Board of Directors Meeting

Thursday, February 11th, 2021

Google Meet, Concordia University, Montreal, Canada

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1. ATTENDANCE

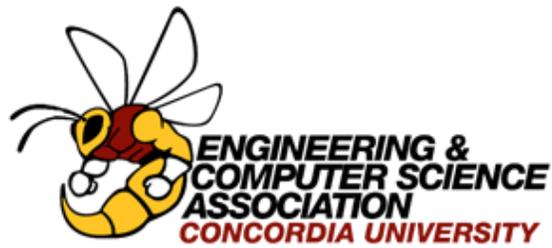| Name	Role	Present
Luca Manolache	Chairperson of the board	X
Adrienne Digo	Secretary to the board	X
David Ronci	President	X
Kimiya Derakhshani	Vice-President of Internal Affairs	X
Hanna Lee	Vice-President of Financial Affairs	X
Isabelle Bacon	Vice-President of External Affairs	X
Amanda Morgan	Vice-President of Academic Affairs	X
Kayla Charky	Vice-President of Sports and Competition	X
Ariane Drouin	Vice-President of Marketing and Communications	X
Jonathan Fisch	Vice-President of Social Affairs	X
Sierra Campbell	Building, Civil and Environmental Engineering (BCEE) Representative	X
Zafir Khalid	Computer Science and Software Engineering (CSSE) Representative	
Michael Arabian	Electrical and Computer Engineering (ECE) Representative	
Manon Maistre	Mechanical & Industrial Engineering (MIE) Representative	X
Tharushi Rathnayaka	Independent Representative	
Zach Bys	Independent Representative	X
Julia Levantian	Sage	X
Nicholas Dalkiriadis	SAE VP Finance	X

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2. SUMMARY OF MOTIONS

Motion	Motion	Result
20210211-01	Motion to approve the SAE Budget 2020-2021	Passed in unanimity
20210211-02	Motion a mandate for Hanna, ECA VP Finance, to return to the next BOD with an up-to-date yearly approximation of the ECA budget including all up-to-date budgets.	Passed in unanimity
20210211-03	Motion to approve the Society Budgets 2020-2021.	Passed in unanimity
20210211-04	Motion to approve the creation of a Policy Committee.	Passed in unanimity
20210211-05	Motion for a five-minute break.	Passed in unanimity
20210211-06	Motion to approve the Troitsky, CEC, and EngWeek budgets 2020-2021.	Passed in unanimity
20210211-07	Motion to approve the policy/bylaw change process.	Passed in unanimity

3. PROCEDURES

3.1. Opening of the meeting

Meeting opened at 7:04 PM

3.2. Appointment of the Chair

> Isabelle, seconded by Amanda, motions to appoint Luca as chair for this meeting of the Board of Directors.

Passed in unanimity

3.3. Appointment of the Secretary

> Kayla, seconded by Isabelle, motions to appoint Adrienne as secretary for this meeting of the Board of Directors.
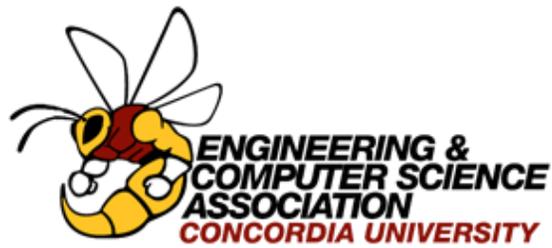
Passed in unanimity

3.4. Approval of the Agenda

> Kayla, seconded by David, motions to approve the agenda.

Passed in unanimity

3.5. Approval of Previous BOD's Minutes

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Kayla, seconded by Kim, motions to approve previous BOD's minutes.

Passed in unanimity

4. EXTERNAL PRESENTATIONS

4.1. *N/A*

5. RETURNING BUSINESS

5.1. *N/A*

6. NEW BUSINESSES

6.1. Budgets Approval

David presented the SAE Budget 2020-2021

David: I did it in a simpler way. For context, a lot was given to Formula Combustion. It was unevenly distributed. Generally, this is the budget for SAE. No competition as much this year. A lot of the competition fees are not in use therefore more used for equipment. That's it.

Ariane entered at 7:07PM

Julia: My question - are they aware that what they're getting is still going to be much less?

David: I can ask Nicholas directly. The budget they are receiving is a bit more. Nicholas is in the room and VP Finance of SAE. Based on budget, is this more than what you received from last ear?

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Nicholas: It's similar. We're missing the AeroConnect team but it's not catastrophic. They won't use a lot of budget. Not a big deal.

David: Advantage is since you wont need operating cost, you can use it towards equipment . For projects, you're receiving more money outside of operating cost

Nicholas: So this is the final one?

David: Yeah

Nicholas: So this is going to be accepted now?

David: If by majority, then yes.

20210211-01: Kayla, seconded by Kim, motions to approve the SAE Budget 2020-2021

Motion 20210211-01 is passed in unanimity

Hanna presented the CSCE Budget 2020-2021

Hanna: We have some equipment funds. They wanted some 3D printing materials. $1500 I gave.

Kayla: Why wasn't this in the initial budget? Or it was? Can you explain?

Hanna: They yellow part is the one requested for equipment fund

Kayla: Got it.

Isabelle: What are the orange parts?

Hanna: Funds left for discussion in case projects were not happening.

Isabelle: Were they allocated? The orange parts are gonna come back if they don't-

Hanna: Exactly

David: So are the yellow voted in? Or not. I don't understand why it's a maybe....

Hanna: It's already voted in in Fall. Don't worry about that part. We're doing the yellow part.

Kayla: So this is - I - so this is extra money we're giving?

Hanna: Yeah, it's the equipment fund.

Kayla: What happened to the total breakdown of budget before we give out more money? The budget of all the things put together that we asked for to see; of all the individual expenses that we keep on asking you for.

Hanna: It's in the total budget file in the Slack. Society fees are in there too. I can show you .

Hanna presented the Total Budget 2020-2021

Kayla: Isn't that from previous years?

Hana: Yeah

Kayla: Why aren't they in there?

Hanna: Because it hasn't been approved yet. We're going over equipment fund allocations today.

Kayla: Yes, but we keep on telling you that before we give out more money , we need to see the whole budget added up together. And we need to see it 3 days ago so we can see if it's alright.

Kayla: Why are all the things allocated in that spreadsheet?

Hanna: Because it hasn't been approved yet

Kayla: We've had a 3.5 hr meeting. We need to see all the funds to make sure everything is alright. Then we can go in and say, "maybe 5k dollars..?" In principle, it looks okay, but if we add little by little to the societies, that increases the total.

Hanna: Don't go over what was given last year. As requested I removed budget and its below what we have last year

Kayla: I don't care if it's below or above. We need to make sure it's balanced.

Hanna: That's not what I'm supposed to be presenting.

Kayla: It's ridiculous that some things haven't been done yet. For all this not being added up in the end, it's kinda scary.

Hanna: Why don't you ask those questions to David. He was presenting it, and even though I thought I was.

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Luca: Hanna, you should have it. In this case, I'm going to give Isabelle the right to speak.

Ariane: We did approve some budget right? It's only the equipment fund that we didn't.

Hanna: Yeah.

Ariane: The total budget you did, you said, "the society budget" -- but we didn't approve it. You should put an approximation so everything balances at the end.

Hanna: Ok. I don't think it's necessary to show right now.

Ariane: The reason why we ask you to do the budget at the end is because we give more in some and less to others. We need to see that things are balanced before we approve.

Hanna: What do you mean by balane?

Ariane: It's confusing that: "Oh we're giving more money?". My point is that we have like 3 hr meetings telling you to saying that you should have a budget

Hanna: But you wanted the total budget of ECA and i did it- as you can see. It's incomplete because we don't have some stuff approved yet. We just need to add the equipment fund.

David: We are approaching the end of year, so this part of the process is reasonable for this time of year.

Hanna: Yes, the total budget is presented at the end.

20210211-02: Kayla, seconded by Ariane, motions a mandate for Hanna, ECA VP Finance, to return to the next BOD with an up-to-date yearly approximation of the ECA budget including all up-to-date budgets.

Julia: I don't understand the issue Hanna had the e fund values that she was giving to each society. What do you want her to add? The totals? I don't understand what more info is needed.

Ariane: So this is regardless of the equipment fund. Everything's different his year. We might need more money. We're giving less money and more money in some places. We wanna see an approximation budget to make sure eveyrhtings calculated well.

Julia: Approximation of what?

Ariane: Of the budget. Just to make sure we can give more money in certain places.

Hanna: All numbers are irrelevant to equipment fund approval today. The total amount you want to know or "balanced", you have the file I gave you which will be updated. We have over 250k that is revenue. It won't affect it. I lowered the 50k that you wanted me to lower. The budget is 121k around I believe. Either way, the budget approval part right now, you just have to go through the lines and say yes or no. You didn't question a thing about David's budget, and now you're questioning what I presented and delaying the process again.

Zach: If we just get the total of the tentative equipment fun and we're able to see how much it'll increase it by? Can't we just proceed? Unless I'm misunderstanding what the issue is here.

David: Generally, what we're trying to say, is that Hanna is making decisions on her own based on the budget of what it should or shouldn't be. She didn't talk to anyone and personally decided money. It's a group decision. As the BOD, we can vote on it. And technically, we should still try to vote on the individual budget even though we personally desire to see the whole thing. For clarity sake, this is a COVID year, operational cost is usually lower. Most of the cost is more equipment for societies. Operational cost can be attributed to the equipment fund. That's the general explanation for you guys, in my opinion.

Julia: I'm not understanding: Hanna presented the budget. I don't understand the issue and what she needs to add for next time.

Kayla: It's a different year so there's a lot more saving that happens - costs are different. The apprehension we have is that the equipment fund is budgeted differently (allocated separately than the regular society budgets.) Normally, they get a budget within that they get expenses attributed to the equipment fund. My worry is that there is "double money given out". I want to make sure it's not. What we expect to spend and what we have to spend - I just want to master the budget. That's it.

Hanna: Julia, what happened this year is I took out equipment fund request from society budgets because that's what I understood from Rabby. The equipment fund happened in March but funds were supposed to be approved in Fall. I made that mistake so I'm trying to put equipment fund request in the society budget and approve it just like in the fall.. In terms of what ur saying Kayla, you and David had access to file. All that's approved from societies is there. All ECA society budgets

are irrelevant in the proces. You just need to approve the equipment fund in societies. I understand it's a different year, and operational costs. They still have the materials.

Julia: So what I understand is: you all approved society budgets which didn't include equipment fund. Hanna is now presenting only the equipment fund. You already approved the society budgets; all there is to approve is the equipment fund. You see the values for each society- is there a missing number? I don't understand what's missing. We just have to approve the equipment fund amounts and I don't see why it's not being approved.

David: I know that we are trying to vote. I think we can go society by society. We won't modify budget lines. In our best interest to have some societies done to have numbers that aren't ridiculous. It's the best course of action right now.

Ariane: I wanna say even if we pass motions, it does mean we can't approve equipment fund. We should approve it when we understand it. We can bring it to the next BOD.

Nicholas (SAE VP Finance) left at 7:46PM

Don't change the equipment fund. Just next BOD just to have a detailed approximation budget.

Isabelle; can we move on and see the equipment fund?

Motion 20210211-02: Vote
For: 9
Against: 1
Abstain: 2

Motion 20210211-02 is passed in unanimity

Hanna presented the CSME Budget 2020-2021

Hanna: $1500 for 3D printing materials. Questions? Or approve?

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Ariane: What's the difference with the one we already approved? I might be confused?

Hanna: Operating they have a certain amount. For equipment fund, that's for sales, or projects, or capstone for extra materials.

Ariane: Which line wasn't there?

Hanna: Yellow

Ariane: Everything in yellow will be-

Hanna: This is considered approved (orange) unless budget doesn't happen.

Isabelle: There's three materials and 400$ allocated and then 1.5k allocated. There's more than what's requested. Why is it there twice?

Hanna: The first is for operating, they need some material for them just to operate. The equipment fund is to provide their services for students who have projects/sales/capstone.

Julia: The previous line "3D printing materials" is that including the society budget amount?

Hanna: Yes, the file I have from previous years is from societies and it's not complete.

Julia: When CSME requested 1500, they requested it thinking they'd get the equipment fund and budget at the same time correct?

Hanna: Each, but yes. They have 3D material for operating expenses and for equipment fund. They specify for which budget lines it is. They aren't repeated despite the same labelling.

David: So the stuff they are buying for operating cost, are they buying different items for operating cost and then equipment fund? Or they are buying both.

Hanna: Societies have operational expenses whether its 3D printing, or website fees; things for operational. Equipment fund is extra stuff for competitions or they have projects and stuff like that

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Hanna presented the CUBES Budget 2020-2021

Hanna presented the IEEE Budget 2020-2021

Kayla: So, the office supplies: this might be late to ask but I'd like to get the 4-1-1 on why we're not allocating - your logic is that we're' not in school and not doing the things we normally do. So we shouldn't use office supplies. But we're funding other activities - office supplies seem like a meaningful -- even if it's for small expenses. We still let them spend on things they'd use in person.

Hanna: This was decided in fall. Office supplies are papers, pens, etc. Since everyone's at home. And other equipment, like CSME, they took 3D printers home so they can still use it.

Hanna presented the IISE Budget 2020-2021

Hanna: IISE already presented by David. David, send me that file.

Hanna presented the SCS Budget 2020-2021

Hanna presented the SPACE Budget 2020-2021

Julia: How come previous amounts aren't shown?

Hanna: Last year was Rabby but everything together.

Julia: But those don't have the same descriptions.

Hanna: I separated it because I thought the equipment fund had to be separated.

Julia: How come values are so much lower?

Hanna: I don't have all the values. It's not complete

David: All societies emailed their budgets after it was approved. So your saying you haven't seen the past approved budgets before?

Hanna: The approved budgets I see in the drive are not complete or there's many different versions. I don't know which one is the right one. I tried asking Rabby which ones are final and he never got back to me.

David: Did you ever ask societies?

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Hanna: We spoke on calls.

Isabelle: What's the yellow 1.2k?

Hanna: Oh, that's for me.

Hanna presented the UAV Budget 2020-2021

Isabelle: Isn't "insurance" valid as equipment?

David: I'll verify. Give me 30 seconds.

Isabelle: Why are so many requests denied compared to other societies?

Hanna: "Competition flight line setup" was denied because that's when they go to competitions. "Onboard Drone" is what they take to competitions to show people. "Brian Control Interface", David said were not supposed to

David: We don't fund personal student projects. It's more for competitions. That is why I said -- students use capstone projects for competitions. For clarification.

Julia: Why do societies submit requests for office supplies knowing there is no school?

Hanna: This was requested back in summer.

Isabelle: Did we get the answer for the insurance thing?

Hanna: David?

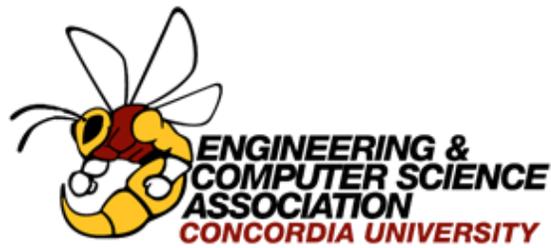David: I'm still reading the policy .

Julia: We'll put a pin on it and come back.

Hanna presented the CSCE Budget 2020-2021

Hanna: We'll go over the ones that wanted a review for their funds. They wanted to request $353.95: I allocated what they requested.

Kayla: Registration is 18$? You confirmed that they are getting swag for their team? For 110$?

Hanna: They want for crew necks and construction hats.

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Hanna presented the IEEE Budget 2020-2021

Hanna: We gave 400$ but asked if it's possible to get 1k cuz they wanna get swag and send parts to participants.

Isabelle: Do you have details on that? Because 600$ is a lot.

Hanna: They pay 200$ for an online platform. Swag: 800. Parts 150. 800 for packaging for 40 people. And anticipating sponsorship.

Isabelle: 800$ is a lot.

Julia: I don't understand why it says, "requested 400$". I know you mentioned it

Hanna: VP finance IEEE spoke before. We talked about it not being in person, I requested a new estimate on their new expenses and that's what they gave to me.

Hanna: I didn't anticipate having swag or sending parts. They didn't know they needed it.

Julia: Oh, so it's not like misunderstanding.

David: They asked for revision of the budget line and Hanna revised it. That's it.

Isabelle: I'm curious about what people think about 800$?

Hanna: 800$ for 40 people isn't bad.

Ariane: Maybe - is it 800$ for swag?

Hanna: That's what they anticipate but they expect sponsorship money but the money doesn't just cover for swag, it's also shipping, etc.

Ariane: For swag, put like a 10$ shirt- it's enough I think.

Julia: Did Ariane say the current value is good or lowered? Lowered? Ok. They requested 1k and Hanna gave 400. But 600$ swag is like 15$ shirts each.

Hanna It's not just for swag. 800 is swag, 150 parts order, 800 for shipping and stuff like that. The money we're giving them is for them to decide on what they need.

Julia: So 20$ for each kid if 800$; I think that's fine

> 20210211-03: Hanna, seconded by Kim, motions to approve the Society Budgets 2020-2021.

Motion 20210211-03 is passed in unanimity

6.2. Policy Creation Committee

David: So the preamble is that ECA needs to lay out more of the internal and external rules to help the understanding of its members, of multiple processes. I believe a committee should be formed to address things that may have been confusing in the past, present, and future. Their job is to make sure it's laid out in a clear way to ensure better understanding amongst ECA members and the student body and societies as well. The committee will also take requests on new policies; also, research and look at other examples. I feel like it's necessary within the ECA especially now and in the future. I'm gonna present a document with a committee I'm suggesting.
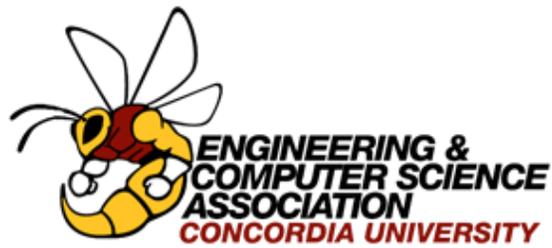
David presented a "Policy Committee - In Progress" document

David: Committee would be 3 ECA Board members and 1 appointed student at large. Also a sage position: someone with more experience in the group to help compose of the policies. They will create or consider policies and present the board their findings. They can vote and not vote and learn from these findings. For the appointed member, we vote at the BOD. I would like to create the policy.

Julia: Looks like a great idea. Management and maintenance of policy means what?

David: Let's say a sentence in a policy is no longer relevant or fleshed out properly, they would make sure it's updated to the current situation. The BOD upholds the policy. They aren't a body that has power but rather, provides suggestions.

David: Part of this is that there are some policies that need to be worked on. For example, the date of when budgets will be due. Financial policies can be written as a priority and the update of the policy for the elections. These can be

immediate motions to having this policy committee right now for ideas of importance.

20210211-04: Isabelle, seconded by Kayla, motions to approve the creation of a Policy Committee.

Hanna: Can we add a code of conduct?

David: Code of conduct is something requested to do as well. It's something that's added. We can make that a motion once the committee is created.

Sierra: Will this committee be making recommendations to BOD or simply presenting info?

Jonathan left at 8:31PM

David: Either. It would be making recommendations in the logistic sense. The BOD doesn't need to vote on it; not mandatory, it's us at large to vote. It would help accelerate the process of giving jobs to create policies.

Isabelle: The recommendations they can do, is that changing the wording and not the sense of the current policy? And we'd have to mandate it for them if they find something unclear? They can just come up and say, "hey i did this completely new thing." Is that okay?

David: I think there are enough things for them to be mandated to do, so there won't be an issue. I believe this committee would be mandated to do things and to possibly repurpose to think on their own. The committee would look for new policies that could be beneficial to us.

Kim: To Isabelle- even if they find a policy that they want to change, they can just send us a request and we can approve it.

David: If I may ask, can I motion to create an incomplete committee immediately? Missing student at large. The committee can't do recommendations until the last independent student is brought; so we can start potential policies immediately? Should we do it now or next BOD?

Julia: Is there a reason why you don't wanna wait?

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David: This would be starting soon so we can identify policies. A policy that needs to be changed is the election policy. No one is mandated to do that. It'd be like people who are mandated to do that through the policy committee.

Motion 20210211-04 is passed in unanimity

6.3. CEC, EngWeek & Troitsky Budgets

> 20210211-05: Isabelle, second by David, motions for a five-minute break.

Motion 20210211-05 is passed in unanimity

Hanna presented ECA WINTER BUDGET 2020-2021

Presented section: Troitsky Budget

Hanna: For Troitsky, the items are a bit different except for awards. Everything else is new this year.

Isabelle: Do you think you could sum the rows for each event?

Hanna: Yes.

Kayla: I have more detailed ones in front of me, including sourcing of revenue.
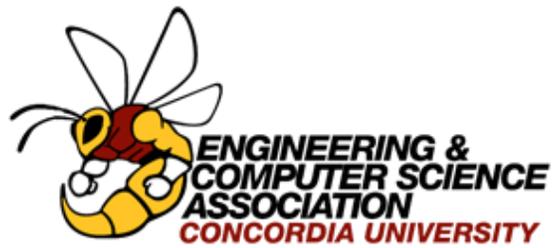
Hanna: Revenue isn't supposed to be here.

Kayla: I'd like to say ECA projected spend 0 dollars. I plan on getting sponsorship on this.

Presented section: Englympics Budget

Hanna: Kayla anticipates this.

Kayla: Did we approve the englimpics already?

David: I made sure it's approve last year along with Halloween.

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Presented section: CEC Budget

Presented section: EngWeek Budget

David: Are there election costs in there?

Hanna: No

David: For the next BOD, you should have an election cost please. So costs to pay for online voting platform, etc.
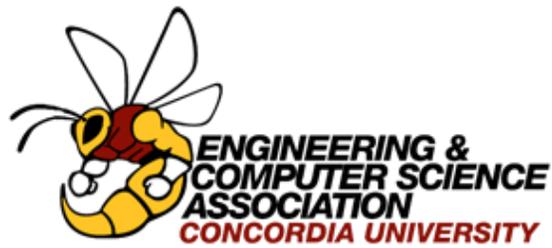

20210211-06: Kayla, seconded by Kim, motions to approve the Troitsky, CEC, and EngWeek budgets 2020-2021.

Motion 20210211-06 is passed in unanimity

6.4. Policy/Bylaw Change Process

David: I was thinking in complement to the policy committee; I wanna add: we should make the - as we hope that things change in policies when we create, we should have an open link so students, members, societies can create suggested changes in another document. For future bylaw and policies. The modification process can respect Robert's rules and have it accessible. It's important to add to our documents.

So currently, we have pdf files. If you wanna make a change to the bylaw as Non-ECA members, you need to manually create your own. I propose we mandate it to have an open doc for viewing and can show what's being modified. To have it more accessible to the student body and associations.

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20210211-07: Kim, seconded by Kayla, motions to approve the policy/bylaw change process.

Isabelle: Who would be mandated to do this change?

David: VP External, President. I will handle it and mandate myself to do this.

Motion 20210211-07 is passed in unanimity

7. ANNOUNCEMENTS & VERBAL REPORTS

Kayla, seconded by Isabelle, motions to adjourn the meeting.

Meeting adjourned at 9:03 PM