



ENGINEERING SOCIETY OF QUEEN'S UNIVERSITY

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To: Engineering Society Members
From: Ryan Low, VP Operations 2009-2010
Subject: Weekly Summer Report
Date: May 25, 2009

Tasks completed during the week ending May 22nd, 2009;

- General financial tasks, bill payments and payment requisitions
- Completed cleaning project of the ILC lounge
- Met 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
- Ran summer BBQ coordinating with the alumni reunion weekend
- Attend dean's reception for alumni reunion
- Finalize the transfer of funds to Science Quest from inaccessible old account
- Review Summer Plan for the tea room
- Completed 1st draft of VP Operations budget for 2009-2010
- This was a short and very eventful week, along with the week starting with the long weekend, and ending with a day full of alumni events, Clark Hall had a break in at 1:30AM Thursday morning. All is ok with the pub and the lounge, having the only damage coming to broken windows which are now fixed. Also all of the locks have been changed for the pub, and a new lock has been placed on the south door entrance to Clark Hall. If anyone has any questions about this, please feel free to e-mail me

In the week ending May 29th, 2009 I wish to have completed;

- Start prepping for bookkeeper hiring
- Complete a deposit from the finances accumulated over the past few weeks
- Continue Meeting 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
- 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
- Continue to review and meet with the director of finance regularly regarding the current financial system, internally and externally