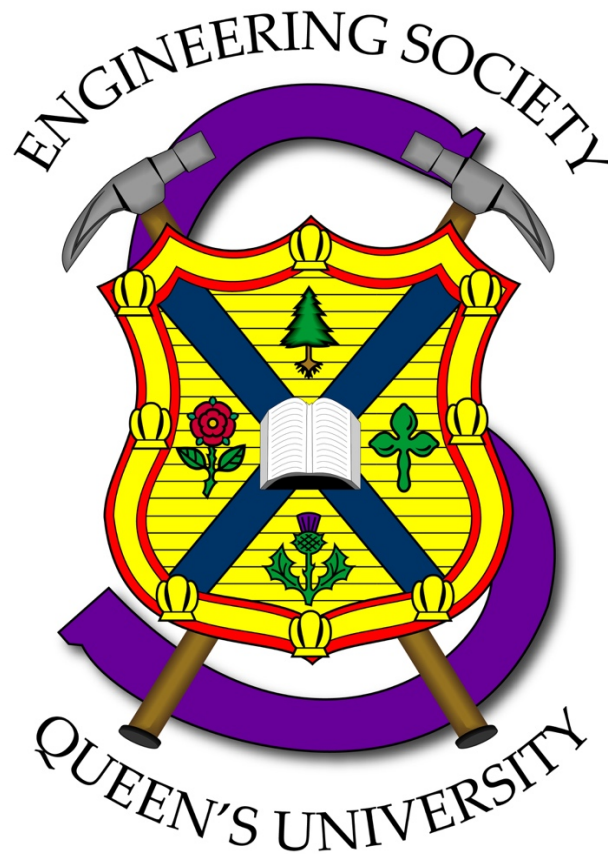




THE ENGINEERING SOCIETY  
OF QUEEN'S UNIVERSITY

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

# VPSA May Report



Prepared by:

Evan Dressel

# Table of Contents

<b>Table of Contents .....</b>	<b>II</b>
<b>1.0 Introduction .....</b>	<b>1</b>
<b>2.0 Engenda .....</b>	<b>1</b>
<b>3.0 Clark TV .....</b>	<b>1</b>
<b>4.0 Events .....</b>	<b>1</b>
<b>5.0 Pole .....</b>	<b>2</b>
<b>6.0 Calendar .....</b>	<b>2</b>
<b>7.0 Policy .....</b>	<b>2</b>
<b>8.0 General Meetings.....</b>	<b>3</b>
<b>9.0 Conclusion .....</b>	<b>3</b>

## 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, but sometimes the app didn't work, or I forgot to start it, but it is a very good idea of the work I have been doing.

## 2.0 Engenda

Initially the Engenda was supposed to take 3 days to complete, but the task took around 5 days. This was because of a faulty font change when I converted the file, and I had to go back and re-format everything, I am glad to say that the Engenda only has 1 more Bio, to add, (Copy-paste) otherwise it is complete. The Engenda will be officially sent out on June 15<sup>th</sup>.

Friesians is lovely, they are the printer we use for everything, and has all of the quotes in, all the nice frozen rate, and we should have everything in time for next year.

## 3.0 Clark TV

The morning this will be released, the TV should be up as per the PPS phone call I received from the carpenter. This is awesome, because now we can advertise in Clark, and if we potentially spend some more money, get live line lengths/wait time updates to people in line for the pub! Update: Adam Walker has been contacted at the faculty to help get the software for the TV, so live updates may be possible, or music in the hall could also be a potential.

## 4.0 Events

I have been doing extensive research on the new Event PA system, to ensure that the new system is not stolen, and that it meets our needs. I have also been working on a How to event guide which is in a rough draft, and being added to the guide covers everything from starting the planning phase, to booking venues, and getting supplies to

run the event, as well as all of the appropriate paperwork involved in the event planning process. In doing this, I also found and improved upon an old how to start a student initiative guide, so that is in the works. The guide will outline the initiatives we already provide within the society, and how to get your initiative off the ground and ratified at council.

## 5.0 Pole

I have been helping with the transport and carrying of the Slippery Pete when needed, and having meetings to deal with BFC and working to get it back.

## 6.0 Calendar

[Engsoc.queensu.ca/calendar](http://Engsoc.queensu.ca/calendar)

Is finally live. The Calendar is fully subscribe-able, and will be edited to have it perfect for the people using it. The calendar has ticket capabilities, and descriptions will be added to all of the events. I compiled all of the times that I want to use for next year and put shell events for hiring in the calendar.

This went quicker than I thought, because after consultation with ITS, I was able to find a lovely plugin that did not require the Outlook calendar to be on its own site. Now I am able to create events as timelines, and upload to the website.

## 7.0 Policy

I have just begun reviewing Constitution and By-Law, and I am making notes on things that need to be changes to either match what we do, or just fix things that are vague, so we can have clear guidance on how we do things.

Constitution has some inconsistencies, so they will have to be flushed out, and I will be working with Lianne over the summer to prepare all of the changes for the year.

I will be working on By-Law over the next week, and then policy, making notes and working with Internal Affairs to ensure it is fixed. We will have a rollout plan in the fall for all of the changes.

## 8.0 General Meetings

Working on faculty meetings like the Operations Committee, and the First Year Curriculum Review Committee. This has been great, because we see good progress happening after lots of discussion, the ideas of these committees are finally coming to life.

A task force is being founded to set the grounds for a committee to review Design Teams and the space we can provide them. This way, all of the teams that need space can have what they need allocated appropriately.

Regular Exec meetings to discuss important topics, and plan out the week for things like police checks, transportation, BBQ and Clark prep, and just general updates.

Meetings with my Directors to get updates on their portfolio work, and plans, next month will be more comprehensive because summer plans will have been created as well as budgets.

## 9.0 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.

# Detailed report



2016-05-03 - 2016-05-31

Total 73 h 07 min

Date	Description	Duration	User
05-19	<b>Moving Boxes for finance office</b>  (no project) - [mobile]	<b>0:41:59</b>	Vpsa
05-19	<b>Relocating passwords</b>  Password Security - [mobile]	<b>0:10:39</b> 13:25-13:36	Vpsa
05-19	<b>Reviewing Edits</b>  Engenda - [mobile]	<b>2:30:51</b> 13:36-16:07	Vpsa
05-19	<b>Editing</b>  Engenda - [mobile]	<b>0:56:40</b> 16:41-17:38	Vpsa
05-19	<b>Pole talks</b>  Pole - [mobile]	<b>0:46:21</b> 17:38-18:24	Vpsa
05-19	<b>FY Curriculum</b>  (no project) - [mobile]	<b>0:52:18</b> 18:24-19:16	Vpsa
05-19	<b>Editing</b>  Engenda - [mobile]	<b>0:33:17</b> 19:16-19:50	Vpsa
05-19	<b>Website Research</b>  Calender - [mobile]	<b>0:57:06</b> 19:50-20:47	Vpsa
05-20	<b>Installing and how to use aTimely</b>  Calender - [mobile]	<b>0:53:58</b> 13:54-14:48	Vpsa
05-20	<b>Setup and cooking</b>  BBQ - [mobile]	<b>3:11:16</b> 14:48-18:00	Vpsa
05-20	<b>Managing</b>  Clarkq - [mobile]	<b>4:04:27</b> 19:56-00:01	Vpsa
05-24	<b>Compiling and Developing</b>  Calender - [mobile]	<b>2:59:29</b> 13:15-16:15	Vpsa
05-24	<b>Adding dates</b>  Calender - [mobile]	<b>1:30:00</b> 17:25-18:55	Vpsa
05-24	<b>Clark TV</b>  Clark - [mobile]	<b>0:06:02</b> 18:15-18:21	Vpsa
05-24	<b>(no description)</b>  Calender - [mobile]	<b>2:49:18</b> 18:22-21:11	Vpsa
05-25	<b>Bios/review</b>  Engenda - [mobile]	<b>1:39:29</b> 12:30-14:09	Vpsa
05-25	<b>Writing the Guide</b>  Event Planning Guide - [mobile]	<b>1:17:54</b> 14:09-15:27	Vpsa
05-25	<b>(no description)</b>  Hiring Policy - [mobile]	<b>0:24:00</b> 15:46-16:10	Vpsa

<b>05-25</b>	<b>Keg Pickup</b> Clark - [mobile]	<b>0:09:36</b> 15:55-16:05	Vpsa
<b>05-25</b>	<b>Writing the guide</b> Event Planning Guide - [mobile]	<b>3:38:22</b> 16:40-20:19	Vpsa
<b>05-25</b>	<b>Vlog</b> (no project) - [mobile]	<b>0:09:36</b> 20:19-20:28	Vpsa
<b>05-26</b>	<b>(no description)</b> Student initiative Guide - [mobile]	<b>1:52:42</b> 12:34-14:26	Vpsa
<b>05-26</b>	<b>Keg Pickup</b> Clark - [mobile]	<b>0:07:54</b> 14:26-14:34	Vpsa
<b>05-26</b>	<b>(no description)</b> Student initiative Guide - [mobile]	<b>0:20:35</b> 14:34-14:55	Vpsa
<b>05-26</b>	<b>Dean</b> Meeting - [mobile]	<b>1:10:59</b> 14:55-16:06	Vpsa
<b>05-26</b>	<b>(no description)</b> Student initiative Guide - [mobile]	<b>0:20:35</b> 16:33-16:54	Vpsa
<b>05-26</b>	<b>Transporting</b> Pole - [mobile]	<b>1:18:38</b> 16:54-18:12	Vpsa
<b>05-26</b>	<b>(no description)</b> BBQ - [mobile]	<b>1:10:11</b> 18:13-19:23	Vpsa
<b>05-26</b>	<b>(no description)</b> Event Planning Guide - [mobile]	<b>1:21:55</b> 19:23-20:45	Vpsa
<b>05-27</b>	<b>(no description)</b> BBQ - [mobile]	<b>3:59:24</b> 14:11-18:11	Vpsa
<b>05-30</b>	<b>(no description)</b> Hiring Policy - [mobile]	<b>2:44:26</b> 12:45-15:29	Vpsa
<b>05-30</b>	<b>Checking the pole site</b> Pole - [mobile]	<b>22:42:07</b> 15:29-14:11	Vpsa
<b>05-31</b>	<b>Bi-Law</b> Policy	<b>2:06:46</b> 14:13-16:19	Vpsa
<b>05-31</b>	<b>Bi-Law</b> Policy	<b>0:13:22</b> 16:48-17:02	Vpsa
<b>05-31</b>	<b>Bi-Law</b> Policy	<b>0:00:10</b> 17:15-17:15	Vpsa
<b>05-31</b>	<b>Bi-Law</b> Policy	<b>3:15:23</b> 17:15-20:31	Vpsa