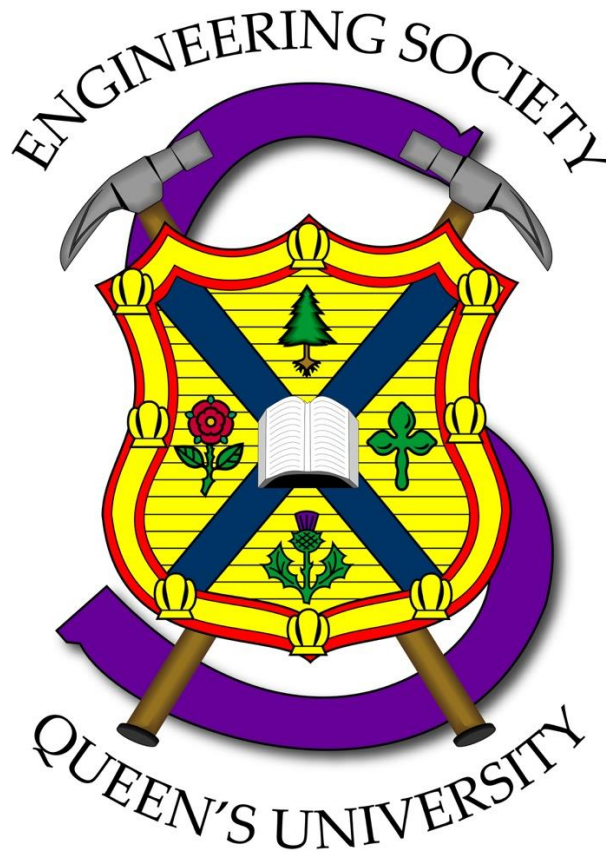




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# VPSA June Report



Prepared by:

Evan Dressel

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## 1.0 Introduction

This document outlines all of the work I have done in the past month! Included at the end is the toggl report, the report is mostly accurate compared to last month. All of the times are pretty accurate, but sometimes tasks following each other are longer, since sometimes you forget to switch from BBQ to bartending for example.

## 2.0 Hiring Policy

I spend around 4-5 days so far on Hiring policy not including the weekend where the Director of Internal Affairs(Lianne) and I went over the first round of edits to the policy, and started to form a more cohesive document.

The first day was spent reviewing our current policy, and other hiring policies across the university like the AMS. I then went through these policies and highlighted useful sections that could be applied to our organization vs sections that are not something we want to implement within our organization. I also went through the current policies and eliminated any redundant sections and moved some sections to places that made more logical sense. After the overall review was finished I began to start transferring all of the relevant sections over to the new version of the hiring policy. Once the policy had been transferred, Lianne and I worked through the new version to understand what the process would fully look like, and ensured that most contingency plans were in place before we started the second round of edits. We are now working on completing the second round of the policy and then will re-edit.

## 3.0 General Meetings

Lots of meetings happened in the month of June, Tyler and I went to the awards committee and we went over student awards with the faculty to ensure that the proper students received the awards! We had a large meeting about the lounge space and goals for the society's future, and this led us to re-arrange the lounge, which I will discuss further in the spaces section.

Most notable, the Design Team Task Force met to discuss the how space within our engineering buildings is to be evaluated. The task force decided upon 6 pillars which will be finalized with the new dean's donation/space allocation request form we will be introducing in the fall for teams to apply to keep/to gain space, and we believe this is the fairest way for teams to have equitable space allocated to teams that need it most. There will be a committee established with 50/50 representation of students to faculty on the Space allocation committee who will be a part of reading applications and discussing merit based on the pillars the task force decided upon.

Taylor and I had a meeting with the First Year curriculum committee, and this committee is made up of mostly faculty members developing the new set of First Year courses, with Taylor and I on the committee to represent the student voice. Most of the proposals look like great improvements to the curriculum and I look forward to seeing these fully implemented in 2-3 years. I was recently asked to join the committee to develop 100 module 1, and I am excited to work on that committee and help make the large changes to the curriculum to make it more relevant to students and the industry.

We also had a SOAR prep meeting for July when the incoming students come to visit campus and sometimes experience Queen's for the first time! We also had a generic meeting about homecoming resources, and who to contact for that, the biggest update being the cancellation/inability of the parade and field rush during halftime, and the Alumni parade will now happen from Grant Hall over to West Campus to the Homecoming game.

## 4.0 Clark/BBQ

We worked Clark as bar staff, and closed Clark for the summer, we also gave Clark a thorough cleaning so it would remain for the summer until the managers get back in town! For the last BBQ, we were able to sell out of all of the food we had to sell, so there was no waste from the BBQ!

## 5.0 Policy

At the beginning of the month I was continuing the review of the whole By-Law/policy we have in place, and I finished that up, in addition to handing our yearbooks partway through reviewing By-Law.

## 6.0 Year Planning

I spent some time this month working through the plans I had set out to complete when I ran for office, and I laid them out in my strategic planning document. There was also some time spent researching quotes for my budget/preliminary plans for the training conference, so I was able to submit my budget to the Director of Finance with all of the Directors.

## 7.0 Faculty

In June, we went on a trip with the Faculty to Toronto to thank the alumni who donated to the campaign on excellence, and we met a bunch of super cool alumni who were very interested in what we were doing for engineering now at Queens.

## 8.0 Directors

I spend time reviewing my directors strategic plans, and checking out their budgets. I am very excited for what the directors have in store for the coming year, they have awesome plans that should pan out nicely.

I also learned how to use the ILC TV digital signage software, so the TV will no longer be left un-updated.

## 10.0 Engenda

I was able to review and send out the Engenda last month, as well as sign approval documents for Friesians pay! Sadly with the Friesians update, we received notice from Professor Newstead who will be moving 1<sup>st</sup> Year Chem Notes to the PC&C instead of

the EngSoc Lounge, so we have lost that contract with Friesians, and will have to increase our payment by \$500 total.

## 11.0 Spaces

We re-arranged the lounge, by removing the filing cabinets and the large metal counter, and put one in Jays office, and the other in Clark, The one of the 4 couches in a U around the TV has been moved into the corner by Jays Office and the Fooseball table, and a long L shape has been left by the TV. We also switched the fridge and microwave, so people see the microwave more readily.

We also moved all of the furniture twice so the floor could get buffed and now look marvelous!

## 12.0 Website

I did some research into getting quotes for a website re-design in case our Director of IT(Robert) is unable to build the site by the end of the year. As well as some updating of information and organization of tabs.

## 13.0 Services

I read through Advisory Board proposals and went to Advisory Board which had 3 presentations of services, and the services look like they are going to do a great job this year!

## 14.0 Pole

The pole was welded and fixed! Then, after work we gathered a team, and mostly cleaned the pole, then shipped it off to storage!

## 15.0 Clubs/Teams

We took some time out of the day to go visit MAST at their competition and watched them sail, it was a great experience and they came in 2<sup>nd</sup>! We also had QSET come back from the desert in Utah, having come 1<sup>st</sup> in Canada, 2<sup>nd</sup> in North America, and 6<sup>th</sup> in the world for the rover competition!

I am also excited that lots of the teams/clubs are getting funding from QYEA: Queen's Young Alumni Association, they are an amazing group, and we are going to interact with them in July at their summer mixer!

## 16.0 Conclusion

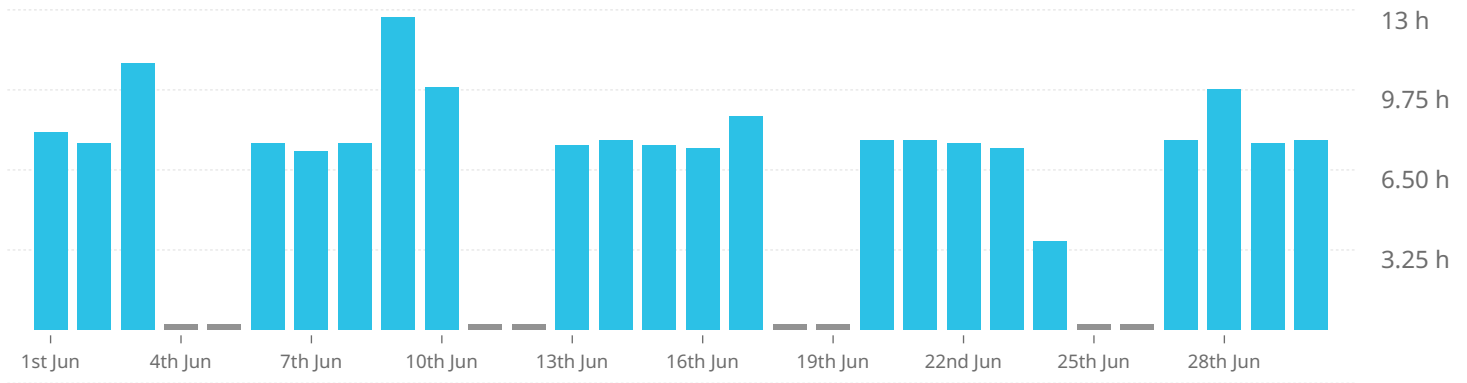
If you see anything you have questions about, or want to know much more in depth, fire me a message at [VPSA@engsoc.queensu.ca](mailto:VPSA@engsoc.queensu.ca), or message me if you want me to work on a project over the summer that wasn't described in the summer plan, and I can try to get it done if I have free time.

# Summary report

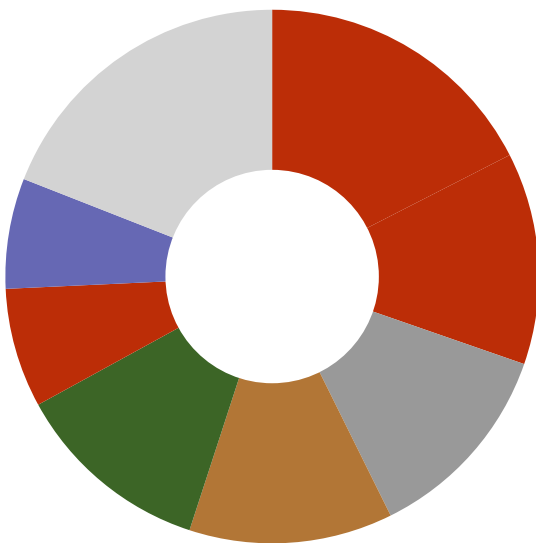


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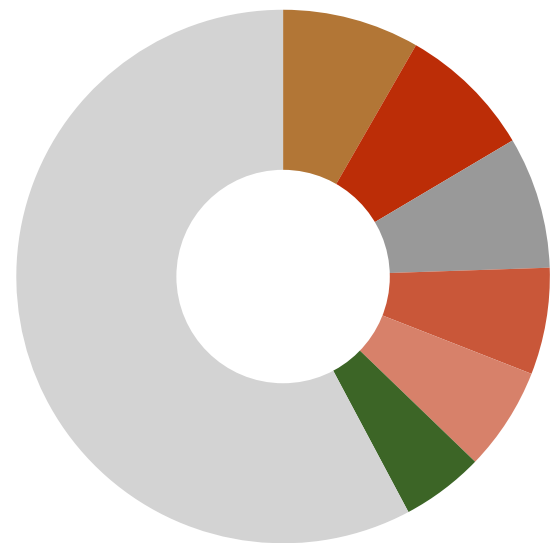
Total 175 h 24 min



## Projects



## Time entries



- Hiring Policy 30:39:18
- Meeting 22:31:51
- Clark 21:40:10
- Policy 21:38:56
- Year Planning 21:03:54
- Faculty 12:42:05
- Directors 11:44:03
- Other 33:24:41

- Policy Manual 14:33:26
- Writing Hiring Policy 14:21:14
- Bartending 14:01:00
- Reviewing 11:20:50
- Faculty Trip 11:00:00
- My Strat Plan 8:46:30
- Other 101:21:58



Projects / Time entries	Duration
<b>Hiring Policy</b>	<b>30:39:18</b>
Writing Hiring Policy	14:21:14
Joint Hiring	7:13:40
Reviewing	6:40:54
Reviewing/Pole	2:23:30
<b>Meeting</b>	<b>22:31:51</b>
Awards Committee	3:40:00
Lounge Re-arrange/Society Future Planning	2:48:05
Design Team Task Force	2:15:00
exec	1:59:00
FYCRC	1:55:00
67 Union Consultation	1:40:00
Meeting	1:22:29
Homecoming	1:22:00
SOAR Prep	1:14:32
Exec-Jay	0:56:01
Exec+Jay Finance/Pole logistics meeting	0:47:30
OPSE	0:45:12
Dean	0:44:00
Exec/Pole Plans	0:43:52
Friesans	0:19:10
<b>Clark</b>	<b>21:40:10</b>
Bartending	14:01:00
Cleaning	6:18:00
Clark TV-	1:06:59
Clark TV	0:14:11
<b>Policy</b>	<b>21:38:56</b>
Policy Manual	14:33:26
Bi-Law (Convocation Yearbooks for 30 in the middle)	3:29:05
Bi-Law(w/h convocation and blog)	3:00:39
Bi-Law	0:35:46
<b>Year Planning</b>	<b>21:03:54</b>
My Strat Plan	8:46:30
Strat Plan/Budget	4:43:54
Budget/Strat Plan	3:44:30
Budget	3:13:00
FYPCO Application	0:36:00
<b>Faculty</b>	<b>12:42:05</b>
Faculty Trip	11:00:00

Bike Tour	1:20:43
Registrar	0:21:22
<b>Directors</b>	<b>11:44:03</b>
Reviewing Strat Plans	3:35:21
reviewing strat plans	3:01:09
Budget Review	2:09:33
Event Speakers	1:38:00
Learning ILC TV and Strat Plans	1:20:00
<b>BBQ</b>	<b>8:40:15</b>
BBQ	5:22:00
BBQ/Clark	3:18:15
<b>Engenda</b>	<b>7:43:55</b>
Reviewing	4:39:56
Engenda Bookmark	1:19:00
Engenda Edits	1:10:00
Friesans/Design Teams document signing	0:16:08
engenda Sendoff	0:11:00
Fixing	0:07:51
<b>Spaces</b>	<b>4:46:47</b>
Moving things	2:10:01
Cleaning	1:31:29
Cleaning/Lanolin Shipment	0:51:17
lounge re-arrange for cleaning	0:14:00
<b>Website</b>	<b>3:07:50</b>
Quote Requests/VLOG	1:30:47
Quote Requests	0:45:36
Quote Review	0:29:35
Re-Organizing	0:21:52
-	<b>2:46:31</b>
MISC Upkeep of teams/clubs	1:30:00
Ab Proposals	1:00:17
Information Security	0:16:14
<b>Services</b>	<b>2:30:00</b>
Advisory Board	2:30:00
<b>Pole</b>	<b>1:56:34</b>
Welding	1:56:34
<b>Clubs</b>	<b>0:59:16</b>
MAST	0:52:58
Bridge Building Forms	0:03:55

WISE Forms	0:02:23
<b>Accountability</b>	<b>0:46:01</b>
VLOG	0:46:01
<b>Finances</b>	<b>0:07:32</b>
BMO card	0:07:32