculty Board Report

Meara Hampton: The Dean is looking into changing our degree title. Queen’s currently offers a Bachelor of Science in Engineering, whereas many other schools offer a Bachelor of Engineering. Sci’19 has the highest percentage of females (~32%), to date. The business certificate is now available to engineers. The D2L agreement is going to be faculty wide, so that all courses are on the same platform.

## XII. Alma Mater Society Report

Callen Hageman: We have not met. There is a new vice-president of the AMS (Alma Mater Society), Sarah Letersky.

## XIII. Senate Report

Brandon Tseung: Senate met a few times this summer. Arts and Science now has internships.

Emily Townshend: Senate had an emergency meeting. You will be informed when we can answer questions about it.

## XIV. Engineering Review Board Report

Alex Doig: If anyone wants to know more about ERB (Engineering Review Board), let me know. Hiring will be coming up soon. If you want ERB to review any policies, send me an email.

## XV. Advisory Board Report

Advisory Board Rep: We met and approved many committee projects. We also met with the Sci-Formal team to discuss plans.

## XVI. Club Reports (Happy Group)

### i) Eng Phys

Taylor Sweet: We are getting geared up. We have the textbook sale going on right now with some good prices. We are going to have our welcome back barbeque soon.

### ii) ECE

ECE Rep Proxy: There are currently many problems in our faculty. We are working on fixing them.

### iii) Mechanical

Cole Mercuur: We had our book sale where many fourth years donated textbooks. We also had our elections.

### iv) Mining

Sam Grant: We had our first meeting last night and our barbeque has been planned. We have some design teams up and running now, with our first competition coming up soon.

## XVII. Year Reports

### v) Sci’16

Sci’16 President Proxy: We planned our first meeting. We have also been brainstorming ideas for the thank you gift.

### vi) Sci’17

Nichola Trihn: We have been working hard at planning the Sci’17 softball tournament and barbeque at Clark. We bought a new website theme and are looking into getting a new online system. We post all faculty reports on the website. We might run an online scavenger hunt with our website to encourage people to read it. We are starting a Sci’ 17 instagram. We are also looking into getting bucket hats and boxers.

### vii) Sci’18

Chloë Harkness: We are finding a meeting time for our Year Exec. We are also finishing distributing the Last Man Standing bars and Sci’18 flasks.

## XVIII. Statements and Questions by Members

Andrew Crawford: There are two things I want to discuss. First, we signed an agreement with the AMS that clearly defines the insurance requirements for events. Events now need to go through an event sanctioning process. Second, we are working on the framework for the online payment system that we used for Orientation Week. We hope to find a way to implement it for people planning events.

Jacqueline Craig: For anyone talking to first years, let them know that the Faculty Board Representative position also encompasses the BED Fund position. It is not a small job. Andrew Crawford, what is the lead time required to get events running?

Andrew Crawford: The lead time the AMS suggests is two to three weeks. If you think the event requires Stu-Cons (student constables) three weeks are required. It entirely depends on the scope of the event.

Siobhan Powell: Applied Mathematics got a lounge in Jeffery Hall. It was funded by a donation from an alumni.

Eleanor McAuley.: I want to compliment the lovely Grease Pole Time Display.

Alexander Rey: Has AMS hired a new Human Resources person yet?

Callen Hageman: Yes. It is MacKenzie Jackson.

Matthew Lawson: They are also hiring a Clubs Manager.

Emily Townshend: Science Quest is in need of mentors, especially in the field of chemistry. Please send them an email if you are interested.

Jerry Haron: Fix N’ Clean is happening the first weekend in October, we need volunteers and drivers.

Nichola Trihn: We are raffling off a Samsung tablet at the baseball tournament. Why is there a twenty-one and over rule for drivers for Fix N’ Clean?

Andrew Crawford: It is for insurance purposes.

Stephen Martin: Great job to those who ran Highland Games during Orientation Week, it went very smoothly.

### Motion to Close:

Moved by: Emily Townshend

Seconded by: Callen Hageman

**Motion Passes: 7:49 pm (for, against, abstentions)**