



## 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: June 8<sup>th</sup>, 2009

Tasks completed during the week ending June 5<sup>th</sup>, 2009;

- General financial tasks, bill payments and payment requisitions
- Compiled the different needs from the services business managers for the bookkeeper
- Completed the review for the services strategic plans and budgets for 2009-2010 operating year
- Dealt with the OT Group regarding the societies photocopier, and had a financial analysis conducted to determine the costs related to keeping the photocopier as compared with breaking the contract on the photocopier
- Participated in the video teleconference with VP Finances from across Ontario regarding funding issues and ways to combat it.
- Recently we were informed that the basement storage of Clark Hall that has been used for many years, as a storage space for financial documents and other societal materials, is not for our use, and actually never has. Since we run the risk of PPS throwing out our material, I have been actively seeking a new space for our documents
- Looked into doing a "preorder" system for GPA's from CEO

In the week ending June 12<sup>th</sup>, 2009 I wish to have completed;

- Finalize proposal package to be sent out to prospective companies for bookkeeping
- General finance tasks
- Finalize the plan for the photocopier
- Rework photocopier into a useful piece of equipment for the society
- Continue to review and meet with the director of finance regularly regarding the current financial system, internally and externally
- Compile all necessary outstanding information to have the financial reviews for years ending 2007 and 2008 completed
- Start compiling the 2009-2010 operating budget