



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 - May 2016



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

Table of Contents

| | |
|---|----|
| Table of Contents | 2 |
| 1.0 Introduction | 3 |
| 2.0 Time logs and Gantt Chart..... | 3 |
| 3.0 Administrative, Learning and Static | 5 |
| 4.0 Capital Fund | 5 |
| Bookkeeper..... | 5 |
| Collins Barrow | 5 |
| Bank of Montreal (BMO)..... | 5 |
| Capital Fund Proposal Template | 6 |
| Capital Asset Schedule..... | 6 |
| Capital Planning Committee | 6 |
| 5.0 Spaces..... | 6 |
| Clark Hall | 6 |
| Tom Harris Lounge..... | 6 |
| 6.0 Faculty Work | 7 |
| Summer Video Series..... | 7 |
| 7.0 Finances | 7 |
| Bookkeeping | 7 |
| Collins Barrow | 7 |
| 8.0 Services | 8 |
| Year Ends | 8 |
| EngServe..... | 8 |
| Advisory Board | 8 |
| Strategic Plans..... | 8 |
| Science Quest | 8 |
| 9.0 Information Technology..... | 8 |
| 10.0 Society Relations | 9 |
| Meetings..... | 9 |
| Faculty Society Agreement..... | 9 |
| 11.0 Conclusion | 9 |
| Appendix A – Updated Gantt Chart..... | 10 |
| Appendix B – Time Logs..... | 11 |

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

I will begin with a quantitative recap of where I am now and some supporting appendices. An updated version of my Gantt chart can be found in Appendix A. I will not discuss in detail here how and why it has changed, however if anyone has any specific questions please feel free to email me. The general gist is that some projects moved around as I got a feel for the summer and learned more about the role. As always, a couple of unforeseen projects have come my way, but I will address that later in this report! At this stage, I still plan on working hard on all of the tasks I have outlined in my Summer Plan.

In week two I began tracking my time with an online app called Toggl. I also use the phone app when I'm out of the office. I have provided my full time logs in Appendix B for your reference, so council can see how my time, and student dollars are being spent on a day-by-day, hour-by-hour basis. [Figure 1](#) provides the approximate breakdown of how my time has been spend. "General" refers to overall society work; "Services" refers to finance and work I do with the services; "Finance" refers to meetings and work with the society's finances and accountants; "Exec" are executive specific tasks such as our weekly video log and meetings; "Blank" represents the time I spent working before I figured out how to use this function. In my June report, expect this to be much more accurate and complete as I will have become accustomed to using Toggl.

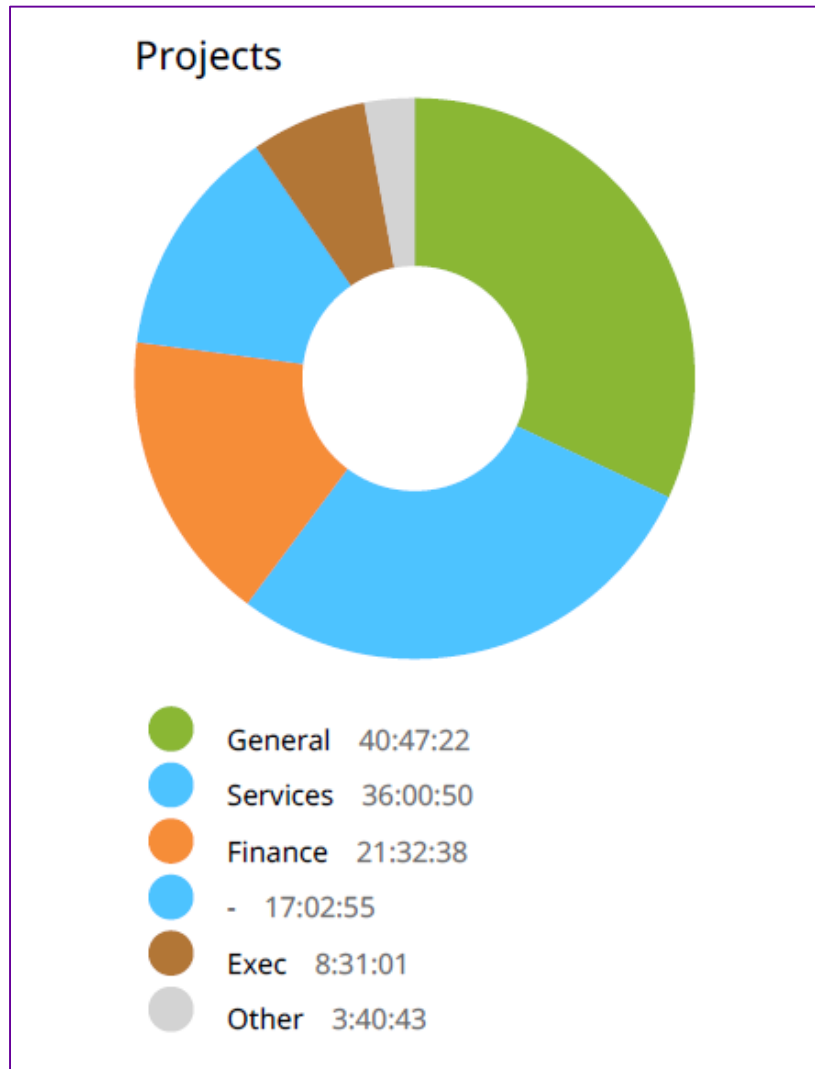


Figure 1: Approximate Time Breakdown

A few important notes:

- I began tracking on May 10th, so there is no record of early May, however I did work!
- These are only an estimation, I did my best to ensure it was as accurate as possible, but sometimes I would forget to switch the app to a new task.
- Often time "Mail Run" takes a while, this fits into the learning aspect of my portfolio as I often discuss mail and other items with Jay and the executive in the morning.
- You will notice that I have not accounted for time talking to Directors or Service Managers (except Science Quest). During the summer, Directors and Managers operate on volunteer time to contribute to their role, I therefore did not enter my time with them into the log that I present here to council, a record of my paid work

3.0 Administrative, Learning and Static

So along with the many projects I am tackling this summer, there is a lot of static work that comes with operating the Society. This includes responding to emails, getting and processing mail, processing cheque requests and deposits, as well as meeting with various people. I have spent some time learning the “in’s and out’s” so I’m prepared to tackle summer projects and fulfill my role during my term. This involved reading through old transition materials and documents during the cleaning of the office space. Alongside these tasks we executive have weekly responsibilities, including our video log (check it out!), summer BBQ, and ritual!

4.0 Capital Fund

So this took a fair amount of time that I had not budgeted for originally in my summer plan. I anticipated it would fall within my Services and Advisory Board sections. That being said, there was a lot of work to do to get The Capital Fund up and running. Here is a breakdown of all that happened.

Bookkeeper

Met with our bookkeeper to ensure a set of books was created for The Capital Fund. This ensures that EngSoc maintains a proper record of transactions into and out of this fund, meaning years later, teams can examine what the fund was use for and what it is comprised of. An issue that I tackled here was determining which ledger account that fund would be removed from, policy doesn’t state whether the balance reset acts as a revenue/expense, asset/liability or a change in capital. Upon closer examination and discussion with Collins Barrow, I determined that the individual services would interact with the fund as a change in equity. This makes the most sense from both an accounting, and a tax standpoint.

Collins Barrow

Collins Barrow is our accounting reviewing firm and annually they review the Society’s non-consolidated financial statements. Given their expertise in accounting, and in line with policy, I arranged a meeting to discuss the implications of The Capital Fund and ensure it complied with GAAP (Generally Accepted Accounting Principles)/IFRS (International Financial Reporting Standards). I learned that both GAAP and IFRS do not apply to us as an organization, the equivalent is Accounting Standards Not for Profit Organizations is applicable, this change will have to come to policy.

Bank of Montreal (BMO)

The final puzzle piece to setting up the fund was meeting with our banking representative at the Bank of Montreal and signing for the new account. Once this was completed, the account

balances were reset and transferred by myself on May 17th based upon May 1st 2016 bank levels as per policy.

Capital Fund Proposal Template

Next I created a template for service managers to use to create proposals to submit to the Capital Planning Committee, the Advisory Board and the Executive. This template went through two iterations, the second version was modified to include the purchases that are not necessarily tangible, but are still great than \$1000, and extend beyond one year of benefit for the service.

Capital Asset Schedule

As per policy, the services and the society are to maintain a record on file of the capital assets owned. To the best of my ability I could not find such records (beyond balance sheet numbers by category, not individual asset). I created the Capital Asset Schedule to be used by services and the Vice President Operations to maintain an accurate and comprehensive asset list. I will do my best to fill this out for the society in the coming months.

Capital Planning Committee

Chaired by Tyler Snook, the Capital Planning Committee met for the first time on May 22nd. This was a great opportunity for service managers to collaborate and share feedback on ideas.

5.0 Spaces

A large part of my responsibilities revolve around the Engineering Society's spaces. I set some clear goals in my summer plan and I'm still optimistic I can accomplish them.

Clark Hall

I've began some preliminary cleaning of this space. Additionally, sorted old records that we are required to keep, and shredded financials that we no longer need. The finance office is almost complete; however, I will be looking to require a recycled desk from Physical Plant Services to finish it. Queen's Project on International Development is moving out of their space, so this will be incorporated into the new Clark Lounge Space. Additionally, I have been in discussions with Physical Plant Services about arranging for regular cleaning of the lounge space and some fixes to the lounge space.

Tom Harris Lounge

The main update to this space has revolved around finance. Although the finance office will be used for some work, the Tom Harris Lounge will remain the main point of contact for groups looking to pick up cash boxes and the debit credit machine. To increase some cash security, I have implemented a locked cabinet for cashbox safekeeping. During office hours, Directors can

help students sign out a cash box, without the worry of money lying on the top of the desk. There will be more improvements to come here gradually over the summer as we upgrade broken chairs, and provide better mail access for clubs and teams.

6.0 Faculty Work

We have also been working and meeting with the Faculty about many topics. These include meetings with the Dean, Faculty Board and giving the odd building tour to an incoming student.

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. I recently featured one about our six services.

7.0 Finances

Bookkeeping

A big curveball thrown my way early on was a change to our bookkeeping portfolio. I was informed early in the summer by our current bookkeeping firm that they were looking to scale back their bookkeeping services, and we would need to find a new firm to provide these services. This is now an ongoing project of mine in consultation with Jay Young and Connor McMillan. The process involves creating a request for quotation for companies wishing to provide these services. This is the stage of the process I am currently at. This is finished and will be sent out early next week. Upon receiving proposals, they will be reviewed and an appropriate company will be chosen to provide bookkeeping services. This is a relatively significant change to the Society, we maintained the same bookkeeper for a period of eight years. I certainly anticipate a lot of work in selecting a new company and bringing them up to speed.

Collins Barrow

Collins Barrow is our reviewing accounting firm. Annually they provide a financial review of the society's finances. I sat down with our representative at Collins Barrow and reviewed these non-consolidated financial statements with them. After bringing them back to Evan and Taylor to review, we signed off on these.

8.0 Services

Year Ends

I started off the month by working with service managers on finishing year ends. This process has been put on hold as we search for a new bookkeeper. This process involves reporting sales, inventory, deposits and expenses for each service. Once these are complete I will work with business and head managers to review last year's actuals. These will be presented to the advisory board.

EngServe

This is the mechanism and cost breakdown of charges to the services that incurred through the society, they include rent, administration, accounting charges and information technology charges. Given the recent change in policy with regards to administration (Jay's Pay) I will be reviewing this and implanting it within our accounting protocols.

Advisory Board

Sam Anderson and I have set a date for the first advisory board meeting. Not much else has happened here beyond some brainstorming about the potential of board and future strategic planning for the services and The Capital Fund.

Strategic Plans

Service managers are currently working hard at creating and compiling their strategic plans and budgets. I am doing my best to provide them with information and working with contacts on campus to help them get set up for the operational year.

Science Quest

Science Quest is in full operational swing and when asked I provide help. This week I will be administering Staff Chats, an anonymous feedback mechanism to improve everybody's professional development and work skills.

9.0 Information Technology

Most of the Information Technology work came before May during exams. Robert Saunders arranged some work with Web Server Migration and I updated council in a prior report. Everything is now running smoothly and we are looking to improving the cosmetic side of the website now the structure is now greatly improved.

Additionally, thanks to the help of Eric McElroy, we have the workings of a new hiring portal, in the coming week, Robert, Rachel and I are developing a plan of action to have a new system working for September.

10.0 Society Relations

Meetings

Throughout the month of May we had several meetings with other student groups on campus. These were in regards to society relations and how to work best together. It was a great opportunity to learn more about other societies and share some ideas. These meetings included the Arts and Science Undergraduate Society and the Rector.

Faculty Society Agreement

A big project of Andrew Crawford's last year was the Faculty Society Agreement. This is an agreement between the Engineering Society and the Alma Mater Society, specifically with regards to insurance and liability. The first iteration was worked out last summer, and currently Dave Walker and I have had meetings reviewing this document and updating it. The major change coming will be an explicit statement about what insurance the Alma Mater Society provides us, and how this relationship is maintained. I plan on sharing the final draft with Council in the fall.

11.0 Conclusion

If you made it this far congratulations! I won't say much more beyond that I am having a great time! In addition to doing work for the Society I have gotten pretty good at making guacamole, I am taking two summer courses and I am still addicted to coffee! I hope everyone's summer is going well, and please let me know of any questions and ideas.

Cheers,

Tyler

Appendix A – Updated Gantt Chart

| ACTIVITY | START | DURATION | PERIODS | | | | | | | | | | | | | | | |
|--------------------------------|-------|----------|---------|---|---|---|---|---|---|---|---|----|----|----|----|----|----|----|
| | | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| Learning | 1 | 1 | █ | | | | | | | | | | | | | | | |
| Finance - Yeuar 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 | 6 | 3 | | | | | █ | █ | █ | | | | | | | | | |
| Finance - Investments | 5 | 3 | | | | █ | █ | █ | | | | | | | | | | |
| Finance - Organization | 4 | 5 | | | █ | █ | █ | █ | █ | | | | | | | | | |
| Finance - Online Payments | 12 | 3 | | | | | | | | | | █ | █ | █ | | | | |
| Services - SOP | 13 | 3 | | | | | | | | | | | | | █ | █ | █ | |
| Services - Spending Mechanism | 7 | 3 | | | | | | █ | █ | █ | | | | | | | | |
| IT - Infrastructure | 6 | 1 | | | | | █ | | | | | | | | | | | |
| IT - Hiring Portal | 5 | 6 | | | █ | █ | █ | █ | █ | █ | | | | | | | | |
| Advisory Board - Strat Plans | 2 | 6 | | █ | █ | █ | █ | █ | █ | | | | | | | | | |
| Advisory Board - Annual Report | 9 | 4 | | | | | | | | █ | █ | █ | █ | | | | | |
| Corporate Initiatives Help | 14 | 3 | | | | | | | | | | | | | | █ | █ | |

Appendix B – Time Logs

| Project | Description | Start time | End time | Duration | Date |
|----------|---------------------------|------------|----------|----------|------------|
| | Exec Meeting | 9:04:38 | 9:15:05 | 0:10:27 | 2016-05-10 |
| | Finances | 9:15:38 | 9:28:45 | 0:13:07 | 2016-05-10 |
| | Mail Run | 9:37:31 | 10:02:46 | 0:25:15 | 2016-05-10 |
| | Capital Fund Meeting | 10:04:51 | 10:57:07 | 0:52:16 | 2016-05-10 |
| | Finance/Legal | 11:13:54 | 11:54:00 | 0:40:07 | 2016-05-10 |
| | Exec Meeting w Faculty | 11:54:16 | 12:19:58 | 0:25:42 | 2016-05-10 |
| | filing | 12:35:17 | 13:51:49 | 1:16:33 | 2016-05-10 |
| | Asus Meeting | 13:51:50 | 14:42:37 | 0:50:48 | 2016-05-10 |
| | Finances | 14:42:42 | 15:21:50 | 0:39:09 | 2016-05-10 |
| | Clark Finances | 15:21:56 | 15:57:23 | 0:35:26 | 2016-05-10 |
| | Exec Brainstorm | 15:57:29 | 16:25:59 | 0:28:29 | 2016-05-10 |
| | Filing Reports | 16:26:04 | 16:53:02 | 0:26:58 | 2016-05-10 |
| | Filing Reports | 17:03:37 | 17:27:49 | 0:24:13 | 2016-05-10 |
| | Emails and Mail Run | 8:15:00 | 9:13:00 | 0:58:00 | 2016-05-11 |
| | GW Year End | 9:14:09 | 9:17:45 | 0:03:36 | 2016-05-11 |
| | Meeting with Jay | 9:17:51 | 9:50:20 | 0:32:28 | 2016-05-11 |
| | Meeting with Cam Yung | 9:50:25 | 10:56:20 | 1:05:55 | 2016-05-11 |
| | Prepping for Ritual | 11:05:23 | 11:18:19 | 0:12:55 | 2016-05-11 |
| | OW Old invoices | 11:18:28 | 11:29:14 | 0:10:47 | 2016-05-11 |
| | Prepping for Ritual | 11:48:00 | 12:10:00 | 0:22:00 | 2016-05-11 |
| | Meeting with Exec and Jay | 12:11:00 | 13:11:00 | 1:00:00 | 2016-05-11 |
| | Bank Run, Package | 13:11:00 | 14:11:00 | 1:00:00 | 2016-05-11 |
| | QSC Charity | 14:12:16 | 14:17:37 | 0:05:20 | 2016-05-11 |
| | Director Communication | 14:18:15 | 14:26:30 | 0:08:15 | 2016-05-11 |
| | Deposit Trackers | 14:28:43 | 15:26:53 | 0:58:10 | 2016-05-11 |
| Services | Clark Mail | 15:26:53 | 15:27:21 | 0:00:28 | 2016-05-11 |
| Exec | Vlog | 15:57:56 | 16:23:12 | 0:25:16 | 2016-05-11 |
| General | Responding to Emails | 8:24:24 | 8:53:01 | 0:28:37 | 2016-05-12 |
| Exec | Exec Meeting | 8:53:08 | 9:22:07 | 0:28:59 | 2016-05-12 |
| General | mail run | 9:22:11 | 10:05:30 | 0:43:19 | 2016-05-12 |
| Finance | Finances | 10:44:54 | 10:50:46 | 0:05:52 | 2016-05-12 |
| Services | Clark Finances | 10:50:52 | 13:23:07 | 2:32:16 | 2016-05-12 |
| Services | Clark Finances | 13:23:45 | 13:53:58 | 0:30:13 | 2016-05-12 |
| Finance | Deposit Trackers | 13:54:04 | 16:13:54 | 2:19:50 | 2016-05-12 |
| Services | Capital Fund | 16:13:58 | 16:43:20 | 0:29:21 | 2016-05-12 |
| Finance | Deposit Trackers | 16:43:22 | 17:08:19 | 0:24:58 | 2016-05-12 |
| General | Emails | 8:54:59 | 9:27:48 | 0:32:48 | 2016-05-13 |

| | | | | | |
|----------|---|----------|----------|---------|------------|
| Services | Clark Year End | 9:39:26 | 11:00:31 | 1:21:05 | 2016-05-13 |
| General | BBQ | 11:00:54 | 14:52:45 | 3:51:51 | 2016-05-13 |
| Services | Ritual | 14:53:03 | 20:52:40 | 5:59:37 | 2016-05-13 |
| General | Concrete Canoe Hotel | 20:52:51 | 21:30:07 | 0:37:15 | 2016-05-13 |
| General | Emails | 8:36:17 | 8:36:19 | 0:00:01 | 2016-05-16 |
| General | Emails | 8:36:35 | 8:57:12 | 0:20:38 | 2016-05-16 |
| General | Emails | 9:08:00 | 9:14:58 | 0:06:58 | 2016-05-16 |
| Exec | Exec Meeting | 9:15:08 | 9:49:20 | 0:34:13 | 2016-05-16 |
| General | Mail Run | 9:49:36 | 10:11:07 | 0:21:30 | 2016-05-16 |
| General | Meeting with Dave Walker | 10:11:00 | 10:55:00 | 0:44:00 | 2016-05-16 |
| Services | Science Quest Meeting | 11:00:00 | 11:42:00 | 0:42:00 | 2016-05-16 |
| Services | Clark Office/Pub | 11:43:12 | 13:54:16 | 2:11:04 | 2016-05-16 |
| Exec | faculty videos | 13:55:18 | 14:42:42 | 0:47:25 | 2016-05-16 |
| Finance | Bookeeping Protocols | 14:43:49 | 15:36:55 | 0:53:07 | 2016-05-16 |
| Services | Allocated Expenses | 15:37:00 | 16:04:10 | 0:27:09 | 2016-05-16 |
| Services | Clark Overdue Invoices | 16:04:14 | 16:38:06 | 0:33:52 | 2016-05-16 |
| Services | Allocated Expenses | 16:38:13 | 16:52:01 | 0:13:48 | 2016-05-16 |
| Finance | Queen's Financial Services Reconcillation | 16:52:15 | 17:33:30 | 0:41:16 | 2016-05-16 |
| General | Emails | 8:37:01 | 9:22:22 | 0:45:20 | 2016-05-17 |
| General | Mail Run | 9:22:26 | 9:47:52 | 0:25:26 | 2016-05-17 |
| Finance | Turner Moore Meeting | 9:48:01 | 11:03:03 | 1:15:02 | 2016-05-17 |
| Finance | Finances, qfs, cheques etc | 11:03:06 | 13:17:20 | 2:14:14 | 2016-05-17 |
| Services | SQ Staff Meeting | 13:17:25 | 13:30:04 | 0:12:38 | 2016-05-17 |
| Services | Clark Sanchions and kegs | 13:30:06 | 14:12:21 | 0:42:14 | 2016-05-17 |
| Finance | Collins Barrow Review meeting | 14:12:23 | 14:12:33 | 0:00:11 | 2016-05-17 |
| Finance | Collins Barrow Review meeting | 14:12:35 | 15:33:43 | 1:21:08 | 2016-05-17 |
| Services | Capital Fund | 15:33:46 | 15:33:53 | 0:00:06 | 2016-05-17 |
| Services | Capital Fund | 15:33:55 | 17:17:03 | 1:43:08 | 2016-05-17 |
| General | Emails | 8:11:18 | 8:25:50 | 0:14:31 | 2016-05-18 |
| Finance | Reviewing Non-Consolidated Financial Statements | 8:26:00 | 8:54:32 | 0:28:32 | 2016-05-18 |
| General | Mail Run | 9:04:09 | 9:20:57 | 0:16:48 | 2016-05-18 |
| Services | PPS | 9:21:03 | 9:24:20 | 0:03:17 | 2016-05-18 |
| Services | EngServe | 9:24:23 | 10:11:59 | 0:47:36 | 2016-05-18 |
| Services | EngServe | 10:17:28 | 11:16:32 | 0:59:04 | 2016-05-18 |
| General | Faculty Society Agreement w AMS | 11:16:34 | 11:59:52 | 0:43:18 | 2016-05-18 |
| Finance | Finance Corner | 12:01:16 | 12:26:44 | 0:25:28 | 2016-05-18 |
| Exec | Engenda Edit | 12:37:48 | 12:55:33 | 0:17:45 | 2016-05-18 |
| General | Faculty Society Agreement w AMS | 12:56:34 | 13:12:05 | 0:15:32 | 2016-05-18 |
| General | Office Improvement | 13:13:32 | 13:29:14 | 0:15:42 | 2016-05-18 |

| | | | | | |
|----------|---------------------------|----------|----------|---------|------------|
| Services | CHP, CEO and GW Year End | 13:29:59 | 14:48:31 | 1:18:32 | 2016-05-18 |
| General | Faculty Board | 14:48:35 | 15:54:43 | 1:06:09 | 2016-05-18 |
| Exec | Vlog | 15:55:05 | 16:25:19 | 0:30:14 | 2016-05-18 |
| General | Filing Reports | 16:30:52 | 16:31:08 | 0:00:17 | 2016-05-18 |
| Exec | Exec Meeting | 16:31:14 | 16:43:50 | 0:12:37 | 2016-05-18 |
| Exec | Vlog | 16:43:50 | 16:46:21 | 0:02:30 | 2016-05-18 |
| General | Filing Reports | 16:46:21 | 16:47:32 | 0:01:12 | 2016-05-18 |
| General | Emails | 8:06:35 | 8:22:41 | 0:16:05 | 2016-05-19 |
| Services | Socan T3A | 8:22:50 | 8:38:31 | 0:15:41 | 2016-05-19 |
| Exec | Credit Cards | 8:38:43 | 8:41:53 | 0:03:11 | 2016-05-19 |
| General | Finance Office | 8:42:07 | 10:34:02 | 1:51:54 | 2016-05-19 |
| Finance | Finances and Emails | 10:34:10 | 11:11:47 | 0:37:37 | 2016-05-19 |
| General | Shredding old files | 11:12:00 | 12:23:35 | 1:11:35 | 2016-05-19 |
| Services | Capital Fund | 12:23:41 | 12:41:20 | 0:17:39 | 2016-05-19 |
| General | Shredding old files | 12:49:12 | 12:57:03 | 0:07:50 | 2016-05-19 |
| Services | Science Quest Help | 12:57:11 | 13:40:07 | 0:42:56 | 2016-05-19 |
| General | Shredding old files | 13:41:06 | 14:09:34 | 0:28:28 | 2016-05-19 |
| General | Finance Office | 14:09:38 | 15:31:32 | 1:21:54 | 2016-05-19 |
| Services | Clark office | 15:31:40 | 16:32:40 | 1:01:01 | 2016-05-19 |
| Finance | Finance Cabinet - ILC | 16:33:12 | 17:01:20 | 0:28:09 | 2016-05-19 |
| General | Emails | 8:26:23 | 8:55:40 | 0:29:16 | 2016-05-20 |
| Finance | Signing Cheques & Finance | 8:55:46 | 10:07:37 | 1:11:51 | 2016-05-20 |
| General | Mail | 10:17:26 | 10:50:00 | 0:32:33 | 2016-05-20 |
| General | BBQ | 10:50:01 | 14:20:11 | 3:30:10 | 2016-05-20 |
| General | Emails | 8:02:10 | 8:11:21 | 0:09:11 | 2016-05-24 |
| General | Payroll | 8:11:24 | 8:33:02 | 0:21:38 | 2016-05-24 |
| Exec | Exec Meeting | 8:33:06 | 8:47:25 | 0:14:19 | 2016-05-24 |
| Finance | Finance Deposits | 8:47:29 | 9:15:17 | 0:27:47 | 2016-05-24 |
| General | Mail Run | 9:15:52 | 9:31:11 | 0:15:19 | 2016-05-24 |
| Finance | Finance- Society | 9:31:21 | 10:32:35 | 1:01:14 | 2016-05-24 |
| Services | Clark Kegs | 10:32:44 | 10:38:22 | 0:05:38 | 2016-05-24 |
| Services | Clark Office/Pub | 10:53:56 | 11:14:18 | 0:20:21 | 2016-05-24 |
| Finance | Finance- Society | 11:14:20 | 11:54:37 | 0:40:17 | 2016-05-24 |
| Services | SQ 2015 Actuals | 11:54:45 | 12:19:24 | 0:24:40 | 2016-05-24 |
| General | Facsoc Meeting Prep | 12:19:38 | 12:37:57 | 0:18:20 | 2016-05-24 |
| Services | CEO and Clark Finances | 12:38:00 | 13:50:29 | 1:12:28 | 2016-05-24 |
| General | FacSoc Meeting w Dave | 13:50:54 | 14:40:12 | 0:49:19 | 2016-05-24 |
| Finance | Accounting | 14:40:19 | 15:05:24 | 0:25:04 | 2016-05-24 |
| | Storage Facilities | 15:05:28 | 15:43:09 | 0:37:41 | 2016-05-24 |
| Finance | Request For Proposal | 15:43:16 | 16:39:23 | 0:56:06 | 2016-05-24 |

| | | | | | |
|----------|-----------------------------------|----------|----------|---------|------------|
| General | CU Advertising | 16:39:30 | 16:43:43 | 0:04:13 | 2016-05-24 |
| General | Emails, Office Tidy | 8:05:11 | 8:19:22 | 0:14:11 | 2016-05-25 |
| General | CU Advertising | 8:19:25 | 9:28:06 | 1:08:40 | 2016-05-25 |
| Services | Clark Finances | 9:28:21 | 9:43:35 | 0:15:13 | 2016-05-25 |
| General | Payroll | 10:04:05 | 10:23:46 | 0:19:42 | 2016-05-25 |
| Faculty | Operations Committee Meeting | 10:24:15 | 12:24:59 | 2:00:44 | 2016-05-25 |
| Finance | Finances and Emails | 12:25:08 | 12:46:17 | 0:21:09 | 2016-05-25 |
| General | Total Access | 12:46:24 | 13:50:12 | 1:03:47 | 2016-05-25 |
| Finance | Package | 13:50:18 | 14:18:12 | 0:27:54 | 2016-05-25 |
| Exec | Exec Meeting | 14:29:57 | 14:49:21 | 0:19:24 | 2016-05-25 |
| Finance | Request For Proposal | 14:49:36 | 15:27:27 | 0:37:50 | 2016-05-25 |
| Services | SQ Printer/Comp Setup | 15:27:34 | 16:13:25 | 0:45:51 | 2016-05-25 |
| Exec | Podcast | 16:13:31 | 16:32:57 | 0:19:26 | 2016-05-25 |
| General | Emails | 7:59:50 | 8:22:05 | 0:22:15 | 2016-05-26 |
| General | Investments | 8:22:11 | 8:45:41 | 0:23:30 | 2016-05-26 |
| General | Capital Asset Schedule | 8:46:00 | 9:00:00 | 0:14:00 | 2016-05-26 |
| Services | Mail and Clark Fencing | 9:00:00 | 9:47:00 | 0:47:00 | 2016-05-26 |
| General | Capital Asset Schedule | 10:09:16 | 10:25:38 | 0:16:22 | 2016-05-26 |
| Services | Clark Kegs | 10:25:43 | 10:55:32 | 0:29:49 | 2016-05-26 |
| Faculty | Dean Meetings | 10:55:33 | 12:10:32 | 1:14:59 | 2016-05-26 |
| General | pole | 12:10:34 | 12:32:40 | 0:22:06 | 2016-05-26 |
| General | Capital Asset Schedule | 12:32:40 | 12:39:31 | 0:06:50 | 2016-05-26 |
| General | pole | 12:39:31 | 13:50:58 | 1:11:27 | 2016-05-26 |
| General | Capital Asset Schedule | 13:55:30 | 15:36:11 | 1:40:41 | 2016-05-26 |
| Services | TR Finances | 15:36:12 | 16:23:03 | 0:46:51 | 2016-05-26 |
| General | Capital Asset Schedule | 16:23:05 | 17:00:19 | 0:37:15 | 2016-05-26 |
| General | Emails | 8:11:11 | 8:16:36 | 0:05:25 | 2016-05-27 |
| General | Capital Asset Schedule | 8:16:38 | 9:53:39 | 1:37:02 | 2016-05-27 |
| General | Mail Run | 9:53:45 | 10:03:25 | 0:09:40 | 2016-05-27 |
| Finance | Request For Proposal | 10:04:44 | 10:50:38 | 0:45:54 | 2016-05-27 |
| General | BBQ | 10:50:44 | 14:27:44 | 3:37:01 | 2016-05-27 |
| General | Emails | 14:28:01 | 14:53:24 | 0:25:23 | 2016-05-27 |
| Services | Ritual | 14:58:47 | 19:49:59 | 4:51:12 | 2016-05-27 |
| General | Emails | 8:11:53 | 8:40:55 | 0:29:03 | 2016-05-30 |
| Services | Capital Fund | 8:41:00 | 9:11:00 | 0:30:00 | 2016-05-30 |
| Exec | Exec Meeting | 9:11:00 | 9:42:00 | 0:31:00 | 2016-05-30 |
| Services | Capital Fund | 9:42:45 | 10:05:48 | 0:23:04 | 2016-05-30 |
| Exec | Exec Meeting | 10:05:48 | 10:26:35 | 0:20:46 | 2016-05-30 |
| | Storage, Police Checks, Pole Site | 10:26:41 | 10:49:31 | 0:22:49 | 2016-05-30 |
| Exec | Credit Cards | 10:49:34 | 11:26:41 | 0:37:07 | 2016-05-30 |

| | | | | | |
|----------|-----------------------------------|----------|----------|---------|------------|
| | Storage, Police Checks, Pole Site | 11:26:41 | 13:23:09 | 1:56:29 | 2016-05-30 |
| Exec | Credit Cards | 13:42:51 | 14:22:30 | 0:39:39 | 2016-05-30 |
| Services | Science Quest Help | 14:22:35 | 14:39:22 | 0:16:47 | 2016-05-30 |
| Exec | Credit Cards | 14:39:00 | 14:55:00 | 0:16:00 | 2016-05-30 |
| Faculty | Faculty Board | 15:00:00 | 15:25:00 | 0:25:00 | 2016-05-30 |
| Finance | Signing Cheques & Finance | 15:26:21 | 15:56:18 | 0:29:56 | 2016-05-30 |
| Finance | Request For Proposal | 15:56:21 | 16:33:53 | 0:37:32 | 2016-05-30 |
| Exec | Credit Cards | 16:34:02 | 17:15:40 | 0:41:39 | 2016-05-30 |
| General | Emails | 7:56:22 | 8:18:17 | 0:21:56 | 2016-05-31 |
| Exec | Credit Cards | 8:18:17 | 8:43:39 | 0:25:21 | 2016-05-31 |
| Services | Swaggy Photo Skillz | 8:43:49 | 8:48:13 | 0:04:23 | 2016-05-31 |
| Exec | Credit Cards | 8:48:13 | 8:56:38 | 0:08:25 | 2016-05-31 |
| General | Mail Run | 9:17:33 | 9:43:41 | 0:26:09 | 2016-05-31 |
| Finance | Finances | 9:43:47 | 10:10:50 | 0:27:04 | 2016-05-31 |
| Services | Science Quest Staff Chats | 10:10:59 | 11:18:24 | 1:07:26 | 2016-05-31 |
| Services | Misc. | 11:23:14 | 11:58:36 | 0:35:22 | 2016-05-31 |
| Finance | Request For Quotation | 11:58:41 | 13:28:28 | 1:29:47 | 2016-05-31 |
| General | Tax Review | 13:28:46 | 14:07:45 | 0:39:00 | 2016-05-31 |
| General | Clark Hall | 14:07:55 | 15:24:55 | 1:17:00 | 2016-05-31 |
| Exec | faculty videos | 15:25:02 | 16:00:48 | 0:35:45 | 2016-05-31 |
| Finance | Bookeeping | 16:00:52 | 16:18:41 | 0:17:49 | 2016-05-31 |