



## ENGINEERING SOCIETY OF QUEEN'S UNIVERSITY

Clark Hall, Queen's University Kingston, Ontario K7L 3N6  
Tel: (613) 533-6008 Fax: (613) 533-6678  
<http://engsoc.queensu.ca>

To: Engineering Society Members  
From: Ryan Low, VP Operations 2009-2010  
Subject: Weekly Summer Report  
Date: May 11, 2009

Tasks completed during the week ending May 8<sup>th</sup>, 2009;

- Set up signing authorities on internal Queens HR systems to organize and run Payroll
- Clean J5 and organize the storage contents
- 1<sup>st</sup> summer meeting with the Dean, discussed current issues facing the society, the faculty and the school primarily focusing around financial issues
- Look into and corrected General Managers monthly salary as it was incorrect for the past 8 months
- Researched the possibilities of different credit cards as EngSoc credit cards which can roll over year to year and not be tied to an individual to accumulate rewards for the society
- Changed signing authority for Clark Hall Pub bank account to new management team
- Set up staples corporate account allowing for discounted purchases on bulk office supplies
- Review and comment on Clark-StuCon contract and Science Quest-Faculty contract
  - Clark-StuCon contract is being revised after the 1<sup>st</sup> year of Clark operations with StuCons and amending the contract as needed for future years
  - Science Quest-Faculty contract is being formulated as the faculty is now charging Science Quest for the use of the ILC space for the summer. This contract is to lay out what is being charged as rent, how incidents will be handled and what responsibilities the faculty have to Science Quest
- Cleaned and Prepared Clark for first summer ritual, which included setting up behind the bar, cleaned the floors and preparing the space in general.
- Transitioned how to run the financial system for the summer from the Director of Finance
- Completed general finance tasks which primarily revolved around completing current requisitions for payment

In the week ending May 15<sup>th</sup>, 2009 I wish to have completed;

- Setting up payroll for the summer office
- Start prepping for bookkeeper hiring
- Fill out tax forms for engsoc services
- General finance tasks
- Research into proper society mailboxes and a ILC lounge fax machine
- Attended relevant AMS training sessions
- Correspond with service managers about strategic plans and budgets
- Complete cleaning project of the ILC lounge, Clark Lounge and J5
- Start review of the current financial system, internally and externally