



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 19, 2009

Tasks completed during the week ending May 15th, 2009;

- Finalize summer office payroll paperwork
- Meet with Faculty to make modifications to the initial proposed contract between the faculty and the engineering society regarding Science Quests use of the faculty space
- Completed general finance tasks which primarily revolved around completing current requisitions for payment and paying bills
- Successfully run the first summer BBQ
- Attend AMS training sessions dealing with services accounting and building your brand
- Obtain signing authority on an old Science Quest account to give them access to formerly inaccessible funds
- Fixed urinal leak in Men's bathroom of Clark
- Research into possibilities of proper mailboxes for the ILC student lounge
- Acquired larger garbage receptacle for the lounge
- Use newly offered SWEP money to hire Danielle the Tea Room Head Manager for the summer to work on Tea Room projects and to hire Tyler, the Clark Business Manager to work on Clark related projects
- Completed 1st draft of VP Operations strat plan for 2009-2010

In the week ending May 22th, 2009 I wish to have completed;

- Start prepping for bookkeeper hiring
- Preparing forms, minutes and other supporting documents to change over all of the services tax accounts with the provincial and federal governments
- General finance tasks
- Research into an ILC lounge fax machine
- Correspond with service managers about strategic plans and budgets
- Complete cleaning project of the ILC lounge, Clark Lounge and J5
- Continue to review and meet with the director of finance regularly regarding the current financial system, internally and externally
- Prepare for Spring Alumni Reunion