

CONCORDIA ENGINEERING AND COMPUTER SCIENCE STUDENT
ASSOCIATION

Board of Directors Meeting #5

Date: Monday, September 15th, 2014

Agenda

1. Call to order
2. Roll Call
3. Reports and Announcements
4. Appointment of Secretary
5. Approval of the previous minutes
6. Approval of the agenda
7. Items for Decision
 - a. **Biking**
 - b. **Weekly BOD**
 - c. **Meeting Attendance**
 - d. **Office hours**
 - e. **Business Cards**
 - f. **Budget**
 - g. **Career Fair**
 - i. **Employers gifts**
 - ii. **Booklets**
 - iii. **Bookings**
 - iv. **Leadership Reception**
 - v. **Volunteers**
 - h. **Security**
8. Item for Discussion

- a. **Ski Trip**
- b. **New “sponsorship” with Videotron**
- c. **Events date/details (see added events)**
- d. **Keys and Access**
 - i. **B-Annex security**
- e. **Lizard Lounges**
- f. **Respectful Conduct and Complaint Resolution**

9. Adjournment

Minutes

1. Call to order

2. Roll Call

Attending: President, Internal, Finance, External, Sports, Academic, Social

3. Reports and Announcements

President: NBC conference booked October 15th, Calendar with all ECA events for the fall semester. Taking 2 weeks off see her family.

Social: Worked on Ski Trip spoke with Rod Roy, contact for Chalet Montmorency in Mont Saint-Anne.

Academic: Attended ECSUSC last week, spoke about the curriculum changes. Went to the MDBA to confirm Iron Ring booking.

External: Was at CREIQ this weekend – equivalent of CSU for engineering in Quebec. External is on the BOD along with the other VP Externals, the president of EngGames C.O., and the president of CQI C.O.. Everything from CREIQ should be bilingual from now on. Blood Drive is Monday and Tuesday, 10-5pm. Career fair is the 30th of September and 1st of October, get your trustworthy friends to contact VPX in order to volunteer.

Sports: James failed to meet the contractual obligations of the ECA with respect to the Desjardins sponsorship for Troitsky. Sports remedied, by agreeing to host one (1) lunch and learn, hosted by The Concrete Toboggan and Troitsky. Possibility of having Desjardins as sponsors for Troitsky 2015 as long

as we fulfill the lunch and learn agreement during the Fall semester. CQI pre-comps: materials should be in by mid-october, Sports wants to host the pre-comps by end of October.

Internal: B-Annex will be open regularly soon and we are getting new employees. Got a quote from Guy Gosselin for electric locks in the B-Annex. The initial quote was 10,000\$, it covers the exterior doors and a few internal doors. We might want to consider it as part of the B-Annex renovations. All societies are still not registered. Mike needs help cleaning up the front office.

Marketing: Sent the business cards, they were updated by Emma. Pictures on the website updated with text. Newsletter will start this week, and will continue every week on Mondays. Items sent to the Marketing email will be included in the newsletter.

Finance: The budget is almost done, however it would not have been ready for the special council meeting scheduled for this evening. The objective is to have the ECA's budget ready by Tuesday or Wednesday and finish the society budgets this weekend. The objective is to pass all of the budgets next council, and I would appreciate any feedback you might have.

4. Appointment of Secretary

Motion to: appoint Finance as secretary for the remainder of the calendar year.

Motioned by: President

Seconded by: Academic

Passes, Dante abstains

5. Approval of the previous minutes

Motion to: approve the previous previous minutes

Motioned by: President

Seconded by: Finance

Passes unanimously

6. Approval of the agenda

Motion to: approve the previous agenda

Motioned by: President

Seconded by: Finance

Passes unanimously

7. Items for Decision

a. Biking

Finance: hoping to organize a ECA team for the Ride to Conquer Cancer, a two day bike ride from Montreal to Quebec City that raises money for cancer research at the segal cancer center. I would need some help in organizing such a team, as it is quite a bit of work. Additionally, I think it is worthwhile attempting to coordinate with ENCS to see if we can start a faculty team.

b. Weekly BOD

Motion to: have our weekly BOD meetings Fridays at 2:10pm.

Motioned by: President

Seconded by: Internal

Passes, Academic voted against.

c. Meeting Attendance

Motion to: assign a 'bitch task' to any executive that is either more than 10 no minutes late or absent to a meeting without notice or reasonable excuse.

Motioned by: President

Seconded by: Internal

Passes

d. Office hours

Motion to: start office hours of 1.5 hours per week, as of the week of September 22nd, 2014 next week.

Motioned by: Finance

Seconded by: President

Passes

e. Business Cards

Motion to: have the Business Cards sent to Rubiks by Marketing and President on September 16th, 2014.

Motioned by: Finance

Seconded by: President

Passes

f. Budget

g. Career Fair

i. Employers gifts

Motion to: have the executives send suggestions to External by Tuesday, September 16th, at 23:59.

Motioned by: President

Seconded by: Internal

Passes unanimously

Motion to: have External order the items by Wednesday, September 17th.

Motioned by: President

Seconded by: Academic

Passes unanimously

President: companies' logos and descriptions will be made available by External.

External: the seventh floor is booked (H-765), the Leadership Reception will be in the same room. External doesn't know how many employers will attend the Leadership Reception.

ii. Booklets

Motion to: have Marketing prepare the Career Fair booklets and have them sent to the ready to print by September 22nd.

Motioned by: President

Seconded by: Social

Passes unanimously

iii. Bookings

Internal: will double check the bookings and get the appropriate permits.

iv. Leadership Reception

Motion to: have External to send invitations to the leadership reception to students and volunteers by September 20th, 2014.

Motioned by: President

Seconded by: Finance

Passes unanimously

Motion to: have Academic send invitations to faculty by September 20th, 2014.

Motioned by: President

Seconded by: Finance

Passes unanimously

Motion to: have External prepare the minute-by-minute logistics for the BOD meeting on September 22nd, 2014.

Motioned by: Finance

Seconded by: President

Passes

v. Volunteers

h. Security

Motion to: have Finance look into the cost of having an armored car service to make deposits when necessary.

Motioned by: External

Seconded by: President

Passes unanimously

8. Item for Discussion

a. Ski Trip

President: explains last year's logistics; food and two cases of beer are provided by the ECA per Chalet. We should aim to have the (2) buses filled.

Social: proposes to cook for all the groups. We should have the list of food included per chalet ready beforehand so that attendees can plan accordingly.

b. New "sponsorship" with Videotron

Social: representant of Videotron wants to collaborate with the ECA, but with no official sponsorship agreement. They are willing to offer a few goodies at ECA events and mentioned potentially making a small cash donation between 500\$ and 1000\$. They also offered to provide in-kind donation.

c. Events date/details (see added events)

Social: I am planing a trip to Abraska in October, however the dates are not finalized. We would have a bus pick up the participants at the Hall Building, and drive us to Rigaud. I believe we should subsidize the cost of the event, to limit the ticket price to 25\$.

Sports: The Arbraska on the south shore is hella rad.

Social: Hockey night, first home game, October 15 against the bruins. Planning on hosting an event in the Bannex, alcohol will be sold, popcorn will also be provided

d. Keys and Access

Internal: Everyone who has completed the online form has access to all the rooms they should have access. The key issues will be resolved by the end of the week.

i. B-Annex security

External: Internal needs to look into removing the old alarm codes from the Bannex alarm system.

President: The fire handle is being abused of by random people that use the handle to gain access to the lounge.

e. Lizard Lounges

Motion to: have the following be the regulations of the Lizard Lounge:

- Price of 1.50\$ for Core Products: Labatt 50, Labatt Blue, Budweiser, Bud Light;
- Price of 2.50\$ for all other beers;
- Price of 3\$ for the Pink Cups;
- All drinks must be poured in a container (e.g. cup). The ECA will not serve beer directly in a bottle or a can, nor will the ECA give free containers (e.g. plastic cups).
- The beer must be counted before and after.
- The empties have to be returned afterwards.

- Pink Cups sold can be returned to the ECA for 2\$, this is not be advertised.

Motion by: President

Seconded by: Marketing

Passes

Motion to: amend the previous motion so that the Executives behind the bar will not have to pay for their consummations.

President: Expresses disapproval.

Tabled

f. Respectful Conduct and Complaint Resolution

President: I am writing the Respectful Conduct and Complaint Resolution Policy stating what we stand for in the ECA – i.e. respectful conduct –, and the procedures for formal complaint resolution within the organisation. The suggested mechanisms for dealing with these complaints are:

- 1) Bring complaints to the attention of the chair of council. The chair would then address the issue at council, where an appropriate course of action could be discussed.
- 2) Bring complaints to the attention of the executives. The executives would then address the issue at BOD, where an appropriate course of action could be discussed.
- 3) Have a judicial board that is elected to deal with these matters.

Internal: suggested that the complaint goes directly to the chair, and then the chair deals with it as appropriate.

Finance: reinforces what Internal said, adding that we should allow the chair the discretion to attempt an informal conflict resolution, before such matters are brought up in council. This is similar to the procedure laid out in articles in 30 - 35 in the Universities Code of Right and Responsibilities.

9. Adjournment

Chairperson: Emma Saboureau

Secretary: Dante Trunzo (for remainder of year 2014)