

ENGINEERING AND COMPUTER SCIENCE ASSOCIATION S.A.
Meeting of the Board of Directors
May 14th, 2013

2160 Bishop Street, Montreal, QC
Conference Room B-201, 19:00 – 23:00

Agenda 2

- 1 Call to order
- 2 Election of secretary for the meeting
- 3 Approval of the agenda
- 4 Approval of the previous minutes
- 5 Items for decision
- 6 Items for discussion
 - a Hire Chuck as Chair for council after we appoint VP finance.
 - b JobBook has contacted us, Ali said he would talk to Antonin about it.
 - c Student Jobs contacted us (see email, antonin)
 - d Frosh 2013
 - e Ski trip bookings Gord Roy <Gord@skievolution.com>
 - f Who answers the eca@ecaconcordia.ca email?
 - g CFL (Canadian Liver Foundation) Event (see email, antonin)
- 7 Items for information
 - a President's report
 - i. Tabled last meeting:
 - 1- Bylaws
 - 2- Audit
 - ii. Academic
 - iii. Signatories for societies. (Chuck)
 - iv. Quick book update.
 - b VP Internal report:
 - i. I have attached my reports at the bottom, you better read it!
 - ii. Getting to know everyone.
 - iii. Anita Sarkissian is a candidate for VP Finance position
 - iv. Mohammed Abdulla is a candidate for VP Academic position
 - v. Sam Assaf candidate for SCE rep position
 - vi. I don't have a candidate for social and external.
 - vii. Should we give Hubert (Formula Coordinator) a Key to the B-annex (call

me when you reach this point, I would like to voice my opinion)

viii. I will be reading the minutes, so if there is anything you want me to do, add it to the reminder section.

ix. We need to send Katrina (CSU), our frosh date so that she can apply for the noise permit for us, usually Frosh day is the friday before school start, so I suggest that we tell her it is on 30th of August.

x. ECSGA is willing to help, further communications will done.

xi. I like this: <http://www.facultyassociation.ubc.ca/index.php>

c VP Finance report

d VP External report

e VP Academic's report

f VP Social's report

g VP Sports & Competition's report

h VP Marketing's report

i. Quotes for agenda design.

ii. Website update

iii. Newsletter design and content feedback:

<http://dev.chrisricha.com/index.htm>

iv. Facebook, Twitter, social media accounts access

8 Varia

9 Adjournment

Minutes

Present:

- Chuck Wilson, Christopher Richa, Antonin Picou

Regrets:

- James Fradette, Khaled Abdo

Non-voting members in attendance:

- None

1 Meeting called to order at 19:15.

2

Call to order

2 Election of secretary for the meeting

3 Approval of the agenda

4 Approval of the previous minutes

5 Items for decision

6 Items for discussion

- a Hire Chuck as Chair for council after we appoint VP finance.

AP: discussion about chairing with CW

CW: written reports are a good, should think about them

AP: What about replacing reports with a task / to do list and making sure all things are done

CW: check out asana, start now

CW would be willing to chair, may be paid maybe not, doesn't know

CW thinks it could be good to have someone else than the president chairing

CW generally you will have more effective meetings with a chair

AP how do others do it?

CW chair is elected and secretary

CW for you consideration

- b JobBook has contacted us, Ali said he would talk to Antonin about it.

Like a job bank that is embedded in the website. a website app in our website that will show specific jobs specific to jobs in engineering and computer science.

See contract, shouldn't costs us anything

Abdullah knows about the scandal with job book (not really relevant)

To do: Check about mailchimp and see if ali is still being billed for it.

can we pre-authorized debit. Contact Mailchimp to ask if we can pay by cheque, pre-approved debit, anything that can be paid through a company rather than an individual person.

- c Student Jobs contacted us (see email, antonin)

Look into it - antonin see what they have to offer

- d Frosh 2013

Tabled until next week

- e Ski trip bookings Gord Roy <Gord@skievolution.com>

CW gabe looked into better deals last year, but they were still the best

Other company you could rent a mansion instead of a condo

Could be worth looking into

This needs to start soon

Talk about it next week

What if we did this with another society like nursing at McGill

- f Who answers the eca@ecaconcordia.ca email? President

g CFL (Canadian Liver Foundation) Event (see email, antonin)

Could be a good idea to get the execs to walk and they bring their friends and make an ECA group. But not spending too much time on it.

Free t-shirt → contact poirier about the excess tee-shirts if we can maybe give them out. Tasked to Khaled.

h Finances

CW goal: be able to present a budget by June 3rd

CW look at feb 27th financial statement

Note: next years budget discussion schedule meeting (thursday?)

i Signatories for societies

Nick called and wants more than 2 signatories on his account.

7 Items for information

a President's report

i. Tabled last meeting:

1- Bylaws

Should turn into restructure then bylaws... We will

Appoint members to policy committee at June 3rd council meeting

2- Audit

AGM must be held in order to appoint the auditor. We should have an AGM...

Lets discuss next week and/or at council June 3rd.

ii. Quickbooks update (one time \$\$)

Discuss on thursday with chuck.

Everyone should read Quebec Companies Act... Thanks

b VP Internal report:

i. I have attached my reports at the bottom, you better read it!

ii. Getting to know everyone.

iii. Anita Sarkissian is a candidate for VP Finance position

iv. Mohammed Abdulla is a candidate for VP Academic position

v. Sam Assaf candidate for CSE rep position

CW - For CSE rep, we should speak to **stephanie li (propose academic)**

For Sam we don't think there is a conflict of interest/there is none

vi. I don't have a candidate for social and external.

vii. Should we give Hubert (Formula Coordinator) a Key to the B-annex (call me when you reach this point, I would like to voice my opinion)

KA - just because it's a new academic year doesn't mean that he should have a key. the B-annexe is on the line.

CW - you may be jumping a bit far when you say that they may ruin an office. But i agree that if not giving a key will make it safer than it should be that way.

KA - security should know when they are in the office

2 yes : We will not get hubert a key.

ix. We need to send Katrina (CSU), our frosh date so that she can apply for the noise permit for us, usually Frosh day is the friday before school start, so I suggest that we tell her it is on 30th of August.

When does school start?

Decide on frosh dates asap and see if possible to apply to the noise permit for a date range (have it as a gathering point)

- x. ECSGA is willing to help, further communications will done.
- xi. I like this: <http://www.facultyassociation.ubc.ca/index.php>
- x. Send to policy about deciding on a punishment for broken rules.

- c VP Finance report
- d VP External report
- e VP Academic's report
- f VP Social's report
- g VP Sports & Competition's report
- h VP Marketing's report

- i. Quotes for agenda design, sample of designs.

CR showed potential designs

He is asking for about \$500

AP - For 250 might as well go with the printer..

We should keep this guy on hand if he wants to do other designing things.

- ii. Website update

CR - looks all over the internet goes back to CASA

CR - will show a visual of the website by next week

Come up with pages, what we should show, (visual structure/flowchart)

Instead of the visual, come up with site map

- iii. Newsletter design and content feedback

Check: <http://dev.chrisricha.com/index.htm>

Experiment with colors, use something other than maroon and gold. By friday, new design(s) will be sent before publishing on Sunday night.

iv. Facebook, Twitter, social media accounts access
Contact Allie

v. T-shirt samples.
B-Annex manager, or Khaled.

8 Varia
9 Adjournment

Exec Report Reminders

President
1

VP Internal
1

VP Finance
1

VP External
1

VP Academic
1

VP Social
1

VP Sports & Competitions
1

VP Marketing
1

Weekly report 2

VP Internal Report

What I needed to do?

1. Change the ownership of the key, by sending the codes to Guy Gosselin. (not happening until all executives inherit their keys)
2. Book EV2.184 for council meeting which will happen the first Monday of every month.
3. Book conference room for executive's meeting.
4. Make a schedule for societies to do classroom speeches.
5. Ask Cynthia for the names of the people involved in the incident , send an email to Guy asking him if we can obtain 5 more keys for SAE.
6. Talk to Anita and Mohammed about council.
7. Contact ASHRAE on what they have to do to become a member group of the ECA.
8. Contact ECSGA for help for career fair.
9. Prepare the Agenda for council.
10. Send council agenda. (on 27May 2013)

What I have done?

1. Booked conference room for executive's meeting. (took less than a minute)
2. Ask Cynthia for the names of the people involved in the incident, send an email to Guy asking him if we can obtain 5 more keys for SAE. She is not happy that I want to prolong punishment of the people involved,
3. Talk to Anita and Mohammed about council. (told them what they have to do)
4. Contact ASHRAE on what they have to do to become a member group of the ECA.
5. Prepare the Agenda for council.
6. Booked EV2.184 for council meeting which will happen the first Monday of every month (exceptions noted bellow).
7. Change council meeting from 1st of July to 8th of July and 5th of August to 12th of August.
8. Filled the executive introduction
9. Created a spreadsheet called "Names & access"
10. Started updating the database (adding new execs' info)
11. Contacted Julie for "frosh week and consent workshop", we are meeting on Thursday the 16th
- .
12. Replied to Alex Corrado for jobbook
13. Contacted FASA President (waiting for her reply)
14. Contacted Katrina (CSU VP student life) they are offering their help to everyone.
15. Met with Dr. Guy Gosselin, He is really excited about working with us and helping us get what we need.
16. Replied to Emran Ghasemi, he wants to present Engineering and Commerce Case Competition for 2013, I added him on the agenda for June 3rd, and going to meet him on Monday probably.
17. Went to Orientation Planning Orientation for Associations, Report attached in the email.
18. Printed council minutes and converted them to PDFs. (they way it should be and the

way it will be from now on.)

19. FASA meeting on Friday 24th of May, need to decide a location. Correction, ASFA

20. Contacted Katrina informing her that our frosh day is 30 of August.