



Board of Directors Meeting

Thursday, April 1st, 2021

Google Meet, Concordia University, Montreal, Canada

1. ATTENDANCE	2
2. SUMMARY OF MOTIONS	3
3. PROCEDURES	6
3.1. Opening of the meeting	7
3.2. Appointment of the Chair	7
3.3. Appointment of the Secretary	7
3.4. Approval of the Agenda	7
3.5. Approval of Previous BOD's Minutes	8
4. EXTERNAL PRESENTATIONS	8
4.1. N/A	8
5. RETURNING BUSINESS	8
5.1. N/A	8
6. NEW BUSINESSES	8
6.1. Discrepancy in Financial Records	8
6.2. Audits For Previous Years	9
6.3. ECA Fee Levies	10
6.4 Annual General Meeting	12
6.5. Council's Motions	15
7. ANNOUNCEMENTS & VERBAL REPORTS	23
8. ANNEX A - New ECA Fee Levy Proposal Presentation	24



Board of Directors Meeting

Thursday, April 1st, 2021

Google Meet, Concordia University, Montreal, Canada

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	
<i>Vacant</i>	Electrical and Computer Engineering (ECE) Representative	
Manon Maistre	Mechanical & Industrial Engineering (MIE) Representative	
Tharushi Rathnayaka	Independent Representative	X
Zach Bys	Independent Representative	
Julia Levantian	Sage	
Pascal Demerdjian	UAV President	X



Board of Directors Meeting

Thursday, April 1st, 2021

Google Meet, Concordia University, Montreal, Canada

2. SUMMARY OF MOTIONS

Motion	Motion	Result
20210401-01	Motion to close the session.	Passed in unanimity
20210401-02	Motion to open the session.	Passed in unanimity
20210401-03	Motion to close the session.	Passed in unanimity
20210401-04	Motion to open the session.	Passed in unanimity
20210401-05	Motion to add the Design Team (0.50\$), Competitions (0.10\$) and Conference (0.10\$) Fee levy to the referendum as defined by their respective policies.	Passed in unanimity
20210401-06	Motion to add to the referendum, an increase of 0.15 cents in the ECA fee levy for the main purpose of increasing the salary of the office manager who will expand its role and responsibilities within the organization.	Passed in unanimity
20210401-07	Motion to close the session.	Passed in unanimity
20210401-08	Motion to open the session.	Passed in unanimity
20210401-09	Motion to have the date of the Annual General Meeting be after May 9, 2021, the end of the exam period.	Passed in unanimity



Board of Directors Meeting

Thursday, April 1st, 2021

Google Meet, Concordia University, Montreal, Canada

20210401-10	Motion to close the session.	Passed in unanimity
20210401-11	Motion to open the session.	Passed in unanimity
20210401-12	Motion to bring the percentage of signatures to bring a question to the referendum be reduced from 10% to 5%.	Defeated
20210401-13	Motion to bring the question to referendum: Should the percentage of signatures to bring a question to the referendum be reduced from 10% to 5%?	Passed in unanimity
20210401-14	Motion to bring the following question to referendum: Should the percentage that constitutes quorum for elections as per bylaw E.1.4 be increased from 2% to 5%	Passed in unanimity
20210401-15	Motion to close the session.	Passed in unanimity
20210401-16	Motion to open the session.	Passed in unanimity
20210401-17	Motion to close the session.	Passed in unanimity
20210401-18	Motion to open the session.	Passed in unanimity
20210401-19	Motion to make sure that an auditor will be appointed at the AGM to do an audit of this year at the very least. The type of audits will be decided by the appointed auditor for rectifying the	Passed in unanimity

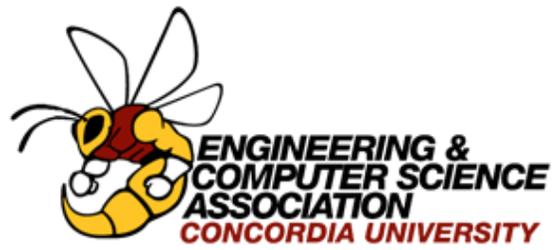


Board of Directors Meeting

Thursday, April 1st, 2021

Google Meet, Concordia University, Montreal, Canada

	financial situation of the past 6 years. Upon the choosing of the auditing company to be presented at the AGM, the company name will be released to the MA's.	
20210401-20	Motion to close the session.	Passed in unanimity
20210401-21	Motion to open the session.	Passed in unanimity
20210401-22	Motion to review councils motion 20210330-04 after the audits and financial reviews have been made.	Passed in unanimity
20210401-23	Motion to close the session.	Passed in unanimity
20210401-24	Motion to open the session.	Passed in unanimity
20210401-25	Motion to motion council motion 20210330-05: "Motion that 50% or more of the ECA's yearly revenue from the Equipment Fund and Fee Levies be allocated to Member Associations. Otherwise, a question be added to the referendum, specifying that 50% or more of the ECA's yearly revenue from the Equipment Fund and Fee Levies be allocated to Member Associations."	Defeated
20210401-26	Motion to amend B.4.1.4.2 in Bylaws to add "The VP Finance shall be responsible for all of the ECA's financial matters, including, but not limited to, financial negotiations and the financial books and documents of the Association. They shall be the Treasurer of the ECA. Additionally, VP Finance	Passed in unanimity

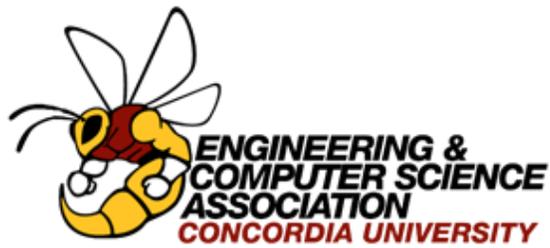


Board of Directors Meeting

Thursday, April 1st, 2021

Google Meet, Concordia University, Montreal, Canada

	must conduct mandatory yearly audits and ensure taxes are filed each year."	
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Board of Directors Meeting

Thursday, April 1st, 2021

Google Meet, Concordia University, Montreal, Canada

3. PROCEDURES

3.1. Opening of the meeting

Meeting opened at 7:04 PM

3.2. Appointment of the Chair

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

Passed in unanimity

Kim joined at 7:06 PM

3.3. Appointment of the Secretary

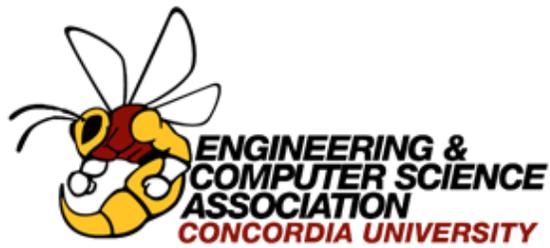
Ariane, seconded by Amanda, motions to appoint Adrienne as secretary for this meeting of the Board of Directors.

Passed in unanimity

3.4. Approval of the Agenda

Kayla, seconded by Ariane, motions to approve the agenda.

Passed in unanimity



Board of Directors Meeting

Thursday, April 1st, 2021

Google Meet, Concordia University, Montreal, Canada

3.5. Approval of Previous BOD's Minutes

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

Passed in unanimity

4. EXTERNAL PRESENTATIONS

4.1. N/A

5. RETURNING BUSINESS

5.1. N/A

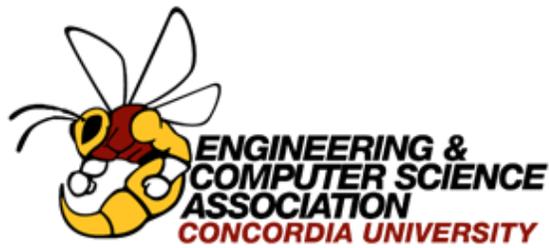
6. NEW BUSINESSES

6.1. Discrepancy in Financial Records

UAV President left at 7:07 PM

20210401-01: Isabelle, seconded by Jonathan, motions to close the session.

Motion 20210401-01 is passed in unanimity



Board of Directors Meeting

Thursday, April 1st, 2021

Google Meet, Concordia University, Montreal, Canada

20210401-02: Kayla, seconded by Jonathan, motions to open the session.

Motion 202103401-02 is passed in unanimity

UAV President joined at 7:31 PM

Kayla: Hanna will keep us updated on the confidential matters of the discrepancy in financial records and documentation.

Luca: Anything else to add? I believe we can move on

6.2. Audits For Previous Years

Luca: Hanna, FYI, between Hanna, me, and David. You wanted to add "getting audits and adding in bylaws and somewhere to have mandatory yearly audits". It's already in the bylaws hence I put "Audits For Previous Years".

Hanna: They were in Bylaws? Why were they not done before?

David: ECA team changes every year. Sometimes they don't do it. Nothing is perfect but it should have been done.

Hanna: Either approve the cost that we will inquire for the audit and to ensure it's done for Rabby's years.

Ariane: Are you presenting a budget for us to get approved?

Hanna: I don't have quotes for all companies but I have a general ballpark. 10k per year but that's the high end.

Arane: So there's nothing we can approve right now.

Hanna: I just want to make something like: in the next finances mandate to ensure it's done.

David: We approved a very large accounting budget can it be part of it?

Hanna: No.

David: I don't understand what we're doing right now. If we're approving a budget, you need to present it.

Hanna: Requesting to have something written so that if we're not able to do it on this mandate, to ensure next year it will be done.



Board of Directors Meeting

Thursday, April 1st, 2021

Google Meet, Concordia University, Montreal, Canada

Kayla: I'll add it to the policy committee's to-do list under financial mandate policy.

Ariane: Hanna, everything that you want that needs to be pursued to the next VP Finance, it's your job to ensure the responsibilities and ensure they understand it needs to be followed every year. Write it somewhere on your end of the mandate piece.

Hanna: I already wrote a mandate report. From experience, not everyone follows this. I was on the other end where the previous wasn't there. I don't know if we'll have a good relationship or such to ensure they still follow it.

Kayla: Can you send me 1 or 2 lines that summarize what the important things are? I'll write it in notes for policy. So when we create it, it can be done. You can send it now or later.

Hanna wrote in the Google Meet chat "i'll slack you later" in response to Kayla's request

Ariane: Can we move onto the next point?

Luca: Yes.

Hanna: I want to add: if we want to look for the audit reports from 6 years ago, I have to go to the office. But David, do you know where i can find them?

David: I don't know why you're asking here. Ask me later.

David: To clarify, you asked me publicly and we shouldn't disclose this information.

Hanna: Sorry.

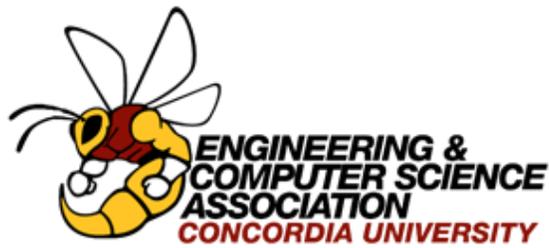
6.3. ECA Fee Levies

David: I'm not sure if you saw the presentation. We can do a presentation. We can present a powerpoint presentation. We want to introduce 3 fee levies. We want to bring these to referendum and increase the ECA fee levy. I'll come up with numbers after the presentation.

Kayla: I'll present. We can keep the presentation in an annex in the minutes.

David: For future meetings it would be recorded. If you want, you can record it. We record it to verify what was said afterwards.

Kayla presented the New ECA Fee Levy Proposal By the ECA Policy Committee 2021 ([refer to Annex A](#))



Board of Directors Meeting

Thursday, April 1st, 2021

Google Meet, Concordia University, Montreal, Canada

Kayla: Are we motioning something? Are we motioning to add this to the election...?

David: We would motion to add to the referendum as a new levy for the ECA.

Kim: Can we pass a motion like this without knowing the details of the equation that McGill is currently using?

David: Yes. We're passing a fee levy. What I would include is that: the fee levy would be defined as per the policy. The only additional statement when the policy is added, would be defined by that. Technically, the fee levy section is just the fee levy in the bylaws.

Ariane: Right now, we're gonna approve the three different fee levy with the amount we want to be, and the election, and the bylaw?

Kayla: No. The societies still want to have input - This was announced this week that it was 50 cents, 10 cents, and 10 cents. Can we define that is it 50 cents, 10 cents, and 10 cents on Saturday? There still needs to be research. Can we say we want to add the fee levies here? And then, in the respective policies say what the fee levies are?

Ariane: I can't advertise anything that is not approved in the BOD. We're pushing back the advertising, and just not going to pass at some point.

Kayla: The amount isn't finalized.

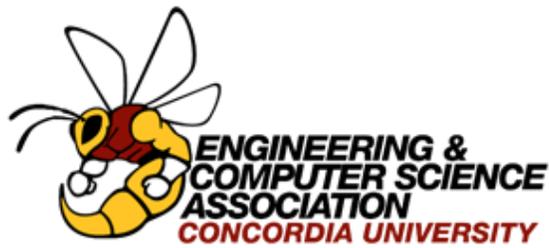
20210401-03: David, seconded by Isabelle, motions to close the session.

Motion 20210401-03 is passed in unanimity

20210401-04: Ariane, seconded by Isabelle, motions to open the session.

Motion 20210401-04 is passed in unanimity

Kayla: In order to meet the deadline for the elections, we will motion to pass the referendums with the amounts in the presentation. This will ensure we have a baseline in case of disagreements. If the feedback session on Saturday proves some different result, we will call an emergency BOD.



Board of Directors Meeting

Thursday, April 1st, 2021

Google Meet, Concordia University, Montreal, Canada

Ariane typed in Google Meet chat, "so we don't miss our shot for this year ballot" as an additional statement to Kayla's summary of the closed session.

20210401-05: Kayla, seconded by Sierra, motions to add the Design Team (0.50\$), Competitions (0.10\$) and Conference (0.10\$) Fee levy to the referendum as defined by their respective policies.

Motion 20210401-05 is passed in unanimity

David: I want to propose another referendum question to increase the ECA Fee Levy by .15\$ whereas the main purpose of this increase in fee levy is to justify a larger pay for a future office manager whereas we'll be giving more responsibilities they did in the past, including a core part of our organization for the future.

Ariane: How was this amount calculated?

David: The normal salary for the office manager was a certain amount. That amount is representative of an administrative agent. If we want them to be a real office manager, the amount that gets more represents that.

20210401-06: David, seconded by Kayla, motions to add to the referendum, an increase of 0.15 cents in the ECA fee levy for the main purpose of increasing the salary of the office manager who will expand its role and responsibilities within the organization.

Motion 20210401-06 is passed in unanimity

6.4 Annual General Meeting

David: So, as the school year is different and we started a week later. We usually have the annual general meeting in May. The exam period does extend a but later than usual. The question I'd like to bring: is it okay to hold it after exams end to increase the accessibility towards holding on that day?

Ariane: I think it's a good idea. Mine ends May 1st. I won't make it before.

Isabelle: My two last finals are the last week of April so it would be bad personally if we want execs to end.



Board of Directors Meeting

Thursday, April 1st, 2021

Google Meet, Concordia University, Montreal, Canada

Luca: Does the chair have to be there or secretary?

Kayla nods her head in response to Luca's question.

Kim: Do you know what's the last date for exams?

Adrienne: May 9

Kim: When is the last day of our mandate?

Ariane: April 30.

Kim: Do we have to vote on adding more dates to our mandate? I don't know how that would work.

Kayla: We have the transition period anyways. I think the AGM would fall within that. We have to stay at least a month. It's in the bylaws. We have to decide on a date right now? Or we'll make it right after May 9?

Kim: For auditing purposes, do we need to - Were supposed to choose an auditing company during that meeting right? Would we have to vote on stuff after that, before that? Is that on us or the next team? I'm a bit confused here. Just on the auditing part.

David: I didn't understand your question exactly. Is it relevant to us holding a later date that would be the same process either way? Just a bit later.

Kim: So, on that General Meeting, we're gonna choose an auditing company, were gonna announce the auditing? I wanna know what is happening with the auditing on that meeting.

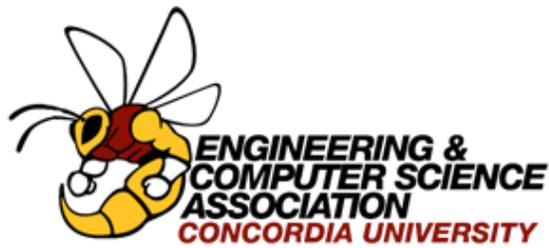
David: I'll read to you the bylaw in General Meeting Part F: "In accordance with the Quebec Companies Act, the Annual General Meeting is set to receive the financial statements from the previous year and the interim statements from the current year, receive the end-of-year report from the Directors, appoint auditors, and receive the report of the CEO electing the Directors."

Kim: Do they need to vote to appoint the auditor?

David: The members do the appointment of auditor so they need to vote on it. So yeah.

Kim: Can we vote after our mandate is done?

David: I don't think that's relevant to this part at the moment. I don't understand



Board of Directors Meeting

Thursday, April 1st, 2021

Google Meet, Concordia University, Montreal, Canada

Kayla: She's [Kim] trying to say: do we need to be voting BOD members to be in the AGM? Are we voting on anything publicly? The fact our mandate ended invalidated anything passed in the AGM.

David: The AGM is mostly for members to vote on things. It's not for us to vote on things. In theory, since the mandate is over, some of us will be considered a member. I won't be considered one personally.

Kim: If the auditor that we have chosen doesn't pass through the council member or people don't agree with it, what happens then?

Ariane: I don't have a response to Kim, but I wanted to go back to the discussion. Last day of exams is May 9. I think we could just pass the motion that says, "the general assembly is going to happen the week following the last day of exam".

Isabelle: We'll come back to this afterwards Ariane. I was just curious with what Kim was saying: If we're not execs anymore because it will be after our mandate, who is going to be presenting the different auditors to the public... or is it in a form? In my mind, I thought it was Hanna presenting the different options. But if she's not VP Finance anymore... David, do you know what I mean?

UAV President left at 8:32 PM

20210401-07: David, seconded by Kim, motions to close session.

Motion 20210401-07 is passed in unanimity

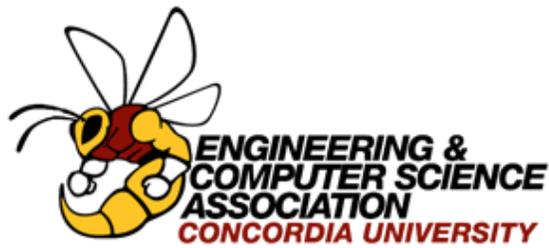
20210401-08: Kayla, seconded by Isabelle, motions to open the session.

Motion 20210401-08 is passed in unanimity

UAV President joined at 8:43 PM

Kayla: The resolution of the closed session is: Points of clarification were made on whether or not extending the date of the AGM would be affected by the transition of the election. And we'd like to extend the election to after finals and make sure that all required AGM points are included in the AGM.

Isabelle: To clarify in Kayla's statement: when she says elections, she means for the auditor in the AGM.



Board of Directors Meeting

Thursday, April 1st, 2021

Google Meet, Concordia University, Montreal, Canada

Kim: To add to the clarification: In case the first auditor is not accepted by the members, the next auditor should be chosen by the next ECA team and should be passed in the next AGM meeting?

Kayla typed in the Google Meet chat: "that's already in the bylaws no? That an audit should happen" in response to Kim

Kim replied in Google Meet chat: "I don't think so" in response to Kayla

20210401-09: Isabelle, seconded by Kim, motions to have the date of the Annual General Meeting be after May 9, 2021, the end of the exam period.

Motion 20210401-09 is passed in unanimity

6.5. Council's Motions

Discussion of Council Motion 20210330-01:

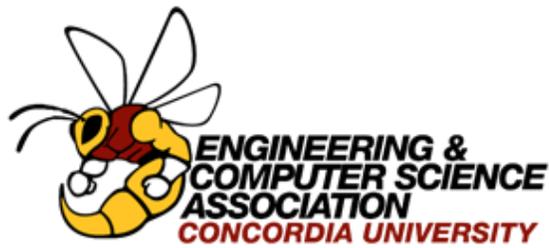
Motion for a paid, external minute keeper to avoid having missing discussions in the approved meeting minutes.

Adrienne: Is this motion pertaining to me specifically? Or to the situation where there's a replacement and I can't make it?

Kayla: I think it was just in general, they're unhappy with resolutions of closed sessions and maybe when you weren't there, me, being the minute keeper at the same time as actively being part of the meeting which is not fun. We've implemented now the recording system which would void this motion. The recording will allow for anyone taking the minutes to check through the minutes after it was done.

Adriene: If ever the situation occurs where I can't make it and there's a replacement: when I edit the minutes, I will definitely look back at the recording to ensure that all discussions are added.

Discussion of Council Motion 20210330-02:



Board of Directors Meeting

Thursday, April 1st, 2021

Google Meet, Concordia University, Montreal, Canada

Motion to lower the requirement to add a question on the ECA election from 10% of the ECA membership to 2% of the ECA membership.

20210401-10: Isabelle, seconded by Kayla, motions to close the session.

Motion 20210401-10 is passed in unanimity

20210401-11: Kayla, seconded by Kim, motions to open the session.

Motion 20210401-11 is passed in unanimity

UAV President joined at 9:15 PM

Amanda: To recap, if we do keep it at 5% it's because other societies have it at 10% and it would increase the involvement of student bodies and it's a more accurate representation of our population. If we reduce it to 2% it's to keep it consistent.

Ariane: To add, we looked at McGill and Polytechnique bylaws to know what was their percentage for the referendum question, and both are at 10%.

20210401-12: Kayla, seconded by Ariane, motions to bring the percentage of signatures to bring a question to the referendum be reduced from 10% to 5%.

Motion 20210401-12: Vote

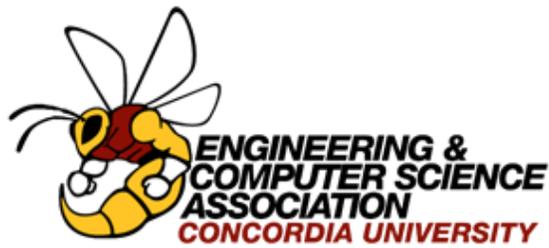
For: 2

Against:6

Abstain: 1

Motion 20210401-12 is defeated as per Bylaw B.4.7. requiring a two-thirds majority vote of the BOD.

20210401-13: Kayla, seconded by Sierra, motions to bring the question to referendum: Should the percentage of signatures to bring a question to the referendum be reduced from 10% to 5%?



Board of Directors Meeting

Thursday, April 1st, 2021

Google Meet, Concordia University, Montreal, Canada

Motion 20210401-13 is passed in unanimity

202100401-14: Kayla, seconded by Sierra, motions to bring the following question to referendum: Should the percentage that constitutes quorum for elections as per bylaw E.1.4 be increased from 2% to 5%.

Motion 20210401-14: Vote

For: 7

Against: 1

Abstain: 1

Motion 20210401-14 is passed in unanimity

Discussion of Council Motion 20210330-03:

Motion for the ECA BOD to commit to a financial audit of the last six financial years. The commitment must be made before the end of the current mandate, must include selection of the independent auditing party, must include allocation of the funds to pay for the audit and must include an official commitment to the audit made with the auditing party. In addition, MA's will be part of choosing which company will be doing the auditing.

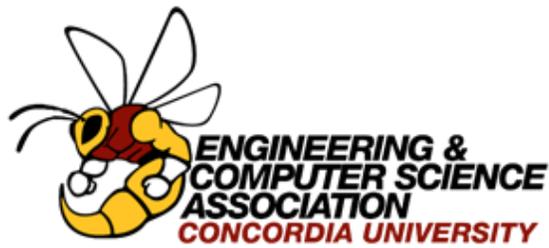
20210401-15: Kayla, seconded by Isabelle, motions to close the session.

Motion 20210401-15 is passed in unanimity

20210401-16: Kayla, seconded by Ariane, motions to open the session.

Motion 20210401-16 is passed in unanimity

Kayla: So the summary of the closed session: As per the AGM, An auditor will be appointed at the AGM (normal AGM conduct) to do an audit of this year at the very least. The type of audits will be decided by the appointed auditor for



Board of Directors Meeting

Thursday, April 1st, 2021

Google Meet, Concordia University, Montreal, Canada

rectifying the financial situation of the past 6 years.

Before the AGM, Upon the choosing of the auditing company to be presented at the AGM, the company name will be released to the MA's.

UAV President joined at 9:55 PM

Discussion of Council Motion 20210330-04:

Motion for the ECA to post a financial spreadsheet for the last 4 or more years for future reference as a reliable approximation until an audit is made. The ECA would also release statements pre-2017 as final.

Kayla posted the spreadsheet in question via Google Meet chat

UAV President asked a question on Google Meet chat: "I'm sorry, was a vote done on points 1 and 4? I might have missed it."

Kayla: in response to UAV President: For the minute keeping one [point 1], we just said in a summary that the recording taken will rectify that, and only the secretary will look over the recordings. It was just a summary discussion and it'll just be done from now on.

Luca: And point 4, we're discussing it right now.

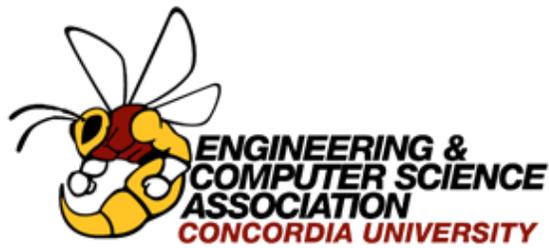
UAV President asked if Council Motion 20210330-03 was voted on via Google Meet chat.

Kayla and Ariane replied that it was a summary statement, as response to UAV President's question via Google Meet chat.

UAV President asked "I'm sorry, but shouldn't votes be done for all proposed motions?" via Google Meet chat.

UAV President left at 9:59 PM

20210401-17: David, seconded by Kayla, motions to close the session.
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Board of Directors Meeting

Thursday, April 1st, 2021

Google Meet, Concordia University, Montreal, Canada

Motion 20210401-17 is passed in unanimity

20210401-18: Ariane, seconded by Isabelle, motions to open the session.

Motion 20210401-18 is passed in unanimity

UAV President joined at 10:12 PM

20210401-19: Kayla, seconded by Isabelle, motions to make sure that an auditor will be appointed at the AGM to do an audit of this year at the very least. The type of audits will be decided by the appointed auditor for rectifying the financial situation of the past 6 years. Upon the choosing of the auditing company to be presented at the AGM, the company name will be released to the MA's.

Hanna: Can we amend to put: at least the last 3 years the very least? I think the most concern is the last 2 years with Rabby.

Kayla: Pascal did make a point. He's like, "shouldn't all the things be voted on?". Sure, we can vote on this. Hence the motion 20210401-19 (motion to make sure that an auditor will be appointed at the AGM...). And, I think we can say, to your point Hanna, the last year at the very least, because what the professional opinion of what the auditor says takes precedence over whatever we say here. So we know for a fact in the bylaws, this year needs to be audited at the very least. And then, whatever the auditor says for the rest of the years, we don't get to decide that. It's the auditor; the professional company.

Ariane: I want to make sure I'm understanding everything. Kayla, you have a certain motion, and Hanna is talking about another motion?

Kayla: It's the same motion. Its motion 20210401-19. We're going back. Societies are going to be looking for the resolution. So this was based on a point that was made before.



Board of Directors Meeting

Thursday, April 1st, 2021

Google Meet, Concordia University, Montreal, Canada

20210401-19-Amended: Hanna, seconded by Ariane, motions to amend motion 20210401-19_to state: "Motion to make sure that an auditor will be appointed at the AGM to do an audit of the last 3 year at the very least. The type of audits will be decided by the appointed auditor for rectifying the financial situation of the past 6 years. Upon the choosing of the auditing company to be presented at the AGM, the company name will be released to the MA's."

20210401-19-Amendment: Vote

For: 4

Against: 3

Abstain: 1

20210401-19-Amended is defeated as per Bylaw B.4.7. requiring a two-thirds majority vote of the BOD.

David: For the minutes, I abstained.

20210401-20: Hanna, seconded by Kim, motions to close session.

Motion 20210401-20 is passed in unanimity

20210401-21: Kayla, seconded by Sierra, motions to open session.

Motion 20210401-21 is passed in unanimity

Kayla: For summary of the closed session: Clarifications were made for the detail of the motion and also the difference between a financial review and an audit.

UAV President joined at 10:30 PM

Motion 20210401-19 is passed in unanimity



Board of Directors Meeting

Thursday, April 1st, 2021

Google Meet, Concordia University, Montreal, Canada

Luca: Let's now go back to the present. Council Motion 20210330-04. Do we have some discussion on that?

Kayla: I'd like to say the summary of the closed session, two closed sessions ago. The financial statements will be posted as per the bylaws when they are available.

As for Council Motion 20210330-04 on posting the official spreadsheet. The process should not be rushed and should be reviewed thoroughly to make sure all officially posted documents are presenting accurate information. The financial statements will be posted as per the bylaws when they are available for all missing financial statements. That doesn't mean we won't be posting the official documents, we will do the following motion right now:

<p><u>20210401-22</u>: Kayla, seconded by Ariane, motions to review councils motion 20210330-04 after the audits and financial reviews have been made.</p>
--

Kim: In that motion, did we have a section like, "The ECA will also release statements pre-2017 as final." Did we have something like that in there? Can you confirm, secretary?

Adrienne: Yeah, it was what Kayla posted at 10:31 PM.

Kayla: Which Hanna is already doing I think. David and Hanna are already tracking, and trying to get the financial statements up as soon as possible, right?

David: Yeah, it's in the process.

Kim: This is for pre-2017 as well?

David: This is for all missing financial statements.

Motion 20210401-22 is passed in unanimity

Discussion of Council Motion 20210330-05:



Board of Directors Meeting

Thursday, April 1st, 2021

Google Meet, Concordia University, Montreal, Canada

Motion that 50% or more of the ECA's yearly revenue from the Equipment Fund and Fee Levies be allocated to Member Associations. Otherwise, a question be added to the referendum, specifying that 50% or more of the ECA's yearly revenue from the Equipment Fund and Fee Levies be allocated to Member Associations.

20210401-23: Kayla, seconded by Isabelle, motions to close the session

Motion 20210401-23 is passed in unanimity

20210401-24: Kim, seconded by Sierra, motions to open the session.

Motion 20210401-24 is passed in unanimity

UAV President joined at 10:52 PM

David: The current governing body can't just tell the future governing body on how to spend the money. That's the general consensus: We can't tell the governing body which it's their right during the academic year how to spend money. We are not the owners of that future money.

20210401-25: Kim, seconded by Sierra, motions to motion council motion 20210330-05: "Motion that 50% or more of the ECA's yearly revenue from the Equipment Fund and Fee Levies be allocated to Member Associations. Otherwise, a question be added to the referendum, specifying that 50% or more of the ECA's yearly revenue from the Equipment Fund and Fee Levies be allocated to Member Associations."

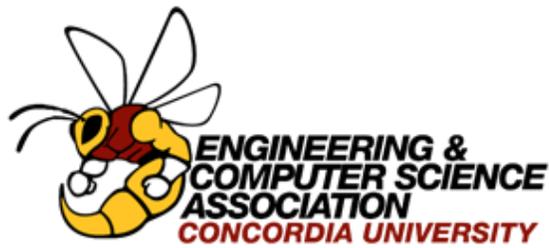
Motion 20210401-25: Vote

For: 1

Against: 6

Abstain: 1

Motion 20210401-25 is defeated as per Bylaw B.4.7. requiring a two-thirds majority vote of the BOD.



Board of Directors Meeting

Thursday, April 1st, 2021

Google Meet, Concordia University, Montreal, Canada

Kayla: We have to go back on adding the auditing yearly in changing the Bylaws to make sure auditing yearly is mandated to the VP Finance. Hanna, do you have a change you want to specifically make?

Hanna: Motion to add: "The VP Finance shall be responsible for all of the ECA's financial matters, including, but not limited to, financial negotiations and the financial books and documents of the Association. They shall be the Treasurer of the ECA. Additionally, VP Finance must conduct mandatory yearly audits and ensure taxes are filed each year." to the VP Finance mandate.

Kim: I thought we changed it to "internal" instead of "finance". So essentially: "should the office of the President be vacant or should the President be unable to act, the VP Finance will act as an Internal". We changed that to "internal" previously.

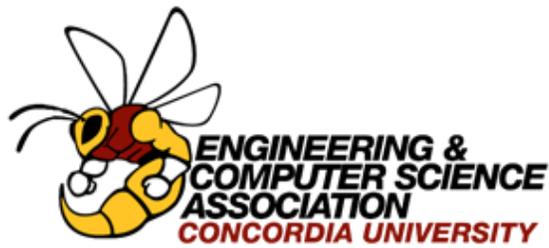
20210401-26: Hanna, seconded by Kayla, motions to amend B.4.1.4.2 in Bylaws to add "The VP Finance shall be responsible for all of the ECA's financial matters, including, but not limited to, financial negotiations and the financial books and documents of the Association. They shall be the Treasurer of the ECA. Additionally, VP Finance must conduct mandatory yearly audits and ensure taxes are filed each year."

Motion 20210401-26 is passed in unanimity

7. ANNOUNCEMENTS & VERBAL REPORTS

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

Meeting adjourned at 11:05 PM



Board of Directors Meeting

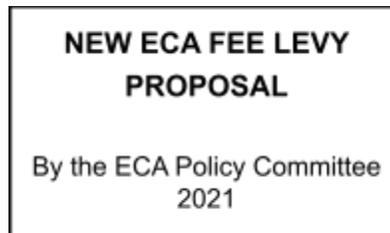
Thursday, April 1st, 2021

Google Meet, Concordia University, Montreal, Canada

8. ANNEX A - New ECA Fee Levy Proposal Presentation

Note: The slides displayed in the annex are a copied version of the original slides presented in the meeting.

Slide 1: New ECA Fee Levy Proposal By the ECA Policy Committee 2021

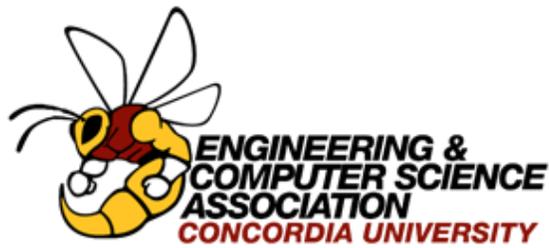


Kayla: Presenting on behalf of the ECA Policy Committee. Composed of David, me, Sierra, and a student at large who applied for the position. We are here to present to you a proposal for three new fee levies.

Slide 2: Overview

- Design Team
 - Going to Comps
- Competition
 - Hosting Comps
- Attending & Hosting Conferences
- Marketing/Modularity
 - Great success of being adopted!
- ECA Fee levy is NOT affected

The Design Team Fee Levy aims for any project that has an objective of competing at a competition. Sub-teams of societies or design teams from the student body at large can apply to this fund and receive funding for which I will talk more about later.



Board of Directors Meeting

Thursday, April 1st, 2021

Google Meet, Concordia University, Montreal, Canada

The next fee levy is the Competition Fee Levy. This is for the objective of aiding hosting of academic competitions at Concordia.

Our last fee levy is for Conferences. So attending and hosting conferences. Sending teams to represent Concordia or hosting them at our school.

The main reason we wanted to implement these three fee levies is for modulatory. Basically in the way we get our money from students. It's easy to look at the Design Team Fee Levy, read the policy that goes with it, and know where your money is going. Same can be said for the other two fee levies. So, in order to help more easily market and manage the funds of the ECA. We think this will have a higher success of being adopted and more well managed, and more well seen.

Another thing I'd like to say is that the regular ECA Fee Levy operates as regular. It doesn't have anything to do with these fee levies. And the equipment fund also operates as regular. So, the regular budgeting process happens for both of the other two streams of income of the ECA.

Slide 3: Quick Math

Design Team Fee Levy:

$0.50\$ \text{ Per Credit} \times 5600 \text{ students} = \text{approx } 12 \text{ credits per student} = 33\ 600\$$

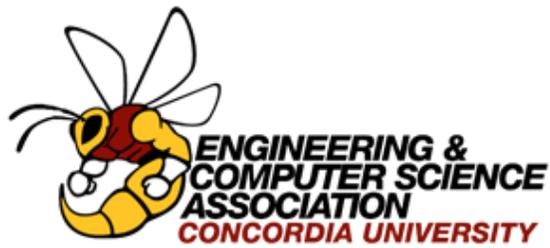
Competitions Fee Levy:

$0.10\$ \text{ Per Credit} \times 5600 \text{ students} \times \text{approx } 12 \text{ credits per student} = 6720\$$

Conference Fee Levy:

$0.10\$ \text{ Per Credit} \times 5600 \text{ students} \times \text{approx } 12 \text{ credits per student} = 6720\$$

Let's do some quick mathematics. The Design Team Fee Levy, we want to start at 0.50\$ per credit, and 0.10\$ each for the Competitions Fee Levy and



Board of Directors Meeting

Thursday, April 1st, 2021

Google Meet, Concordia University, Montreal, Canada

Conference Fee Levy. These are all very vague approximations but that make a little bit of sense. With 5600 students and approximately 12 credits per student, you can see the amount on the slides per semester.

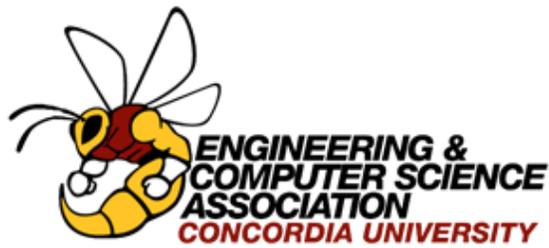
Slide 4: Quick Math - Part 2

Design Team: $\$33,600 \times 2 \text{ semesters} = \$67,200$
Competitions: $\$6720 \times 2 \text{ semesters} = \$13,440$
Conferences: $\$6720 \times 2 \text{ semesters} = \$13,440$
Grand Total: \$94,080

Of course there are two semesters. So, this would give a grand total of \$94,080 extra dollars for these three fee levies. Again, these are approximations and can be more because we didn't have enough numbers to represent the summer semester but they do exist, so there are credits being taken by students there. An opportunity for Design Teams, and Competitions, and Conferences to have this much more money than they already have.

Slide 5: Preface

- This is a Trail year (Structure)
- Fast Track to More Funding



Board of Directors Meeting

Thursday, April 1st, 2021

Google Meet, Concordia University, Montreal, Canada

I'd like to preface that this is a year of trial. We've created these policies and some on a fast track manner -- yes, Hanna?

Hanna: I have a question. The new policy money will be coming for the Design Team or the Competition or Conference Fee. Is that funds that will be added to what they normally get? Or, is that basically what societies will get distributed from?

Kayla: I will talk a little bit more in detail about the eligibility of the applicants. But the applicants themselves are the teams organizing the projects, competitions and events. So it's important to make the distinction. As I mentioned before, the ECA fee levy, and equipment fund are allotted as regular. I'll explain how the committee will dispense the funds but, it doesn't touch the regular ECA streams of income.

So as I was saying, this is a trial year, we are in communication with the societies to make sure that the structure of how this money is given out is the most fair. We wanted to create these policies first to be able to pass them in the referendum in the upcoming elections.

Slide 6: General Info

- **NOT INCLUDED:** Regular ECA activities (VP comps mandate) ENGWEEK, ENGLYMPICS, Troitsky, CQI, CCI
- Process
 - First week of September (date can be adjusted), meeting with what was defined as quorum for the committees
 - Budget
 - Proposal
 - Sponsorship Package
- BOD
- Committees are fully responsible for implementing the policy
 - Criteria still needs to be worked out

The regular ECA activities are not dipping into these funds. So, activities of the VP comps mandate, ENGWEEK, ENGLYMIPC, Troitsky, CQI, and CCI that not only in my head be eligible, will not dip into the funds because we want to have it be available for our MA's and the student population at large.



Board of Directors Meeting

Thursday, April 1st, 2021

Google Meet, Concordia University, Montreal, Canada

The process the applicants have to go through is that by the first week of September, each applicant (teams that are surrounding these projects) have to pick a head representative. Each applicant will have to submit a budget, proposal, and a sponsorship package that the committee will be able to review and check the validity of.

The policies that we created surrounding these fee levies will dictate how the money should be dispensed and the committees are in charge of checking the validity of the applications and implementing the policies. Every budget that the committee finally comes up with needs to be passed at BOD in the end.

Slide 7: Design Team Fee Levy

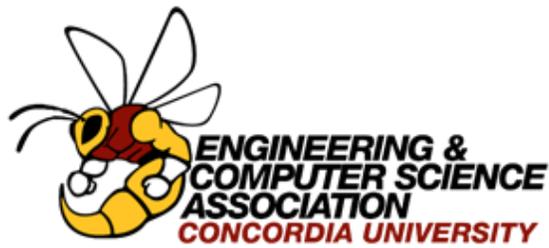
- Subteam Applicants
- Operational & equipment costs (travel expenses)
- Committee Composition:
 - 5.2 The DTFC shall be composed of the following voting members:
 - 5.2.1 President of the ECA;
 - 5.2.2 VP Finance of the ECA;
 - 5.2.3 Another Executive of the ECA as per the executive team of the current year;
 - 5.2.4 One (1) representative of each applicant.
 - 5.2.4.1 Design Team must select a representative at their discretion who will participate in the DTFC.
 - 5.2.4.2 Each Design Team must have a different representative; one student cannot represent two Design Teams.

To get into more detail about the actual funds Fee Levy themselves

The Design Team Fee Levy as I mentioned before: any project that has an objective of going to compete at a competition. The example in my head is the machine team of ENGGAMES. They will be able to apply to this fund with their budget and their sponsorship package, and be able to benefit from the fee levy.

This is for operational and equipment costs. So, travel expenses are included in this fee levy.

Of course the Committee Composition. Each Design Team has a representative that can sit on the committee. So the committee is composed of three ECA members: President, VP Finance, another executive as chosen by the executive



Board of Directors Meeting

Thursday, April 1st, 2021

Google Meet, Concordia University, Montreal, Canada

that year, and any Design Team lead that would like to sit on the committee, may sit on the committee and have a vote.

Slide 8: Design Team Equation - We want your Feedback

- New Team Stipend (Varies Year to Year)
- Base (45%)
- Number of EUS members (35%)
- Performance (20%)

We've based the design team on something that McGill does. You can see in the link here: (https://eus.wiki/Design_Team_Fund). The base signifies that 45% of fee levy is equally distributed between all the applicants. Say, \$100 for fee levy, 45\$ is split equally to each applicant. Now, the number of EUS members (in our case ECA members), 35% of those dollars will be proportionally distributed based on the number of ECA members within the design team that are participating in the Design Team and Competitions. They have this equation for the last 25% for performance. That doesn't make a lot of sense to me.

I'd like to finish this slide by saying: this is the McGill way and we need to fit it into the Concordia way. I encourage societies and student at large to get involved if you have any feedback on how we think the best way of Concordia's way of running this. And last thing, it's a process, the polocity is created but it doesn't mean it can't be changed. That is important to remember.

Slide 9: Competitions Fee Levy

- For hosting Competitions
 - 5.2 The CFC shall be composed of the following voting members:
 - 5.2.1 President of the ECA;
 - 5.2.2 VP Finance of the ECA;
 - 5.2.3 VP Competitions of the ECA;
 - 5.2.4 One (1) representative of each applicant.
 - 5.2.4.1 Competition Executive Team must select a representative at their discretion who will participate in the CFC.
 - 5.2.4.2. Each Competition Executive Team must have a different representative; one student cannot represent two Competition Executive Teams.



Board of Directors Meeting

Thursday, April 1st, 2021

Google Meet, Concordia University, Montreal, Canada

Competitions Fee Levy, as I said before: it's for the hosting of competitions. Again, the committee members will be implementing what the policy says. For hosting competitions at Concordia, there's a way to dispense the funds. The committee with one representative from each applicant will sit on the committee and implement the dispensing of the funds every year.

Slide 10: Conference Fee Levy

- Attending OR Hosting Conference
 - Example
 - IISE National Conference
 - WIE
 - Wise Conference
 - High School Students conference
- 5.6.1 Chair of the DTFC;
5.6.2 President of the ECA;
5.6.3 VP Finance of the ECA;
5.6.4 Another Executive of the ECA as per the executive team of the current year;
5.6.5 At least fifty percent plus one (50% + 1) of the applicant members.
- 5.2.4.1 Applicants consisting of groups of GCS students must select a representative at their discretion who will participate in the CAFC.
5.2.4.2 Each applicant must have a different representative; one student cannot represent two Conference Activity applicants.

Same idea goes for Conference Fee Levy. So we had the IISE National Conference and the WIE in Conferences in mind.

Same thing: attending or hosting conferences. Teams can apply. Funds can be dispensed as per the policy.

Slide 11: Thank you

Any Questions of Clarification?
Feedback?

Thank you all for listening to my presentation, and do you have any questions?

(End of presentation)