

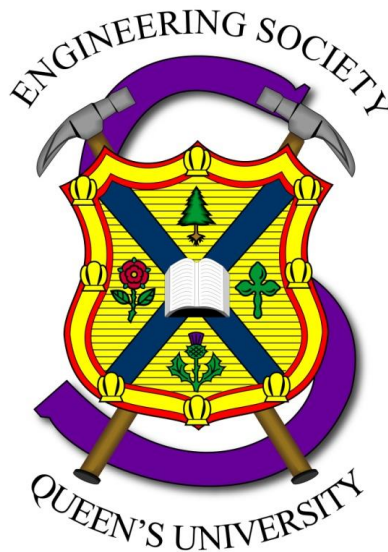


THE ENGINEERING SOCIETY
OF QUEEN'S UNIVERSITY

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Summer Update - July 2016



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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 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 July working on. Figure 1 outlines the breakdown of my time based on six different categories. In July I accurately tracked my time and the minute by minute breakdown is provided in Appendix B. You will notice that for July I spent about a third of my time on finances. This was because a large amount of work was done transition to a new bookkeeper, including the selection process.

Projects

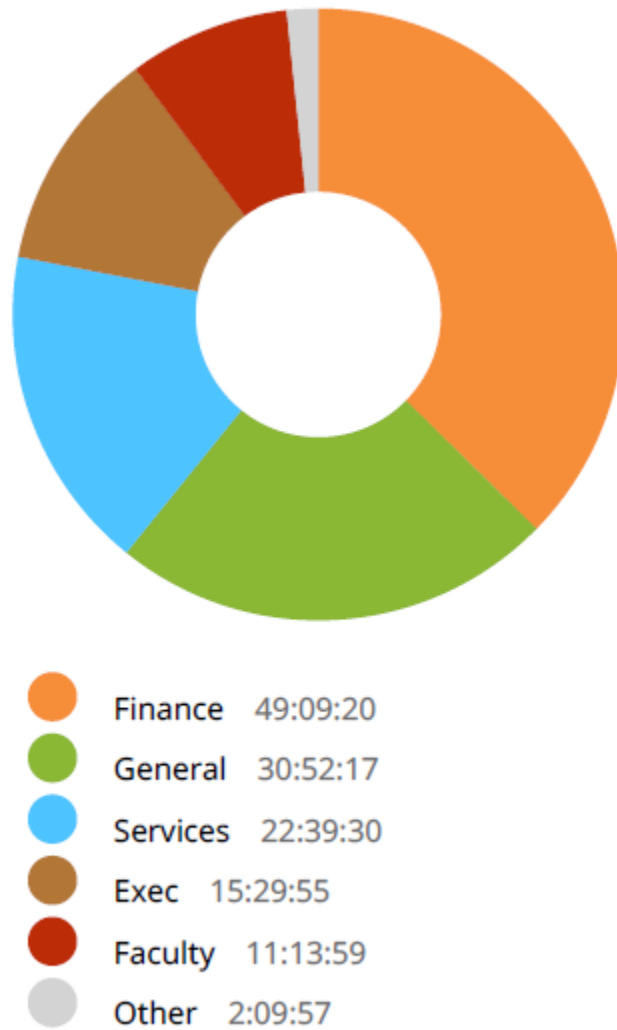


Figure 1: Approximate Time Breakdown

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, getting mail, paying invoices, responding to emails and keeping the finances up to date for all of the services and the Society.

4.0 Spaces

Clark Hall

Painting is now underway at Clark! In addition to new colours, the paint will be switch from oil based to latex based. Meaning it should last longer. Alongside painting will come the re-arranging of bulletin boards. This project will be completed for the beginning of September.

In terms of windows and doors, this is certainly a much longer term project than I had originally anticipated. The process is now underway and essentially out of my hands. Being construction there is a bidding process for companies to submit proposals to the University. I will keep you updated on this process and when plans to continue with the construction are.

5.0 Faculty Work

Summer Video Series

Make sure to check out our bike video!

<https://www.facebook.com/QueensEngineer/videos/1130077727053376/>

67 Union Street

On July 20th Taylor, Evan and I visited Steelcase with the Faculty. Here we provided insight and consulted on potential furniture choices and classroom arrangements for the new active learning spaces in the 67 Union Street Renovation.

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 Selection and Transition

My major project this month was bookkeeper selection and transition. Our bookkeeper is the backbone of our financial system and needs to be dependent throughout our own internal transition process. The selection process began with reviewing proposals presented to use from interested firms. Myself, our General Manager Jay Young, Evan, Taylor and Connor all reviewed these proposals and scored them on a weighted evaluation matrix including factors such as price and ability to work with students.

Jay and I then proceeded to sit and meet face to face with these firms to help determine compatibility. Upon the conclusion of the selection process, we are very happy to announce that we will be proceeding with CCS Bookkeeping here in Kingston!

Online Payments

This past month I have been working with Evan and Robert to integrate online payment systems into our website. Currently Stripe Payments is operational and is Payment Card Industry (PCI) compliant however Robert and I will be upgrading to Chase Payment Tech given their lower charges. Now that Evan and I have developed the framework and structure, switching payment services will be straightforward. Connor and I will be discussing how online payments can be use by clubs and teams throughout the year!

Investments

After discussion at Advisory Board, during the month of August I will be drafting new policy for our investment structure that aligns with more traditional investment portfolios. Expect this at council in the fall!

Operating Procedures

As with the new bookkeeper now in play. I have begun re-evaluating our financial procedures and plan to adapt them to make our system more efficient, clean and effective.

7.0 Services

Advisory Board

In July we had our second summer Advisory Board meeting where we saw presentations from the corporate initiatives and services. Additionally we heard presentations of four Capital Fund purchase presentations!

Capital Fund

Clark Hall Pub, Golden Words and the Tea Room all made pitches for the Capital Fund that went very well and collaborated with both the Capital Planning Committee and Advisory Board. I am excited to say you may see some exciting changes coming to these services!

Science Quest

Science Quest is now well through the summer and when needed I will step in and help out such as registration on Mondays or if they need an extra set of hands to move snacks and lunch food!

QPOP

I have been attending weekly meetings with the Alma Mater Society with regards to the QPOP live music festival. I have been representing both Clark Hall Pub and the Tea Room. The lineup is looking very exciting for this year!

Frosh Week

As we get closer to the beginning of September I have been working more and more on helping Orientation Week prepare. This includes reviewing bussing contracts and monitoring the financial side of the registration process.

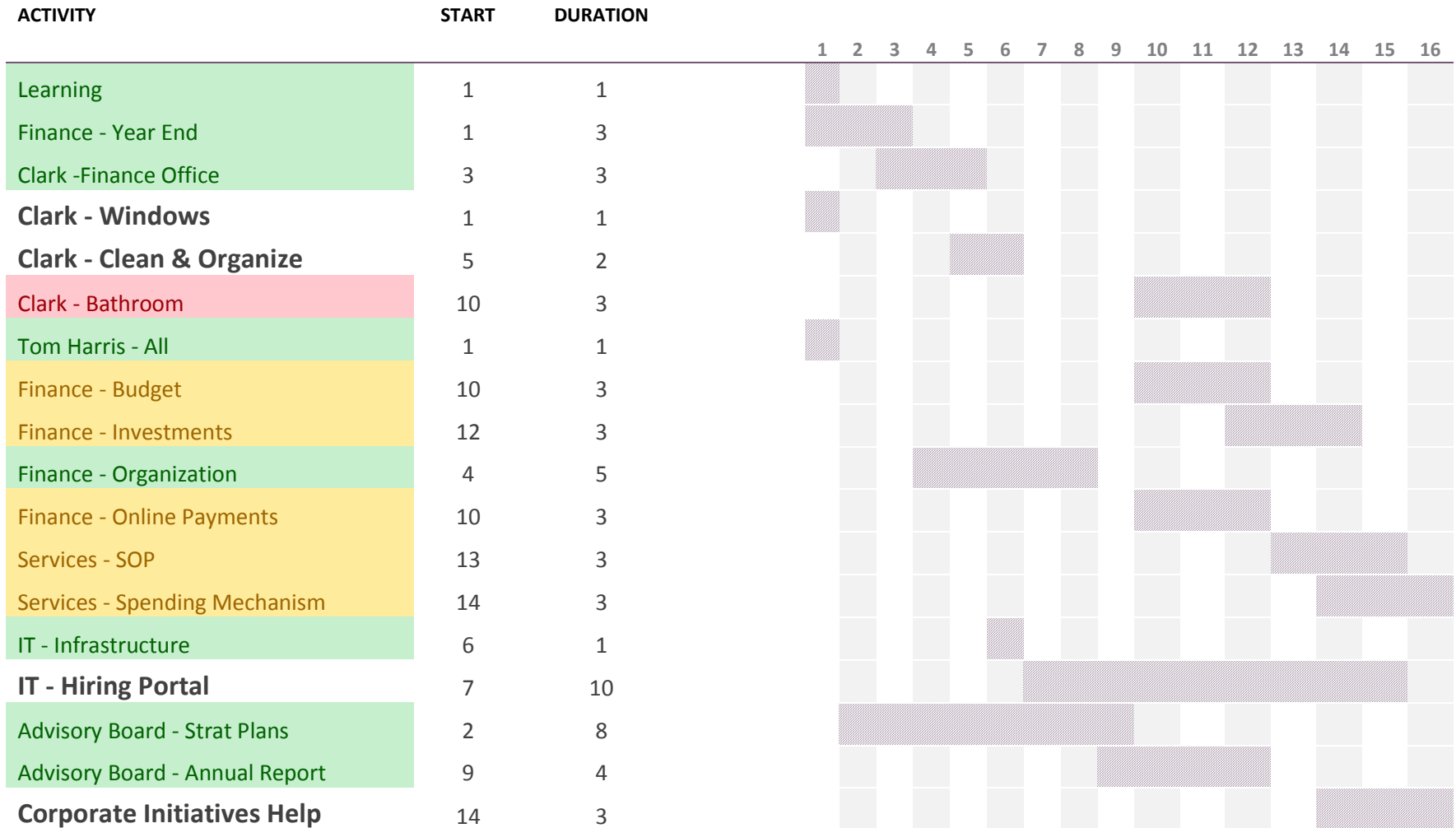
8.0 Conclusion

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



Appendix B – Time Logs

Project	Description	Date	Start time	End time	Duration
General	Emails	04/07/2016	7:32:15	7:48:08	0:15:53
General	Emails	04/07/2016	9:20:39	9:27:04	0:06:24
General	Emails	04/07/2016	9:48:01	10:03:32	0:15:32
General	Payroll	04/07/2016	10:03:35	10:30:35	0:27:00
Exec	Exec Meeting	04/07/2016	10:30:38	11:26:38	0:55:59
Finance	Finances	04/07/2016	11:28:47	12:23:54	0:55:07
Finance	Finances	04/07/2016	13:06:04	14:24:24	1:18:20
General	Shredding	04/07/2016	14:24:55	14:46:37	0:21:42
Services	Statistics Canada	04/07/2016	14:47:03	15:21:08	0:34:05
Finance	Finances	04/07/2016	15:32:08	16:07:08	0:35:00
Services	QPOP Meeting	04/07/2016	16:48:00	18:05:00	1:17:00
General	Emails	05/07/2016	8:07:04	8:30:35	0:23:31
General	June Report	05/07/2016	8:30:38	9:10:30	0:39:52
Exec	Exec Meeting	05/07/2016	9:12:06	9:58:39	0:46:34
General	Mail Run	05/07/2016	9:59:11	11:25:33	1:26:22
Finance	Finances	05/07/2016	11:25:35	12:06:33	0:40:58
General	ESARK	05/07/2016	12:06:39	12:48:41	0:42:02
General	Services Strat Plan	05/07/2016	13:15:31	14:01:55	0:46:24
Finance	Chase Payment Tech	05/07/2016	14:02:08	14:11:28	0:09:19
General	June Report	05/07/2016	14:11:28	16:04:38	1:53:11
Finance	Package	05/07/2016	16:04:45	16:26:22	0:21:38
General	Emails	06/07/2016	8:06:46	8:28:46	0:21:59
Finance	Finances	06/07/2016	8:28:51	8:38:27	0:09:36
Services	Advisory Board	06/07/2016	8:38:33	9:20:24	0:41:52
Finance	Finances	06/07/2016	9:20:24	9:51:16	0:30:51
General	Mail Run	06/07/2016	9:52:07	9:59:53	0:07:46
General	Meeting with Jay	06/07/2016	10:00:00	10:40:00	0:40:00
Finance	Finances	06/07/2016	10:40:46	13:00:19	2:19:33
Finance	Bookkeeper Evaluation	06/07/2016	13:05:13	15:08:12	2:03:00
Services	SQ Help	06/07/2016	15:36:16	15:58:15	0:22:00
Exec	Vlog	06/07/2016	15:58:19	16:35:43	0:37:24
General	Printing	06/07/2016	17:06:07	17:34:39	0:28:33
Services	Finance Committee Meeting	06/07/2016	17:34:49	18:13:05	0:38:15
General	Emails	07/07/2016	8:12:22	8:32:08	0:19:47
Finance	Deposit Tracker	07/07/2016	8:32:15	9:33:38	1:01:24
General	Mail Run	07/07/2016	9:44:36	9:52:47	0:08:12
Finance	Bookkeeper Evaluation	07/07/2016	9:57:04	11:09:44	1:12:40

Services	Deposit Trackers	07/07/2016	11:18:35	14:17:11	2:58:35
Finance	Bookkeeper Meetings	07/07/2016	14:17:20	14:31:31	0:14:12
Exec	Strat Plan	07/07/2016	14:45:04	15:53:53	1:08:49
Services	Clark Codes	07/07/2016	15:53:56	16:05:46	0:11:51
General	Emails	08/07/2016	8:00:48	9:14:54	1:14:06
Finance	Online Payments	08/07/2016	9:14:58	10:00:35	0:45:36
General	Mail Run	08/07/2016	10:00:37	10:09:43	0:09:06
General	Scheduling	08/07/2016	10:11:56	10:21:12	0:09:17
Services	PPS with TR	08/07/2016	10:21:18	10:46:51	0:25:33
Services	SQ Help	08/07/2016	10:55:17	11:09:06	0:13:49
Exec	Strat Plan	08/07/2016	11:09:13	13:13:03	2:03:51
IT	Migrate to 1 password	08/07/2016	13:37:46	13:56:06	0:18:21
Services	SQ Registration	11/07/2016	8:00:00	9:18:00	1:18:00
Exec	Exec Meeting	11/07/2016	9:18:31	10:05:47	0:47:16
General	Emails	11/07/2016	10:05:51	10:31:26	0:25:36
Exec	Exec Meeting	11/07/2016	10:31:34	10:39:23	0:07:50
General	Mail Run	11/07/2016	10:54:51	11:04:20	0:09:29
General	Emails	11/07/2016	11:04:28	11:29:32	0:25:04
Finance	Online Payments	11/07/2016	11:30:15	13:22:31	1:52:16
Finance	Bookkeeper Questions	11/07/2016	13:30:39	13:55:14	0:24:35
Exec	Strat Plan	11/07/2016	13:55:18	15:06:51	1:11:33
Services	Service Finances	11/07/2016	15:06:56	15:41:18	0:34:21
IT	Migrate to 1 password	11/07/2016	15:41:30	16:06:57	0:25:26
Services	QPOP Meeting	11/07/2016	17:00:10	17:44:22	0:44:12
General	Emails	12/07/2016	8:14:51	8:49:26	0:34:34
General	Mail Run	12/07/2016	9:03:02	9:23:49	0:20:47
Finance	Bookkeeper Meetings	12/07/2016	9:35:41	11:35:03	1:59:21
Services	Advisory Board	12/07/2016	11:35:08	12:00:49	0:25:41
Exec	Exec Meeting	12/07/2016	12:10:39	12:37:23	0:26:45
IT	Migrate to 1 password	12/07/2016	12:37:27	13:25:16	0:47:49
Finance	Bookkeeper Meetings	12/07/2016	13:25:24	16:19:19	2:53:54
Services	Advisory Board	12/07/2016	18:05:14	21:51:28	3:46:13
General	Emails	13/07/2016	8:21:53	8:54:38	0:32:44
IT	Migrate to 1 password	13/07/2016	8:54:42	9:33:03	0:38:21
General	Mail Run, Prospective Student	13/07/2016	9:33:00	10:00:00	0:27:00
Services	Clark Hall Pub - Cogeco	13/07/2016	10:00:00	11:17:00	1:17:00
Faculty	Mech323 Car	13/07/2016	11:17:59	11:20:06	0:02:07
Exec	Exec Meeting	13/07/2016	11:28:03	11:52:31	0:24:28
General	Bussing Contracts	13/07/2016	11:59:46	12:37:19	0:37:33
General	Grant hall Panel	13/07/2016	12:37:29	13:23:27	0:45:59
Finance	Finances	13/07/2016	13:23:31	13:53:00	0:29:29
General	Emails,Finances	13/07/2016	13:54:49	15:11:07	1:16:18

Finance	QFS	13/07/2016	15:31:07	16:22:42	0:51:35
General	Emails	14/07/2016	9:01:18	9:10:45	0:09:28
Services	SQ Meeting	14/07/2016	9:10:56	9:27:44	0:16:48
Exec	Strat Plan	14/07/2016	9:42:02	9:53:42	0:11:40
Faculty	Dean's Meeting	14/07/2016	9:53:42	11:38:20	1:44:39
Finance	Bookkeeper Calls	14/07/2016	11:39:19	12:03:45	0:24:25
Exec	Strat Plan	14/07/2016	12:03:47	12:27:08	0:23:21
General	Mail Run	14/07/2016	12:30:00	13:02:00	0:32:00
Services	Clark Hall Pub - Cogeco	14/07/2016	13:27:05	13:38:45	0:11:40
Finance	Finances	14/07/2016	13:49:51	14:44:29	0:54:37
Finance	QFS	14/07/2016	14:48:50	15:29:16	0:40:25
Services	Science Quest	18/07/2016	8:07:20	9:24:12	1:16:51
General	Emails	18/07/2016	9:26:53	9:58:31	0:31:39
General	Payroll	18/07/2016	9:58:36	10:02:55	0:04:18
Exec	Exec Meeting	18/07/2016	10:03:00	10:19:34	0:16:34
Services	OW Registration System	18/07/2016	10:19:35	11:00:34	0:40:59
Finance	Bookkeeper transition	18/07/2016	11:00:48	13:01:47	2:01:00
Faculty	Incoming Student	18/07/2016	13:37:30	13:48:05	0:10:35
Services	Due-to-from example	18/07/2016	13:48:38	14:20:46	0:32:09
Services	Clark Wifi	18/07/2016	14:33:02	14:44:21	0:11:19
Finance	QFS	18/07/2016	14:44:22	15:44:37	1:00:16
General	Clark Painting	18/07/2016	15:44:43	16:07:04	0:22:20
Faculty	QWIC Building	18/07/2016	16:09:21	16:15:13	0:05:52
General	Emails	19/07/2016	8:11:56	8:32:20	0:20:23
Finance	QFS	19/07/2016	8:32:20	9:07:27	0:35:07
Exec	Exec Meeting	19/07/2016	9:25:09	10:13:24	0:48:15
General	Clark Hall Painting	19/07/2016	10:13:50	11:36:04	1:22:14
Finance	QFS	19/07/2016	11:36:09	12:28:53	0:52:44
Finance	QFS	19/07/2016	12:59:13	13:19:40	0:20:27
General	CU Advertising	19/07/2016	13:19:47	13:56:51	0:37:05
General	Homecoming Meeting	19/07/2016	13:57:01	15:04:32	1:07:31
Exec	Strat Plan	19/07/2016	15:13:39	16:08:18	0:54:39
Faculty	Steelcase Trip	20/07/2016	7:35:34	15:08:23	7:32:49
General	Emails, Phone, Mail Run	21/07/2016	11:18:14	11:59:47	0:41:34
Faculty	STudent Visiting	21/07/2016	11:59:54	12:20:17	0:20:23
Finance	Finances	21/07/2016	12:21:00	12:52:24	0:31:25
General	Clark Hall Access + OW Panel	21/07/2016	12:52:41	14:49:09	1:56:29
Finance	Frosh Week	21/07/2016	15:04:18	17:43:21	2:39:02
General	Emails	22/07/2016	8:03:52	8:30:45	0:26:53
Finance	Finances	22/07/2016	8:30:48	9:18:46	0:47:57
General	Sam Creme Call Prep	22/07/2016	9:28:57	10:13:11	0:44:14
Finance	Finances	22/07/2016	10:32:59	11:50:03	1:17:04

Finance	Frosh Week	22/07/2016	12:18:45	15:05:43	2:46:58
Finance	Fr	22/07/2016	15:25:29	15:40:56	0:15:27
Finance	Bookkeeper transition	22/07/2016	15:41:03	16:50:00	1:08:57
General	Emails	25/07/2016	8:09:09	8:40:24	0:31:16
General	Clark Painting	25/07/2016	8:40:36	8:50:09	0:09:34
General	PPS Call	25/07/2016	9:01:44	9:25:37	0:23:54
Exec	Exec Meeting	25/07/2016	9:25:46	10:49:03	1:23:17
Finance	Bookkeeper transition	25/07/2016	10:49:19	11:19:48	0:30:29
General	Mail Run	25/07/2016	11:19:52	11:38:55	0:19:03
Finance	Bookkeeper transition	25/07/2016	11:38:57	12:02:57	0:24:00
Exec	Strat Plan Review	25/07/2016	12:03:03	12:59:47	0:56:43
Finance	Bookkeeper transition	25/07/2016	13:00:06	13:05:25	0:05:20
Faculty	Faculty Students	25/07/2016	13:05:33	13:24:12	0:18:39
Finance	Bookkeeper transition	25/07/2016	13:24:15	15:00:39	1:36:24
Finance	Bookkeeper transition	25/07/2016	15:40:26	16:53:31	1:13:05
Services	QPOP	25/07/2016	16:53:38	18:02:25	1:08:47
General	Emails	26/07/2016	8:12:26	8:28:29	0:16:02
Finance	Bookkeeper transition	26/07/2016	8:28:35	9:00:13	0:31:39
Faculty	Design Team Video	26/07/2016	9:00:24	9:25:02	0:24:38
Exec	Exec Meeting	26/07/2016	9:25:21	9:40:19	0:14:58
Finance	Finances	26/07/2016	9:49:59	12:36:50	2:46:51
Finance	Bank Run, Bookkeeper Switch	26/07/2016	12:37:00	14:40:09	2:03:09
Finance	Bookkeeper transition	26/07/2016	14:40:12	15:32:14	0:52:01
General	Clark Painting	26/07/2016	15:32:18	15:45:26	0:13:09
General	Payroll	26/07/2016	15:45:30	17:06:45	1:21:16
General	Emails	27/07/2016	11:39:52	12:01:57	0:22:06
General	Mail Run	27/07/2016	12:02:00	12:23:00	0:21:00
General	FYPCO Application	27/07/2016	12:28:30	12:55:35	0:27:05
Services	Science Quest Staffing	27/07/2016	12:55:45	13:57:15	1:01:30
Exec	July Report	27/07/2016	13:57:28	14:07:17	0:09:49
General	Frosh Week	27/07/2016	14:07:22	14:35:53	0:28:30
Exec	July Report	27/07/2016	14:36:48	16:16:59	1:40:10
Services	SQ Payroll	28/07/2016	8:19:20	10:10:19	1:51:00
Finance	Bookkeeper transition	28/07/2016	10:16:39	11:05:26	0:48:47
General	Payroll	28/07/2016	11:05:29	11:37:01	0:31:31
Finance	Finances	28/07/2016	11:37:20	12:50:39	1:13:20
Faculty	Faculty Students	28/07/2016	13:04:53	13:39:11	0:34:17