



Board of Directors Meeting

Wednesday, May 26th, 2021

Google Meet, Concordia University, Montreal, Canada

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1. ATTENDANCE

Name	Role	Present
Marissa Profetto	Secretary to the board	X
Kayla Charky	President & Chairperson of the board	X
Kimiya Derakhshani	Vice-President of Internal Affairs	X
Remi Jonathan Choquette	Vice-President of Financial Affairs	X
Mason Morrill	Vice-President of External Affairs	
Sierra Campbell	Vice-President of Academic Affairs	X
Erman Akman	Vice-President of Sports and Competitions	X
Sabrina Dubreuil	Vice-President of Marketing & Communications	X
Bryan Catudal	Vice-President of Social Affairs	X
<i>Vacant</i>	Building, Civil and Environmental Engineering (BCEE) Representative	
<i>Vacant</i>	Computer Science & Software Engineering (CSSE) Representative	
<i>Vacant</i>	Electrical & Computer Engineering (ECE) Representative	
<i>Vacant</i>	Mechanical & Industrial Engineering (MIE) Representative	
<i>Vacant</i>	Independent Representative	
<i>Vacant</i>	Sage	
Abi	IISE President	X
Jess	IISE President	X
Pascal	President UAV	X
Sevag	President SAE	X



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Nic	VP External SAE	X
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2. SUMMARY OF MOTIONS

Motion	Motion	Result
20210526-01	Marissa, seconded by Kim, motions that any Regular Member of the ECA may send an email to the president (president@ecaconcordia.ca) to request the election report from the CEO.	Passed in unanimity
20210526-02	Erman, seconded by Sierra, motions to appoint Donya as Chair	Passed in unanimity
20210526-03	Remi, seconded by Kim, motions to appoint Ribelle as Secretary.	Passed in unanimity
20210526-04	Remi, seconded by Bryan, motions to appoint Rinad as ECE Rep	Passed in unanimity
20210526-05	Kim, seconded by Kayla, motions to appoint Elsa as BCE Rep	Passed in unanimity
20210526-06	Sierra, seconded by Bryan, motions to appoint Aimee as CSSE Rep	Passed in unanimity
20210526-07	Erman, seconded by Kim, motions to appoint Joan as MIAE Rep	Passed in unanimity
20210526-08	Kayla, seconded by Sierra, motions to appoint Hamza as Independent Rep	Passed in unanimity
20210526-09	Kim, seconded by Bryan, motions to appoint Marina as Independent Rep	Passed in unanimity
20210520210	Sierra, seconded by Bryan, motions to appoint	Passed in unanimity



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526-0926-11	Tharushi as Director of Academics	
20210526-12	Sabrina, seconded by Kim, motions to appoint Camille Director Marketing	Passed in unanimity



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3. PROCEDURES

3.1. Opening of the meeting

Meeting opened at 7:08 PM

Kayla: Explaining Robert's Rules

3.2. Appointment of the Chair

Sierra, seconded by Erman, motions to appoint Kayla Charky as chair for this meeting of the Board of Directors.

Passed in unanimity

3.3. Appointment of the Secretary

Sierra, seconded by Kim, motions to appoint Marissa Profetto as secretary for this meeting of the Board of Directors.

Passed in unanimity

3.4. Approval of the Agenda

Sierra, seconded by Erman, motions to approve the agenda.

Passed in unanimity



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3.5. Approval of Previous BOD's Minutes

Kayla: Amendment, Camille's name was written incorrectly (Granade)

6.2 Office Manager

- Accounting "stuff" changed to Accounting "software"

Sierra, seconded by Bryan, motions to approve the previous BOD's minutes.

Passed in unanimity

4. EXTERNAL PRESENTATIONS

4.1. N/A

5. RETURNING BUSINESS

5.1 N/A

6. NEW BUSINESS

6.1. Discussion on Crash Courses Provided by the ECA

Sierra: Host crash courses to support students taking summer courses. Will draft a list to target 200-level courses to reach a wider range of students with these courses. Will reach out to MA's for tutors, will be added to co-curricular record and will look for compensation. In the past \$150/3hojr want to up \$200/3 hours to show appreciation. If anyone wants to suggest specific courses, please do.

Kim: How would you make sure tutors applying are the best choice?

Sierra: Ask for transcript. Minimum of A in the course.

Abi: Will ECA assign to specific



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Sierra: Any association member could tutor anything

Kayla: Encourage members to host crash courses with ECA, if you want to do specifically for Indu, come to ECA to ask.

Abi: Will this extend to fall and winter?

Sierra: Yes

Jess: Is it summer 1 and 2?

Sierra: Yes both

Erman: Finals of summer 1 is in a month, is it possible to reach that deadline?

Sierra: Because everything is online, it shouldn't be a problem, no booking rooms or anything.

Remi: Did we consider part of the money going to society then the rest going to individual? Ex: 150\$ to society then \$50 to the actual individual student. Combined incentive

Sierra: Has not been a previous topic of convo. Tutors always come from MA's and therefore were getting money for their MA. Maybe for people not active in MAs we could open up this option.

Kayla: As it stands, we could do the \$150, should we motion for it to be \$200 in the future?

Sierra: Yes lets leave it for now then try to increase this in the future. Discussion for summer 2

Jess: In Fall, IISE has crash courses on our own, so will this be transferred to ECA so we get the incentive?

Kayla: Idk what's done in the past but any crash course given by a society should be given an incentive whether it goes through ECA or not. Can be discussed with Remi. We can come up with an answer cause I'm not sure. To be discussed by BOD. Can be an honorarium part of your budget

Remi: ECA can allocate amount of money into crash courses. To be discussed.

<p><u>20210526-0X</u>: X, seconded by X, motions to</p>

Motion 20210526-0X is passed in unanimity



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6.2. Annual General Meeting

Kayla: Normally, the AGM has the following three topics: Financial Statements, Auditor and CEO report.

Remi: Regarding the finance status, we are waiting on the bank to provide us with complete bank statements containing copies of cheques debited and credited into the ECA's and all society's bank accounts. These are documents which the accountant asked us to provide in order for her to prepare the yearly statements as well as this year's interim statement. These are documents which we will then be able to use in moving forward with the review.

Kayla: AGM is waiting on this, once this is done with accounting and stuff we will be able to call an AGM.

Sierra: Do we have a time estimate?

Kayla: The signature transfer is almost done and I'm in constant communication right now. Could be any day now. They said they would have docs ready. Hopefully this week.

Remi: Once we have the bank access, we will receive the docs, and we could send them to the accountant and that's when they could give a timeline for that. No clarity for that second part but the accounts in a few days.

Pascal: Is this for previous years?

Remi: Starting May 2018. Creating financial statements from these past years.

Kayla: Going off advice from accountants, we are doing things methodically. Not going at this blind, we have a plan!

CEO Reports:

Kayla: CEO did make reports available. Will post on Facebook. I would like to motion that anybody of our membership can email me for CEO report for results of elections

Sierra: Regular member is different from associate member of ECA right?

Kayla: Yes.

Sierra: Are we including associate members?

Pascal: Anyone from a member association counts as regular member right?

Kayla: Regular member is an undergrad student under ECA.



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Pascal: Why do we need consent from Kate?

Kayla: It just feels right.

Remi: I think CEO did her mandate for ECA, so as ECA we have the freedom to share the report should we want to share it, so we don't need CEO's approval.

Kayla: okay cool that's my motion

20210526-01: Marissa, seconded by Kim, motions that any Regular Member of the ECA may send an email to the president (president@ecaconcordia.ca) to request the election report from the CEO.

Motion 20210526-01 is passed in unanimity

6.3. Appointment of the Chairperson of the Association

Kayla: Due to the fact that there were many vacant positions and many applicants, the selected interviewees were interviewed prior to the BOD and recorded for the acting BOD members to view before the meeting in order to make the decisions here tonight. The applicants for the vacant BOD positions were asked if they would be interested in director positions should they not be appointed as BOD members at the end of their interview

Kayla: There were 30 applicants. Very impressive !! I will now pass to close session

20210526-0X: Kayla, seconded by Sierra, motions to close session

Motion 20210526-0X is passed in unanimity

20210526-02: Erman, seconded by Sierra, motions to appoint Donya as Chair

Motion 20210526-02 is passed in unanimity



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6.4. Appointment of the Secretary of the Association

20210526-03: Remi, seconded by Kim, motions to appoint Ribelle as Secretary.

Motion 20210526-03 is passed in unanimity

6.5. Appointment of the Electrical Engineering and Computer Engineering Representative of the Association

20210526-04: Remi, seconded by Bryan, motions to appoint Rinad as ECE Rep

Motion 20210526-04 is passed in unanimity

6.6. Appointment of the Building, Civil and Environmental Engineering Representative of the Association

20210526-05: Kim, seconded by Kayla, motions to appoint Elsa as BCE Rep

Motion 20210526-05 is passed in unanimity

6.7. Appointment of the Computer Science and Software Engineering Representative of the Association

20210526-06: Sierra, seconded by Bryan, motions to appoint Aimee as CSSE Rep

Motion 20210526-06 is passed in unanimity



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6.8. Appointment of the Mechanical, Industrial and Aerospace Engineering Representative of the Association

20210526-07: Erman, seconded by Kim, motions to appoint Joan as MIAE Rep

Motion 20210526-07 is passed in unanimity

6.9. Appointment of the Two Independent Representatives of the Association

20210526-08: Kayla, seconded by Sierra, motions to appoint Hamza as Independent Rep

Motion 20210526-08 is passed in unanimity

20210526-09: Kim, seconded by Bryan, motions to appoint Marina as Independent Rep

Motion 20210526-09 is passed in unanimity

20210526-0x: Kim, seconded by Sabrina, motions to open session

Motion 20210526-0x is passed in unanimity

6.10. Appointment of the Director of Academics of the Association

Sierra: Biggest responsibility is planning the iron ring, in hopes that it will be in person, there are a lot of responsibilities that come with this. Verifying guest list, location, finding mentors etc.. So I would like to have a director to help. We interviewed Tharushi for multiple positions, but I think she would be best because she was already a rep last year



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therefore knows ECA and she is super committed and organized. She will do a great job. I motion...

20210526-010: Sierra, seconded by Bryan, motions to appoint Tharushi as Director of Academics

Motion 20210526-10 is passed in unanimity

6.11. Appointment of the Director of Marketing of the Association

Sabrina: My mandate is a little bit everything, and I need to learn more before I know what I want a director to do. Will mostly be to handle social media during frosh for ex when i'm working on banners and such. I liked Camille, he seemed eager and clearly wanted to get involved with ECA. Motions..

20210526-11: Sabrina, seconded by Kim, motions to appoint Camille Director Marketing

Motion 20210526-11 is passed in unanimity

6.12. Appointment of the Director of Competition of the Association

Erman: VP Comps includes so many competitions, so I believe that a director would be very helpful. I believe that it's a two person job, a director would be necessary. I wasn;t there for Gloria's interview but saw it after and I know her personally, she also won CEC, I think with all of this, she would be very helpful to me. Motion..

20210526-0X: Erman, seconded by Sierra, motions to appoint Gloria As the Director of Competition.

Motion 20210526-0X is passed in unanimity



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6.13. Social Committee Policy

Bryan: Proposing to create a social committee, I believe my job as Social will be more efficient if I have more than one director. I would place the director as external to book venues and djs and such, while the other would be more internal, helping with communication with other societies and MAs so that we can have two people working on two fronts at the same time. Efficiency and organization. During the year we would work together on venues, schedules, budgets, creating more of a team to plan events. I would like to motion....

Kayla: Let's resolve conflicts..

Motion to close : Kayla, sierra

Motion to open: Kayla, kim

20210526-0X: Kim, seconded by Erman, motions to enact the Social

Motion 20210526-0X is passed in unanimity

6.14. Appointment of the Director of Internal Social Affairs of the Policy Committee of the Association

20210526-0X: Bryan, seconded by Kayla, motions to appoint Isabelle Creapeau

Motion 20210526-0X is passed in unanimity

6.15. Appointment of the Director of External Social Affairs of the Social Policy Committee of the Association

20210526-0X: Bryan, seconded by Kim, motions to appoint Chloe Law as the



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Motion 20210526-0X is passed in unanimity

6.16. Amendments to the Frosh Committee Policy

20210526-0X: Bryan, seconded by Erman, motions to amend the policy

Motion 20210526-0X is passed in unanimity

7. ANNOUNCEMENTS & VERBAL REPORTS

Remi, seconded by Kim, motions to adjourn the meeting.

Meeting adjourned at 8:22 PM