

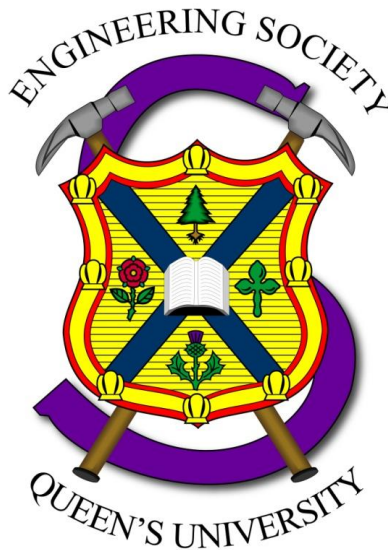


THE ENGINEERING SOCIETY
OF QUEEN'S UNIVERSITY

Beamish-Munro Hall, Rm 106, Queen's University, Kingston, Ontario, K7L 3N6
Tel: (613) 533-6008 | Fax: (613) 533-2756
www.engsoc.queensu.ca

Vice-President (Operations)

Summer Update - June 2016



Prepared by: Tyler Bennett – vpops@engsoc.queensu.ca

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1.0 Introduction

Hello Council! I hope summer is treating everyone well. Things are well underway here at the Engineering Society. This report has the purpose of informing you and keeping you up-to-date on my workings and progress thus far. It has been an amazing time so far and I am learning and doing lots. My Summer Plans have changed, with regards to timeline as I encounter new challenges, and learn more about my portfolio.

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

So once again I have provided an updated Gantt chart and my time log breakdown in Appendix A and Appendix B. My updated Gantt chart still illustrates many ongoing projects that have still to be completed. As it stands, the majority of the finance based projects are delayed due to the bookkeeping situation. I will address this later in this report, however as a result of these unforeseen circumstances, aspects of my summer plan may not be completed by September. As a brief overview, activities in yellow have been delayed by the bookkeeper situation; green items have been completed and red items have shifted to the school year. I use this Gantt chart as a tool that changes to the circumstances.

Additionally, my time logs are a record for what I have spent my time in June working on. Figure 1 outlines the breakdown of my time based on six different categories. In June I much more accurately tracked my time and the minute by minute breakdown is provided in Appendix B.

Projects

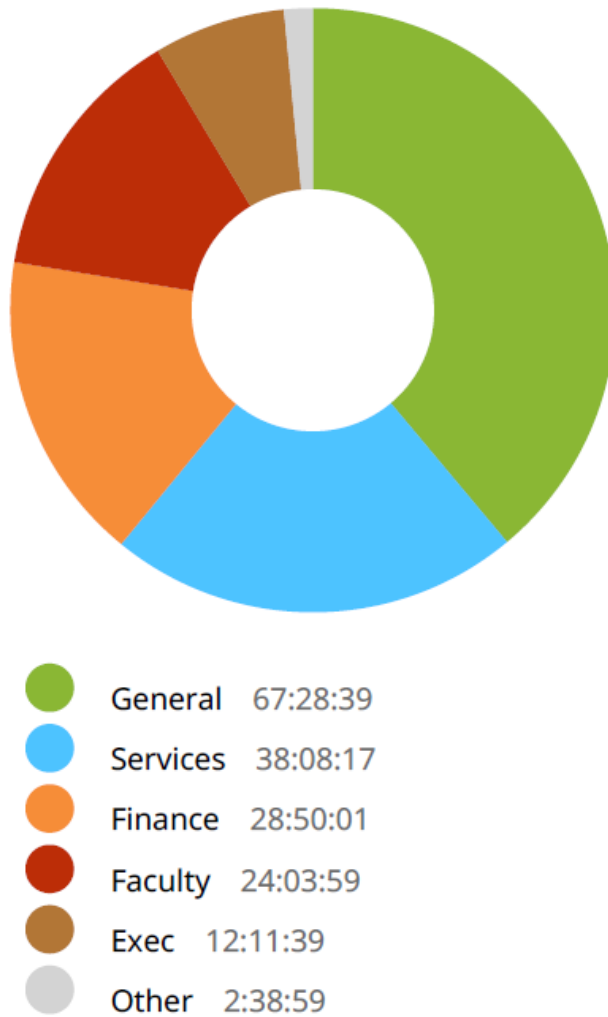


Figure 1: Approximate Time Breakdown

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, Canada Revenue Agency, paying invoices, responding to emails and keeping the finances up to date for all of the services and the Society.

4.0 Spaces

I spent a lot of time in June on our spaces, and I will continue to for the rest of the summer. Here are some updates thus far:

Clark Hall

Some great progress here, the new “Finance Office” is up and running. The executive and I have discussed and this will be a quiet space for ALL Directors to use for portfolio work that is not the Tom Harris Lounge. As an example, the Director of Communications can use this space to develop new social media material.

Queen’s Project on International Development has vacated their space and I am placing funding in my proposed budget for fixing it into a usable interview/meeting room for the Society. Additionally, funding for the bathroom in Clark Hall will also be placed in my budget as although we have acquired a toilet, the installation costs will be high.

In terms of revitalizing the space, plans are still underway to replace the windows in the lounge and this is anticipated for early September. Although this may briefly disturb the student space, it will greatly benefit it for the rest of the year. Additionally, we are undertaking plans to have the entire stairwell and lounge re-painted this summer. As of now, all of the garbage and material in the lounge has been cleaned and removed, and furniture has been moved away from the windows.

Tom Harris Lounge

Some improvements have also been made to the Tom Harris Lounge. A full clean including a floor buff has taken place along with a re-organization of some furniture.

5.0 Faculty Work

Summer Video Series

The summer video series created by the Faculty is an initiative that aims to introduce incoming students to a variety of aspects of Queen’s Engineering. We’ve been asked to participate in some of these videos and they are a great forum in which to share what the Engineering Society has to offer.

Toronto Campaign Event

In June we participated in an event in Toronto with the Faculty thanking donors and alumni for their contribution to the Inspiring Greatness Campaign. This consisted of a full day of travel and a lot of planning for this event. It was also a great opportunity to interact with Alumni and even discuss corporation with some of our services such as Clark Hall Pub.

67 Union Street

As this is an ongoing project, I participated in some stakeholder consultation representing students in the creation of the engineering student spaces in this new building. These included meetings about the floorplan layout and the audio-visual equipment for classrooms.

6.0 Finances

So many of my finance based projects have been delayed to the bookkeeper situation. I will outline the overall situation here.

Bookkeeping

For the month of June I created and distributed a Request for Quotation for many bookkeeping firms. Additionally I entered discussions with multiple online accounting and bookkeeping services but determined their costs were far too high for our organization. During the month of July the selection process will occur for a new firm and this firm will begin work in August. Many of my project relied and improving and updating our accounting and bookkeeping system, however given the significant changes to come, these have been delayed and may not be completed in time. I am disappointed that this is the case, however my top priority must be the function of the Society, and as such this is my focus.

Budgeting

Our Director of Finance, Connor McMillan is working on compiling the budgets for each Director, and I am working with him to develop the overall Society budget. This process will be slightly delayed due to an unknown bookkeeping expense in the future. However we will certainly have the society budget finished by the end of July.

Reconciling Internal Accounts

The Engineering Society uses a series of internal accounts to keep track of expenses to and from the services. I recently discovered that these accounts contain discrepancies and I will be working to fix them when the new bookkeeper is in place.

7.0 Services

Advisory Board

The first Advisory Board meeting took place in June. This was a chance for service managers to present their strategic and marketing plans as well as their budget. Additionally, I produced a June Report to deliver to the board for discussion topics and an update on my portfolio as per policy.

Capital Planning Committee

Tyler Snook, Director of Services is working hard on creating and chairing the Capital Planning Committee meetings. These are meetings consisting of service managers from each service and revolve around the capital plans and purchases of the services. Proposals produced here are moved forward to Advisory Board for approval and implementation. These meetings have been hugely successful thus far and we are hoping to see some great capital improvements to our services this coming year.

Science Quest

The month of June for Science Quest went quite well. While the role I play in their operations is minimal, I am always there as a support mechanism to help out and provide assistance. During the month of June I administered very successful staff chats with the Science Quest Instructors and Directors. Additionally I helped them prepare for their full summer camp run on campus.

8.0 Information Technology

Not too much to report in this section. I have been assisting Robert Saunders, our Director of Information Technology with his pursuits and will continue to provide support. Our new infrastructure that was put in place in the spring is performing incredibly well with no major issues thus far, and none foreseeable.

9.0 Conclusion

Thanks for getting this far! Let me know if you have any questions or suggestions, after all, I work for you!

Cheers,

Tyler

Appendix A – Gantt Chart

ACTIVITY	START	DURATION	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
Learning	1	1	█															
Finance - Year End	1	3	█	█	█													
Clark -Finance Office	3	3			█	█	█											
Clark - Windows	1	1	█															
Clark - Clean & Organize	5	2					█	█										
Clark - Bathroom	10	3										█	█	█				
Tom Harris - All	1	1	█															
Finance - Budget	10	3										█	█	█				
Finance - Investments	12	3												█	█	█		
Finance - Organization	4	5				█	█	█	█	█								
Finance - Online Payments	10	3										█	█	█				
Services - SOP	13	3													█	█	█	
Services - Spending Mechanism	14	3														█	█	█
IT - Infrastructure	6	1						█										
IT - Hiring Portal	7	9							█	█	█	█	█	█	█	█	█	█
Advisory Board - Strat Plans	2	8		█	█	█	█	█	█	█	█							
Advisory Board - Annual Report	9	4									█	█	█	█				
Corporate Initiatives Help	14	3														█	█	█

Appendix B – Time Logs

Project	Description	Date	Start time	End time	Duration
General	Emails	01/06/2016	8:12:06	8:45:21	0:33:14
General	Mail Run, Clark TV, Meeting w Jay	01/06/2016	8:45:34	10:28:16	1:42:42
General	Convocation - Year Books	01/06/2016	10:38:26	11:46:10	1:07:43
Services	Tea Room Finances	01/06/2016	11:46:15	12:09:56	0:23:42
Finance	Finance Deposits	01/06/2016	12:21:25	12:38:25	0:17:00
General	Clark Tidying	01/06/2016	12:38:32	14:09:41	1:31:09
Finance	Finances	01/06/2016	14:32:12	15:26:21	0:54:09
General	Convocation - Year Books	01/06/2016	15:26:24	16:07:24	0:41:00
Exec	Vlog	01/06/2016	16:07:28	17:01:09	0:53:41
General	Emails	02/06/2016	8:10:30	8:59:04	0:48:35
General	Jon Carlson Meeting	02/06/2016	8:59:14	10:53:48	1:54:33
Exec	Project Organization	02/06/2016	10:53:00	11:46:00	0:53:00
General	Clark Cleaning	02/06/2016	11:46:00	13:46:00	2:00:00
General	Tax Returns	02/06/2016	13:46:39	14:17:40	0:31:00
General	Advisory Board	02/06/2016	14:17:48	14:31:30	0:13:42
Services	CEO Finances	02/06/2016	14:31:40	15:24:28	0:52:48
General	Clark Cleaning	02/06/2016	15:24:30	16:12:49	0:48:20
General	Emails	03/06/2016	8:47:14	8:59:13	0:12:00
General	Mail Run	03/06/2016	8:59:17	9:23:41	0:24:24
Services	Service Budgets	03/06/2016	9:29:29	10:34:37	1:05:07
General	Clark Lounge	03/06/2016	10:34:48	11:41:25	1:06:37
General	BBQ	03/06/2016	11:41:27	14:31:55	2:50:29
Services	Ritual	03/06/2016	14:53:03	20:21:08	5:28:05
General	Emails	06/06/2016	8:15:57	8:27:10	0:11:13
General	Payroll	06/06/2016	8:27:17	9:09:30	0:42:14
General	Fixing Printer	06/06/2016	9:09:37	9:38:52	0:29:15
Services	GW Strat, Cap Prop Review	06/06/2016	9:39:03	10:46:49	1:07:46
General	Fixing Printer	06/06/2016	10:46:53	12:04:28	1:17:35
General	Information Technology	06/06/2016	12:27:20	13:06:05	0:38:44
Services	Services Finances	06/06/2016	13:06:15	13:19:07	0:12:52
General	Information Technology	06/06/2016	13:19:07	13:41:46	0:22:39
Services	Services Finances	06/06/2016	13:41:46	14:21:57	0:40:10
General	Fixing Printer	06/06/2016	14:21:57	15:01:31	0:39:34
General	Clark Hall	06/06/2016	15:01:36	16:26:31	1:24:55
General	Fixing Printer	06/06/2016	16:26:32	17:05:53	0:39:21
General	Paying Invoices	07/06/2016	8:01:00	9:20:00	1:19:00
Exec	Exec Meeting	07/06/2016	9:20:00	9:51:00	0:31:00
Services	SQ Meeting	07/06/2016	10:10:00	10:45:00	0:35:00

Finance	BMO Meeting	07/06/2016	10:45:00	12:00:00	1:15:00
General	AMS Lunch	07/06/2016	12:00:00	13:00:00	1:00:00
Services	Clark Finances	07/06/2016	13:00:00	13:24:00	0:24:00
Finance	Credit Cards	07/06/2016	13:25:07	14:34:15	1:09:09
Finance	RFQ	07/06/2016	14:34:22	15:07:04	0:32:43
Services	CEO Shipping	07/06/2016	15:07:08	16:32:36	1:25:28
General	Emails	08/06/2016	8:19:32	8:38:49	0:19:16
Services	Post Office	08/06/2016	8:38:57	8:47:05	0:08:08
General	Mail Run	08/06/2016	9:35:51	9:47:11	0:11:19
General	BBQ/Ritual Prep	08/06/2016	9:47:58	10:14:42	0:26:44
General	Payroll	08/06/2016	10:14:49	11:16:49	1:01:59
Faculty	Toronto Prep	08/06/2016	11:17:00	12:43:00	1:26:00
General	QMAST VISIT	08/06/2016	12:43:00	13:30:00	0:47:00
General	Storage Locker	08/06/2016	13:30:00	15:43:00	2:13:00
General	Lounge Clean	08/06/2016	15:44:00	16:44:00	1:00:00
General	Emails	09/06/2016	10:25:12	10:55:57	0:30:45
General	Mail Run	09/06/2016	10:56:01	11:18:37	0:22:36
Finance	Finances	09/06/2016	11:18:43	11:33:58	0:15:16
Faculty	Inspiring Greatness Trip	09/06/2016	12:34:00	23:56:00	11:22:00
General	Office Clean, Mail	10/06/2016	8:23:30	9:00:25	0:36:56
General	Mail Run & Exec Meeting	10/06/2016	9:05:45	11:02:47	1:57:03
General	QPID move out	10/06/2016	11:04:42	11:11:25	0:06:44
General	BBQ	10/06/2016	11:15:50	14:10:29	2:54:39
Finance	RFQ	10/06/2016	14:22:00	14:43:00	0:21:00
Finance	RFQ	10/06/2016	14:43:14	15:13:59	0:30:45
Services	Ritual	10/06/2016	15:14:07	19:39:22	4:25:15
General	Emails	13/06/2016	8:05:36	8:33:31	0:27:55
Exec	Exec Meeting	13/06/2016	8:53:01	9:29:29	0:36:28
Services	SQ Staff Chats	13/06/2016	9:29:34	10:41:54	1:12:19
General	Mail Run	13/06/2016	10:41:58	11:33:29	0:51:32
Finance	RFQ	13/06/2016	11:33:34	12:45:55	1:12:22
Services	EngServe and Board	13/06/2016	12:45:59	14:43:09	1:57:09
General	Clark Hall	13/06/2016	14:43:12	16:33:35	1:50:23
General	Emails	14/06/2016	8:05:00	8:15:00	0:10:00
Finance	Live CA Call	14/06/2016	8:15:00	8:55:00	0:40:00
General	Pole	14/06/2016	8:55:27	9:00:35	0:05:09
Services	EngServe and Board	14/06/2016	9:00:38	9:22:10	0:21:31
General	Pole	14/06/2016	9:32:01	10:19:34	0:47:34
Finance	Finances	14/06/2016	10:24:45	11:13:52	0:49:07
General	Pole	14/06/2016	11:13:52	12:03:46	0:49:54

Information Technology	Website List	14/06/2016	12:14:01	12:37:01	0:23:01
Exec	Exec Meeting	14/06/2016	13:00:00	13:41:00	0:41:00
Finance	Budgeting	14/06/2016	13:44:13	14:16:23	0:32:10
Services	Services Budgets and Strat Plans	14/06/2016	14:28:53	14:48:10	0:19:16
Faculty	67 Union St	14/06/2016	14:48:17	16:59:13	2:10:57
Services	CEO Strat Plan	15/06/2016	8:17:45	9:09:51	0:52:06
General	GM Meeting and Mail Run	15/06/2016	9:09:52	10:33:01	1:23:10
Exec	Exec Meeting	15/06/2016	10:33:04	11:13:09	0:40:06
Finance	Finances	15/06/2016	11:29:40	11:58:12	0:28:33
General	Letter to Council	15/06/2016	12:05:30	12:36:21	0:30:50
Services	GW Strat, Cap Prop Review	15/06/2016	12:40:25	13:33:10	0:52:45
Finance	Budgets	15/06/2016	13:45:02	14:20:33	0:35:32
General	Clark Hall	15/06/2016	14:23:31	14:55:10	0:31:39
Finance	Deposit Tracker	15/06/2016	14:57:00	15:42:42	0:45:41
Information Technology	IT Server	15/06/2016	15:42:50	16:05:16	0:22:26
Exec	Vlog	15/06/2016	16:05:19	16:17:09	0:11:49
Finance	Deposit Tracker	15/06/2016	16:17:35	16:29:16	0:11:41
General	Emails	16/06/2016	8:15:15	8:31:25	0:16:09
General	Mail Run	16/06/2016	8:56:05	9:15:14	0:19:08
Finance	Budgets	16/06/2016	9:20:24	9:26:29	0:06:05
Faculty	Operations Committee	16/06/2016	9:26:39	13:20:18	3:53:38
Finance	Package	16/06/2016	13:20:25	14:01:03	0:40:39
Finance	Finances	16/06/2016	14:01:07	15:15:19	1:14:12
Finance	Budgets	16/06/2016	15:21:39	15:59:26	0:37:46
General	Emails	20/06/2016	8:14:15	8:39:16	0:25:02
General	Payroll	20/06/2016	8:39:00	9:22:00	0:43:00
Exec	Exec Meeting	20/06/2016	9:22:00	10:00:00	0:38:00
Finance	Live CA Call	20/06/2016	10:00:00	11:22:00	1:22:00
Exec	Exec Meeting	20/06/2016	11:23:00	12:00:00	0:37:00
Information Technology	IT Call	20/06/2016	12:23:50	12:55:16	0:31:25
Finance	Finances	20/06/2016	12:55:19	16:30:55	3:35:37
General	Emails	21/06/2016	8:23:51	9:22:43	0:58:51
General	Engenda Editing	21/06/2016	9:23:50	9:52:38	0:28:49

Finance	Bookkeeping	21/06/2016	10:15:15	10:54:19	0:39:04
Services	Clark Finances	21/06/2016	10:54:21	10:54:24	0:00:03
General	Clark Hall	21/06/2016	10:54:25	11:30:21	0:35:57
General	June Report - Board	21/06/2016	11:30:33	12:56:47	1:26:14
Services	CEO Sidewalk Sale	21/06/2016	12:56:55	13:16:03	0:19:08
Information Technology	IT Call	21/06/2016	13:16:07	13:28:04	0:11:58
General	Emails	21/06/2016	13:28:00	13:50:00	0:22:00
Faculty	HOCO meeting	21/06/2016	13:50:00	15:10:00	1:20:00
Finance	Meeting w Jay	21/06/2016	15:11:00	16:11:00	1:00:00
Services	Tea Room Strat and Budget Review	22/06/2016	8:14:00	9:52:28	1:38:28
General	Payroll	22/06/2016	10:08:03	11:25:01	1:16:57
Finance	Chem Eng Meeting	22/06/2016	11:25:15	11:57:12	0:31:56
Information Technology	Printer	22/06/2016	11:59:25	12:02:00	0:02:34
Services	Services Budgets and Strat Plans	22/06/2016	12:12:20	13:00:14	0:47:54
Finance	Deposit	22/06/2016	13:01:45	13:55:59	0:54:13
Faculty	Dean Meeting	22/06/2016	13:56:05	14:52:47	0:56:41
Services	SQ Staff Chats	22/06/2016	14:57:26	15:11:01	0:13:35
Finance	Bank Run	22/06/2016	15:11:07	16:15:44	1:04:36
Exec	Vlog	22/06/2016	16:15:47	16:25:19	0:09:32
General	Emails	23/06/2016	8:14:54	8:38:43	0:23:48
Services	SQ Staff Chats	23/06/2016	8:38:49	8:50:06	0:11:17
General	Clark Cleaning	23/06/2016	9:17:06	12:55:19	3:38:13
Services	SQ Staff Chats	23/06/2016	13:15:14	14:25:48	1:10:35
Services	CHP Deposit Tracker	23/06/2016	14:27:13	15:04:55	0:37:43
Services	CRA & Taxes	23/06/2016	15:05:07	16:23:39	1:18:32
General	Emails	24/06/2016	8:12:19	8:30:51	0:18:31
General	June Report - Board	24/06/2016	8:30:53	10:23:26	1:52:33
General	Mail Run	24/06/2016	10:23:31	10:52:58	0:29:27
General	June Report - Board	24/06/2016	10:52:59	11:21:13	0:28:13
Services	CHP Deposit Tracker	24/06/2016	11:21:15	11:56:52	0:35:37
Services	CHP Deposit Tracker	24/06/2016	12:10:04	13:25:49	1:15:45
General	June Report - Board	24/06/2016	13:25:52	14:41:16	1:15:23
General	Emails	27/06/2016	8:13:31	8:32:11	0:18:39
Finance	Finances	27/06/2016	8:32:19	9:11:14	0:38:55

General	Mail Run	27/06/2016	9:11:26	9:54:31	0:43:04
Finance	Finances	27/06/2016	9:54:58	11:15:39	1:20:42
General	Payroll	27/06/2016	11:15:44	12:39:01	1:23:17
General	June Report - Board	27/06/2016	12:44:55	13:41:14	0:56:19
General	Spaces	27/06/2016	14:00:34	14:38:58	0:38:23
Information Technology	Switching to 1password	27/06/2016	14:39:03	15:46:39	1:07:35
Services	Clark Finances	27/06/2016	15:46:43	16:38:31	0:51:48
General	Spaces	28/06/2016	8:14:44	8:36:30	0:21:46
General	Emails	28/06/2016	8:36:33	9:04:27	0:27:54
Exec	Exec Meeting	28/06/2016	9:07:26	11:01:20	1:53:55
Finance	Finances	28/06/2016	11:01:21	12:57:16	1:55:55
Finance	Credit Cards	28/06/2016	13:29:32	15:20:01	1:50:28
Services	Due-to-Froms	28/06/2016	15:20:08	16:21:40	1:01:31
Services	Advisory Board	28/06/2016	18:30:00	21:30:00	3:00:00
General	Spaces	29/06/2016	8:00:15	8:16:46	0:16:32
General	Emails	29/06/2016	8:16:00	9:05:00	0:49:00
Exec	Exec Meeting	29/06/2016	9:06:00	12:24:00	3:18:00
Faculty	SOAR Orientation	29/06/2016	12:53:00	14:24:00	1:31:00
Finance	Finances	29/06/2016	14:25:41	15:13:26	0:47:45
General	Payroll	29/06/2016	15:13:30	15:32:12	0:18:42
General	Spaces	29/06/2016	15:32:15	15:50:50	0:18:36
Exec	Vlog	29/06/2016	15:53:41	17:01:49	1:08:08
Services	Clark Finances	29/06/2016	17:01:52	18:05:18	1:03:27
General	Emails	30/06/2016	7:54:44	8:26:51	0:32:07
Faculty	Bike Tour Video	30/06/2016	8:26:55	9:50:38	1:23:43
Services	Clark Invoices	30/06/2016	9:50:51	10:54:41	1:03:50
Services	CEO Finances	30/06/2016	10:54:45	11:30:22	0:35:37