



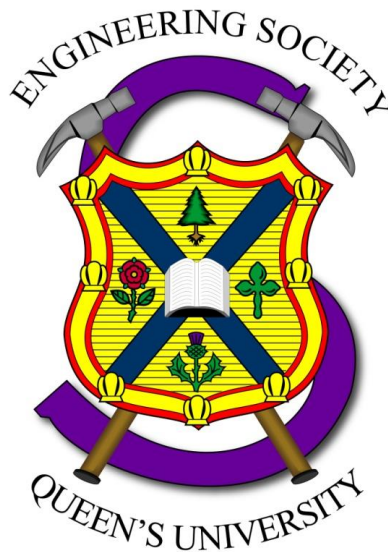
THE ENGINEERING SOCIETY  
OF QUEEN'S UNIVERSITY

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# Vice-President (Operations)

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*Summer Update – August 2016*



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## 1.0 Introduction

Hello Council and EngSoc Members! Summer has come to a close and as such here is my final summer accountability report. I'll try to keep this one short and sweet. My goal here is transparency, I am aiming to show you that I am working hard for your student dollars and accomplishing quality work that will benefit the society. As such, if you have any questions about my work, my Summer Plan or this report, please do not hesitate to contact me to discuss.

Cheers,

Tyler

## 2.0 Time logs and Gantt Chart

For the final time this summer, please reference Appendix A and B to see my updated Gantt Chart and Time Logs. Of my summer plan, three major projects were explored but not executed, two projects are still in the works. More on these later, the rest of my summer projects were successful and you will hear more about them!

## 3.0 Administrative and Static

Administrative and static work, although not project based, is paramount to the Society's functioning. This includes necessities such as payroll, getting mail, paying invoices, responding to emails and keeping the finances up to date for all of the services and the Society.

Projects

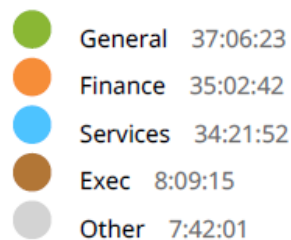


Figure 1: Approximate Time Breakdown

## 4.0 Summer Projects

### Failed

There are three project I pursued that remain incomplete and likely will be beyond my term to finish. Physical upgrades and renovation to Clark Hall for the windows and bathroom will and are taking much longer that I had originally anticipated. The bidding process is under way for the windows however it will likely be months before any progress is seen. A large part of my platform and summer plan was pursuing a service spending mechanism for managers. Given the transitioning nature of our society and that we are not a corporation, the bank is not willing to provide any more credit cards. Additionally, the logistics of organizing a system is just as complicated as currently finding an executive with a credit card to use. As such I spent some time educating managers about the use of the Society credit cards to reduce their own personal financial liability.

### In Progress

Two project remain in progress. Robert Saunders is working hard on a new hiring portal for the society. This is a “from the ground up” coding project that he has taken on and I am assisting him. Service operating procedures are still being adapted with our new bookkeeper, these will be distributed to service managers in the coming couple of weeks.

### Accomplished

I am incredibly proud of what I was able to accomplish this summer. It was quite a challenging summer with no shortage of fun. By far the greatest summer project was an unexpected one, the search for a new bookkeeper. This process delayed many of my other summer projects and was quite time consuming especially through the ongoing transition process. Our bookkeeper is the organization that oversees our finances and reconciles all transactions. A firm with a comprehensive knowledge of our books is imperative to our annual transition process and training the newcomers. Additionally they liaise on our behalf with the Canadian Revenue Agency and the Workplace Safety Insurance Board. In the finance sphere I created a more organized space in the office to track and store cash for clubs, set up online payments to be integrated with the website and reviewed our investment portfolio and determined next steps for policy. For society spaces we made some great progress this summer. In Clark Hall you can see a recently painted lounge and stairwell free of clutter with a TV and cubbies for backpack storage! In the student lounge in Beamish Munro, the space has been cleaned, organized and optimized for student use, so make sure to swing by!

With Advisory Board we saw some great strides with the Capital Fund and the Capital Planning Committee as well as budgets and strategic plans.

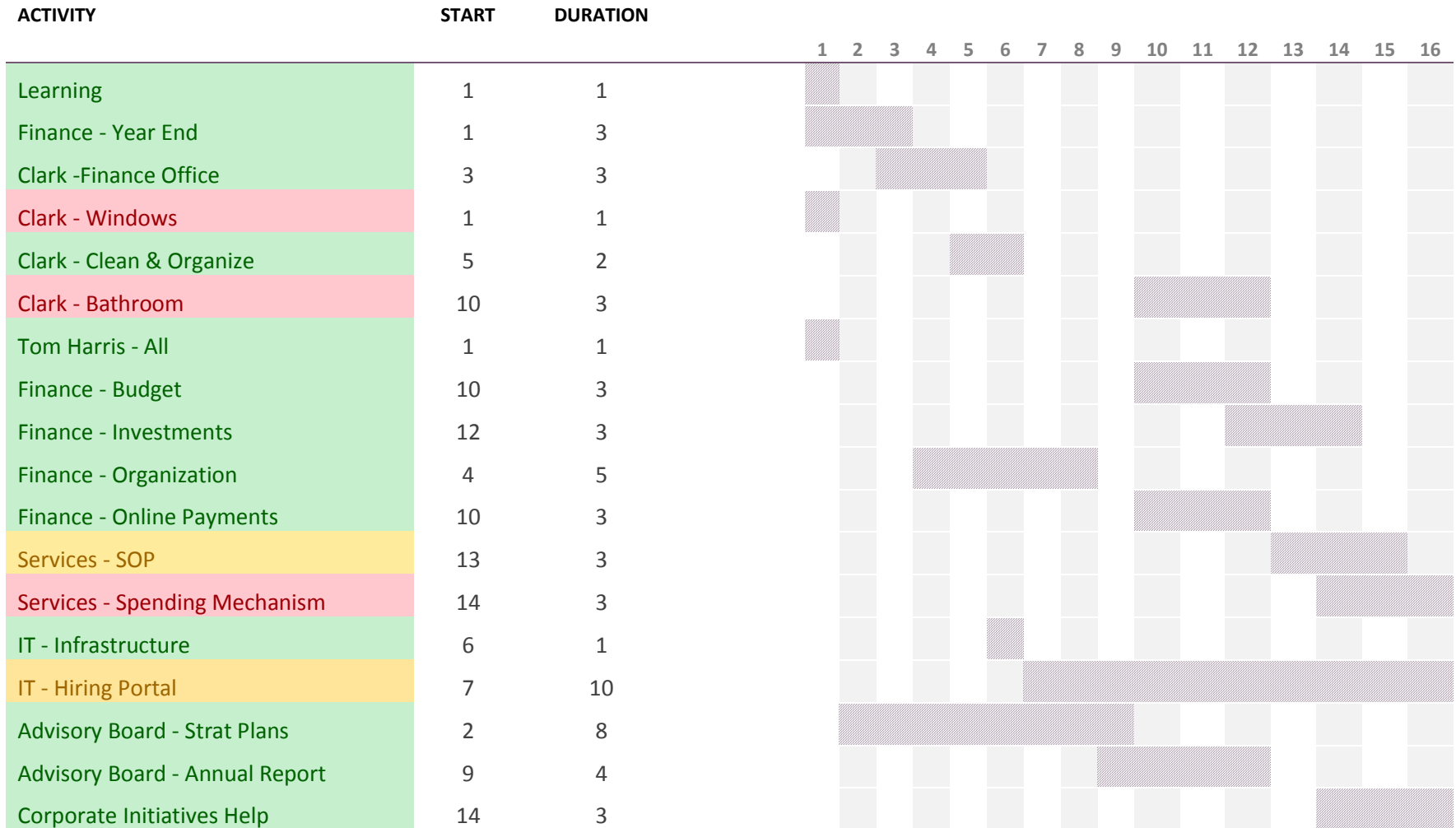
## 5.0 Conclusion

It's been an incredible summer and I am very thankful to have had the opportunity to spend it working for the Engineering Society. I am very much looking forward to the school year and seeing the society in full operations! As always, feel free to contact me with any questions, ideas, concerns etc.!

Best Regards,

Tyler

## Appendix A – Gantt Chart



## Appendix B – Time Logs

| Project  | Description                            | Start date | Start time | End time | Duration |
|----------|--|------------|------------|----------|----------|
| General  | Emails                                 | 2016-08-08 | 8:03:59    | 8:36:53  | 0:32:55  |
| General  | Mail Run                               | 2016-08-08 | 8:36:58    | 9:40:01  | 1:03:03  |
| General  | Finances, Paying Invoices,<br>UPS etc. | 2016-08-08 | 9:40:02    | 12:01:06 | 2:21:03  |
| Services | Science Quest and OW Help              | 2016-08-08 | 12:47:33   | 13:15:11 | 0:27:39  |
| General  | Imaginus                               | 2016-08-08 | 13:15:17   | 13:24:36 | 0:09:19  |
| General  | Friesens                               | 2016-08-08 | 13:24:42   | 13:34:25 | 0:09:43  |
| Exec     | Organize/Plan Rest of<br>Summer        | 2016-08-08 | 13:34:35   | 14:03:34 | 0:28:59  |
| Services | Clark Hall Returns                     | 2016-08-08 | 14:15:55   | 14:40:39 | 0:24:44  |
| Exec     | Strat Plan                             | 2016-08-08 | 15:00:40   | 15:35:16 | 0:34:37  |
| Finance  | Package                                | 2016-08-08 | 15:35:22   | 16:41:47 | 1:06:26  |
| General  | Emails                                 | 2016-08-09 | 8:00:45    | 8:16:53  | 0:16:07  |
| Finance  | Deposit Trackers                       | 2016-08-09 | 8:18:35    | 10:32:09 | 2:13:35  |
| Services | SQ Meeting                             | 2016-08-09 | 10:32:18   | 10:46:34 | 0:14:17  |
| General  | Mail Run                               | 2016-08-09 | 10:46:38   | 10:56:54 | 0:10:16  |
| Services | Service Deposit Trackers               | 2016-08-09 | 11:03:44   | 12:40:02 | 1:36:18  |
| Exec     | D&O Insurance                          | 2016-08-09 | 13:09:03   | 13:32:09 | 0:23:06  |
| Finance  | Deposit                                | 2016-08-09 | 13:32:16   | 14:58:29 | 1:26:14  |
| Services | SQ Payroll                             | 2016-08-09 | 15:13:03   | 15:29:48 | 0:16:45  |
| Finance  | Finances                               | 2016-08-09 | 15:29:57   | 16:35:59 | 1:06:02  |
| General  | Emails                                 | 2016-08-10 | 7:59:35    | 8:35:48  | 0:36:13  |
| Services | Advisory Board Prep                    | 2016-08-10 | 8:36:00    | 9:03:38  | 0:27:39  |
| Finance  | Deposit Tracker Template               | 2016-08-10 | 9:03:46    | 11:21:12 | 2:17:25  |
| General  | Imaginus                               | 2016-08-10 | 11:30:05   | 11:51:38 | 0:21:33  |
| Finance  | Finances                               | 2016-08-10 | 12:02:34   | 12:46:29 | 0:43:54  |
| Finance  | Bank RUn                               | 2016-08-10 | 12:47:00   | 13:47:00 | 1:00:00  |
| Services | SQ Staff Chats                         | 2016-08-10 | 13:47:34   | 14:15:20 | 0:27:46  |
| Services | OW Registration                        | 2016-08-10 | 14:15:44   | 14:17:42 | 0:01:58  |
| Finance  | Clark Finances                         | 2016-08-10 | 14:38:00   | 15:19:07 | 0:41:06  |
| Exec     | Vlog                                   | 2016-08-10 | 15:38:28   | 15:44:31 | 0:06:03  |
| Exec     | Vlog                                   | 2016-08-10 | 15:54:27   | 16:20:36 | 0:26:09  |
| General  | Emails                                 | 2016-08-11 | 8:10:06    | 9:19:59  | 1:09:53  |
| Finance  | QGIC                                   | 2016-08-11 | 9:20:02    | 9:28:45  | 0:08:43  |
| Services | TR Bookkeeping                         | 2016-08-11 | 9:28:54    | 11:10:07 | 1:41:12  |
| Services | CEO Help                               | 2016-08-11 | 11:12:16   | 11:32:57 | 0:20:40  |
| Services | SQ Help                                | 2016-08-11 | 11:37:16   | 11:51:47 | 0:14:31  |
| General  | Budget/Investments                     | 2016-08-11 | 11:59:21   | 13:34:13 | 1:34:52  |
| Services | SQ Payroll                             | 2016-08-11 | 13:34:16   | 14:25:48 | 0:51:33  |

|             |                        |            |          |          |         |
|-------------|------------------------|------------|----------|----------|---------|
| General     | Emails                 | 2016-08-15 | 6:55:27  | 7:29:21  | 0:33:54 |
| Services    | Tea Room Finances      | 2016-08-15 | 7:29:32  | 7:55:19  | 0:25:48 |
| General     | Payroll                | 2016-08-15 | 7:55:29  | 8:08:16  | 0:12:47 |
| Finance     | Bookkeeper Transition  | 2016-08-15 | 8:29:30  | 9:05:29  | 0:35:58 |
| Exec        | Exec Meeting           | 2016-08-15 | 9:05:35  | 10:01:30 | 0:55:54 |
| General     | Trademark              | 2016-08-15 | 10:01:34 | 11:48:00 | 1:46:27 |
| Finance     | Bookkeeper Transition  | 2016-08-15 | 11:48:02 | 12:14:41 | 0:26:39 |
| Services    | Advisory Board Prep    | 2016-08-15 | 12:14:45 | 13:25:59 | 1:11:15 |
| Services    | Advisory Board Prep    | 2016-08-15 | 13:40:26 | 14:48:42 | 1:08:16 |
| General     | Friesens Meeting       | 2016-08-15 | 14:48:42 | 15:22:18 | 0:33:35 |
| Services    | Advisory Board Prep    | 2016-08-15 | 15:22:19 | 16:45:55 | 1:23:35 |
| Services    | QPOP                   | 2016-08-15 | 16:52:42 | 18:06:39 | 1:13:57 |
| Exec        | Exec Meeting           | 2016-08-16 | 8:04:12  | 8:51:46  | 0:47:34 |
| Exec        | Dean Meeting           | 2016-08-16 | 8:51:47  | 9:58:36  | 1:06:49 |
| Finance     | Budget/Investments     | 2016-08-16 | 10:10:55 | 11:12:20 | 1:01:25 |
| General     | Peer Support Centre    | 2016-08-16 | 11:12:22 | 11:20:13 | 0:07:51 |
| Finance     | Budget/Investments     | 2016-08-16 | 11:20:14 | 12:01:36 | 0:41:21 |
| Services    | Advisory Board Prep    | 2016-08-16 | 12:11:30 | 12:52:22 | 0:40:52 |
| Finance     | Bookkeeping            | 2016-08-16 | 13:23:01 | 13:54:27 | 0:31:26 |
| General     | Homecoming Meeting     | 2016-08-16 | 13:54:36 | 15:01:10 | 1:06:35 |
| General     | Capital Asset Schedule | 2016-08-16 | 15:03:18 | 15:30:23 | 0:27:05 |
| Finance     | Bookkeeper Transition  | 2016-08-16 | 15:38:06 | 18:00:29 | 2:22:23 |
| Services    | Advisory Board         | 2016-08-16 | 18:23:52 | 20:51:52 | 2:28:00 |
| General     | Emails                 | 2016-08-17 | 7:55:53  | 8:41:27  | 0:45:34 |
| Finance     | Online Payment Systems | 2016-08-17 | 8:41:49  | 8:55:22  | 0:13:33 |
| Faculty     | Faculty Video          | 2016-08-17 | 8:55:30  | 9:19:45  | 0:24:15 |
| General     | Keys and Codes         | 2016-08-17 | 9:20:25  | 10:00:38 | 0:40:14 |
| Services    | TR Trademark           | 2016-08-17 | 10:00:43 | 10:41:31 | 0:40:47 |
| Faculty     | Incoming Student       | 2016-08-17 | 10:41:41 | 11:25:28 | 0:43:47 |
| Faculty     | Incoming Student       | 2016-08-17 | 11:38:36 | 11:55:36 | 0:17:01 |
| Finance     | Finances               | 2016-08-17 | 11:55:40 | 12:36:22 | 0:40:42 |
| Information |                        |            |          |          |         |
| Technology  | IT Meeting             | 2016-08-17 | 12:36:31 | 13:01:28 | 0:24:57 |
| Finance     | Finances               | 2016-08-17 | 13:09:55 | 13:31:18 | 0:21:22 |
| General     | Payroll                | 2016-08-17 | 13:31:21 | 13:39:04 | 0:07:42 |
| General     | Imaginus               | 2016-08-17 | 13:39:07 | 14:04:14 | 0:25:08 |
| Finance     | Finances               | 2016-08-17 | 14:12:19 | 14:48:50 | 0:36:32 |
| Services    | Payroll Filings        | 2016-08-17 | 14:49:01 | 15:50:40 | 1:01:40 |
| Exec        | Vlog                   | 2016-08-17 | 15:50:43 | 16:31:52 | 0:41:09 |
| General     | Emails                 | 2016-08-17 | 16:34:46 | 17:08:36 | 0:33:50 |
| General     | Emails                 | 2016-08-18 | 7:53:06  | 8:02:39  | 0:09:33 |
| Services    | Payroll Filings        | 2016-08-18 | 8:02:44  | 8:24:41  | 0:21:56 |



|             |                       |            |          |          |         |
|-------------|-----------------------|------------|----------|----------|---------|
| Finance     | Finances Cabinet      | 2016-08-18 | 8:24:50  | 9:20:11  | 0:55:21 |
| Services    | Payroll Filings       | 2016-08-18 | 9:21:14  | 9:41:41  | 0:20:27 |
| Finance     | Bookkeeper Transition | 2016-08-18 | 9:41:44  | 10:15:47 | 0:34:03 |
| Finance     | Bookkeeper Transition | 2016-08-18 | 10:31:20 | 11:14:46 | 0:43:25 |
| Finance     | Bookkeeper Transition | 2016-08-18 | 11:29:17 | 11:52:08 | 0:22:51 |
| Faculty     | QIC pitch competition | 2016-08-18 | 13:08:50 | 17:40:43 | 4:31:53 |
| Finance     | Bookkeeper Transition | 2016-08-18 | 17:40:55 | 19:06:16 | 1:25:21 |
| General     | Emails                | 2016-08-19 | 7:58:36  | 8:08:23  | 0:09:46 |
| Services    | SQ Staff Chats        | 2016-08-19 | 8:08:35  | 9:18:43  | 1:10:07 |
| Finance     | Bookkeeper Transition | 2016-08-19 | 9:18:45  | 9:29:18  | 0:10:33 |
| Services    | SQ Staff Chats        | 2016-08-19 | 9:29:20  | 10:04:54 | 0:35:35 |
| General     | Mail Run              | 2016-08-19 | 10:06:56 | 10:45:46 | 0:38:50 |
| Finance     | Bookkeeper Transition | 2016-08-19 | 10:47:48 | 11:03:59 | 0:16:10 |
| Services    | CEO Help              | 2016-08-19 | 11:04:03 | 11:15:14 | 0:11:11 |
| Finance     | Bookkeeper transition | 2016-08-19 | 11:17:38 | 14:43:58 | 3:26:20 |
| General     | Leading the Change    | 2016-08-19 | 14:44:09 | 16:22:30 | 1:38:21 |
| Finance     | Bookkeeper transition | 2016-08-19 | 16:22:35 | 17:16:45 | 0:54:10 |
| General     | Emails                | 2016-08-22 | 8:01:09  | 8:49:51  | 0:48:42 |
| Exec        | Exec Meeting          | 2016-08-22 | 9:10:05  | 10:18:24 | 1:08:19 |
| Services    | Clark Hall Finances   | 2016-08-22 | 10:21:21 | 11:28:26 | 1:07:06 |
| General     | Imaginus              | 2016-08-22 | 11:28:27 | 11:58:36 | 0:30:10 |
| General     | Keys and Codes        | 2016-08-22 | 11:58:42 | 14:09:02 | 2:10:20 |
| Services    | Lawyer Meeting        | 2016-08-22 | 14:09:02 | 15:02:35 | 0:53:33 |
| Services    | Service Finance       | 2016-08-22 | 15:02:53 | 16:50:45 | 1:47:51 |
| Services    | QPOP                  | 2016-08-22 | 16:50:50 | 17:58:20 | 1:07:30 |
| General     | Emails                | 2016-08-23 | 7:37:21  | 7:38:59  | 0:01:38 |
| General     | Keys and Codes        | 2016-08-23 | 7:39:03  | 8:05:05  | 0:26:02 |
| Services    | Payroll Info          | 2016-08-23 | 8:05:11  | 8:24:36  | 0:19:24 |
| Services    | TR Letter             | 2016-08-23 | 8:26:59  | 10:24:34 | 1:57:35 |
| Services    | SQ Swep               | 2016-08-23 | 10:24:40 | 10:53:16 | 0:28:35 |
| Services    | TR Letter             | 2016-08-23 | 10:53:17 | 12:30:16 | 1:36:58 |
| General     | Clark                 | 2016-08-23 | 12:45:14 | 17:26:04 | 4:40:50 |
| General     | Emails                | 2016-08-24 | 7:23:52  | 7:35:51  | 0:11:59 |
| Services    | CHP Finances          | 2016-08-24 | 7:35:52  | 8:10:26  | 0:34:34 |
| Finance     | Bookkeeper Transition | 2016-08-24 | 8:10:30  | 8:25:14  | 0:14:44 |
| General     | PPS                   | 2016-08-24 | 8:25:14  | 8:37:11  | 0:11:56 |
| General     | Mail Run              | 2016-08-24 | 8:41:26  | 9:05:39  | 0:24:14 |
| Services    | SQ Staff Chats        | 2016-08-24 | 9:13:28  | 9:21:53  | 0:08:25 |
| Information |                       |            |          |          |         |
| Technology  | Lounge Computers      | 2016-08-24 | 9:38:43  | 10:22:12 | 0:43:28 |
| Finance     | Finance Package       | 2016-08-24 | 10:22:19 | 10:51:43 | 0:29:24 |
| Faculty     | Faculty Meeting       | 2016-08-24 | 10:52:35 | 11:23:12 | 0:30:37 |

|          |                            |            |          |          |         |
|----------|----------------------------|------------|----------|----------|---------|
| General  | Keys and Codes             | 2016-08-24 | 11:51:44 | 12:58:17 | 1:06:34 |
| Exec     | Vlog                       | 2016-08-24 | 13:14:34 | 13:24:59 | 0:10:25 |
| Exec     | Speech Review              | 2016-08-24 | 13:26:42 | 13:36:13 | 0:09:32 |
| General  | FacSoc Agreement           | 2016-08-24 | 13:36:21 | 13:54:58 | 0:18:38 |
| Services | OW Help                    | 2016-08-24 | 13:55:05 | 17:25:08 | 3:30:03 |
| General  | Emails                     | 2016-08-29 | 7:27:13  | 7:37:11  | 0:09:58 |
| Finance  | Credit Card Reconciliation | 2016-08-29 | 7:37:21  | 9:31:08  | 1:53:47 |
| General  | Payroll                    | 2016-08-29 | 9:31:08  | 10:07:23 | 0:36:15 |
| General  | Mail Run                   | 2016-08-29 | 10:26:29 | 10:48:39 | 0:22:09 |
| Finance  | Finances                   | 2016-08-29 | 10:48:40 | 11:37:34 | 0:48:54 |
| General  | SEcurity                   | 2016-08-29 | 11:37:40 | 11:42:54 | 0:05:14 |
| Finance  | Finances                   | 2016-08-29 | 11:42:56 | 11:53:00 | 0:10:04 |
| General  | SEcurity                   | 2016-08-29 | 11:53:01 | 12:43:58 | 0:50:57 |
| Services | Tea Room Letter            | 2016-08-29 | 12:55:33 | 13:24:23 | 0:28:50 |
| Finance  | Clark Finances             | 2016-08-29 | 13:24:26 | 13:45:48 | 0:21:22 |
| Exec     | DoF Strat Plan             | 2016-08-29 | 13:45:49 | 15:02:30 | 1:16:42 |
| Finance  | Finances                   | 2016-08-29 | 15:18:22 | 16:55:39 | 1:37:17 |
| General  | Security and Codes         | 2016-08-30 | 7:24:09  | 7:54:12  | 0:30:04 |
| General  | Payroll                    | 2016-08-30 | 7:54:13  | 9:28:44  | 1:34:31 |
| Services | Cheque Re-order            | 2016-08-30 | 9:30:00  | 9:53:00  | 0:23:00 |
| General  | Imaginus Meeting           | 2016-08-30 | 9:54:02  | 10:21:10 | 0:27:08 |
| General  | Emails                     | 2016-08-30 | 10:22:48 | 10:39:31 | 0:16:44 |
| Finance  | Credit Cards               | 2016-08-30 | 10:44:13 | 11:23:16 | 0:39:04 |
| Finance  | Finances                   | 2016-08-30 | 11:39:20 | 12:16:03 | 0:36:43 |
| Finance  | Clark Finances             | 2016-08-30 | 12:16:04 | 13:24:27 | 1:08:23 |
| General  | Storage Locker             | 2016-08-30 | 13:24:27 | 16:24:39 | 3:00:11 |