



THE ENGINEERING SOCIETY
OF QUEEN'S UNIVERSITY

Council Report

Accountability Update

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Introduction

Hello Council! Summer has been grand so far – lots of projects and lots of fun! This is the first of four monthly progress reports to keep the executive accountable to council. These are a more formal version of the “vlogs” that have been released on the EngSoc website, Facebook page, and YouTube. I'd highly recommend you watch them if you haven't yet – lots of information and lots of laughs!

All the projects I've been working on will better the Engineering Society and the student experience we will provide.

Routine Duties

I've been having static meetings with the Faculty (Dean Woodhouse, Faculty Board, Operations Committee), Pippa and Garrett (Orientation Chair and Chief FREC), Brent (Sci Formal Convenor), Dan (Director of Academics), Alan (Director of First Year), Rachel (Director of Human Resources), and Nat (Director of Professional Development). Overall, these meetings have been going quite well.

Orientation Week planning is going well and is starting to pick up now. Sci Formal is still going slowly, but it is progressing none the less!

The Directors have been working on their strategic plans and budgets, and we've been discussing ideas during our meetings. I'm very excited to begin editing them during June. The portfolios underneath each of the directors are also progressing smoothly.

Static Responsibilities

Ritual and the Friday BBQ's have been going very well. We've been meeting lots of new faces in the Kingston community and have been bringing students, faculty members, and community members on campus together during the summer.



Projects: Progress so far

All the projects mentioned below are the projects that were included in my Summer Plan that I've begun working on so far. Any unmentioned projects from the summer plan have not been started.

External Relations and Community Outreach

Faculty Society Executives

Summary: Build strong relationships with other Society Executives to ensure smooth operations next year. We will accomplish this by having lunch with them and inviting them to Ritual and BBQ.

Progress: other Society Executives have been attending ritual, and we're having lunch with the AMS executive next Monday!

Blood Drive

Summary: Pursue hosting a blood drive in the ILC in the 2016/2017 school year.

Progress: Contacted Canadian blood services

Hiring and Human Resources

Position Guides

Summary: Develop 1 page position descriptions to be published outlining details of all positions in the society to improve accessibility during hiring. I will be communicating with people who have held these positions in the past to ensure the guides are as accurate as possible.

Progress: This project was a substantial amount more work than I was expecting, and sparked my quest for documentation within the society. I created a document outlining every position in the society and who has held those positions since the 2014/2015 school year. The goal is to continue filling out this document for years to come in the future.

This document needed to be created to contact people for information regarding positions. I have emailed out the survey to all those I could find in positions. I am still waiting on some survey results, and plan to begin compiling the results into infographics next week.

Interview Tips

Summary: Develop and publish a comprehensive guide on interview tips and tricks for interviews within the Engineering Society.

Progress: Complete! Watch out for it online later this summer!



First Year

Admitted Students Day

Summary: Participate in the Faculty admitted students day!

Progress: Complete! Had a great time meeting perspective Queen's Engineers

First Year Involvement Document

Summary: Develop and publish a comprehensive guide on interview tips and tricks for interviews within the Engineering Society.

Progress: Complete! It will be posted online closer to September to create hype in Sci '20.

Professional Development

Professional Development and the Discipline Clubs

Summary: Collaborate with Nat to develop a plan on how the Engineering Society can better support the discipline clubs in professional development.

Progress: Have begun working with QCA (Queen's Consulting Association) regarding reaching out to discipline clubs to better professional development

Corporate Initiatives

Frosh Week

Assisting OC

Summary: Helping Pippa with anything that comes up through the duration of the summer.

Progress: I've been having weekly meetings with Pippa, and have been assisting her

Online Orientation Week Fee

Summary: Collaborating with Tyler, Jeff, and Pippa to make sure Frosh Week orientation payment and sign up runs smoothly.

Progress: The required documentation was submitted, and we're waiting on confirmation its ready to go live!



Science Formal

Assisting Convenor

Summary: Helping Brent with anything that comes up through the duration of the summer.

Progress: Have been meeting with Brent!

Other Projects

Spaces

Clark Improvement

Summary: Clean and improve the Clark lounge to make it an effective space for student use.

Progress: Tyler and I made a run at this the first week, we swept and mopped the floors, and have begun clearing out kegs. We will continue to make improvements as things move out of the lounge

Tom Harris Student Lounge Improvement

Summary: Clean, reorganize and improve the Tom Harris lounge to make it an effective space for student use.

Progress: Tyler and I made a run at this the first week, we swept and mopped the floors, donated lost and found items, and organized the lounge.

Clean Lounge Computers

Summary: Remove non essential items from computers to ensure effective operation.

Progress: Complete

Documents

Organizing Presidential Files

Summary: Clean and organize the Presidential files, with the goal of cleaning more space for other director file storage.

Progress: Complete! Both physical and digital files have been cleaned and organized

Director Training Documents

Summary: Develop training material used for Director training in September.

Progress: Completed the strategic planning guide for directors



Miscellaneous Tasks

Executive Director Business Cards and Name Tags

Summary: Order business cards for the ED team, and create durable name tags for the ED team to wear during office hours and open houses.

Progress: Complete!

Unexpected Projects

There have been many unexpected projects that have come up, that were not mentioned in my summer plan. These projects and a summary of the progress can be seen below.

Pole Recovery

Summary: Get the pole back and ensuring it is safe for frosh week use. This project involved communicating with BFC, McMaster Engineering Society, organizing logistics, traveling to Hamilton, and organizing repair

Progress: The pole is back! It is currently being repaired.

Tradition Evaluation

Summary: Evaluating traditions and how they benefit the society

Progress: In conversation with stakeholders

Guide to Computers

Summary: Edit and publish Eric's "Unofficial Guide to Computers for First Year Engineering"

Progress: Complete!

Inspiring Greatness Campaign

Summary: The Faculty is hosting events in Calgary and Toronto to thank the alumni who donated to the Inspiring Greatness campaign. I've been helping plan this event and attending meetings regarding it.

Progress: Planning is almost complete, the event is next week!

Faculty Videos

Summary: The Faculty is making a video series about EngSoc!

Progress: Ongoing

Convocation

Summary: Attend convocation luncheon and ceremony

Progress: Complete



Plans for the Future

Over the month of June, I plan on continuing with my routine duties, and continue working on the projects I have begun which are mentioned above. In addition to the continuing projects I plan to begin the Academics Guide updates, exit interview policy, appreciation within the society, transitioning guide, and reviewing the director's strategic plan. Looking forward to the month ahead! Happy June council! I hope you're all having wonderful summers!