

ENGINEERING AND COMPUTER SCIENCE ASSOCIATION S.A.

Meeting of the Board of Directors

Date: June 16 2014

Agenda

1. Call to order
 2. Election of secretary of the meeting
 3. Approval of the agenda
 4. Approval of the previous minutes
 5. Items for decision
 - a. Council retreat
 - i. Date
 - ii. Guests
 - b. Exec Budgets
 - c. Events
 6. Items for discussion
 - a. Policies
 - i. Society Policy (Websites; Chapters vs. Societies vs. Teams; Office Policy; Equipment; Inventory; Other miscellaneous relevant policy)
 - ii. Financial Policy (Reimbursement Process; General Funding Guidelines; Bank Policy)
 - iii. Administrative Policy (Council Policy; Code of Conduct and penalties)
 - iv. B-Annex Policy (Embroidery Machine; Lounge Policy; Conference Room)
 - v. ECA Office Policy (Key Policy; Booking Policy)
 7. Adjournment
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Minutes

Attendance:

President, Finance, Internal, External, Social

Meeting Minutes:

8. Call to order
9. Election of secretary of the meeting

Motion to have Emma as secretary

Motioned by President

Pass

10. Approval of the agenda

Motion to approve

Motioned by Emma

Pass

11. Approval of the previous minutes

Motion to approve

Motioned by Emma

Pass

12. Items for decision

a. Council retreat

i. Date

Motion to host the council retreat on Friday, August 8th and Saturday 9th.

Motioned by Emma

Pass

ii. Guests

Motion to invite Chuck Wilson, Michael Segev, and Benjamin Cp.

Motioned by Emma

Pass

b. Exec Budgets

c. Events - wrote on that next week

d. Troitsky

13. Items for discussion

a. Policies

i. Society Policy (Websites; Chapters vs. Societies vs. Teams; Office Policy; Equipment; Inventory; Other miscellaneous relevant policy)

Motion to have President and Internal write the society policy by first council.

Motioned by President

Pass

ii. Financial Policy (Reimbursement Process; General Funding Guidelines; Bank Policy)

Motion to have Finance write the financial policy by first council.

Motioned by Finance

Pass

iii. Administrative Policy (Council Policy; Code of Conduct and penalties)

Motion to have President and Internal write the administrative policy by first council.

Motioned by President

Pass

iv. B-Annex Policy (Embroidery Machine; Lounge Policy; Conference Room)

Motion to have the B-Annex policy written by Social and Internal by first council.

Motioned by President

Pass

14. Adjournment

Chairperson: Emma Saboureau
Secretary: Emma Saboureau (for the duration of the meeting)