

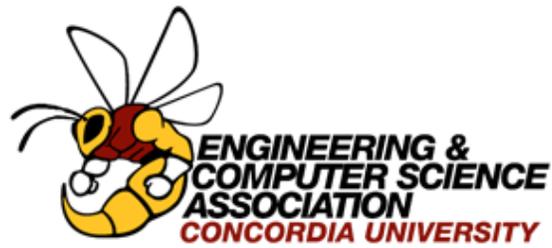


## Board of Directors Meeting

Mon, Oct 25th, 2021

Google Meet, Concordia University, Montreal, Canada

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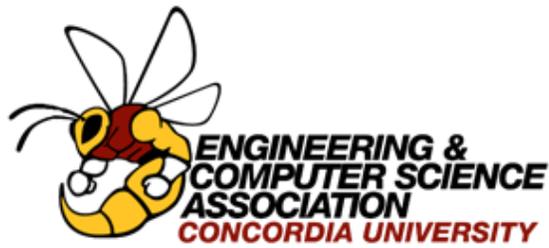


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### 1. ATTENDANCE

Name	Role	Present
<i>Donya Mesghin</i>	Chairperson of the board	x
Kimiya Derakhshani	Secretary to the board	x
Kayla Charky	President	x
Kimiya Derakhshani (Kim Dera)	Vice-President of Internal Affairs	x
Remi Jonathan Choquette	Vice-President of Financial Affairs	x
Mason Morrill	Vice-President of External Affairs	x
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
Vacant	Vice-President of Social Affairs	
Elsa Younes	Building, Civil and Environmental Engineering (BCEE) Representative	x
Aimee N.	Computer Science & Software Engineering (CSSE) Representative	x
Rinad Saleh	Electrical & Computer Engineering (ECE) Representative	x
Joan Afif	Mechanical & Industrial Engineering (MIE) Representative	x
Hamza Kanchwala	Independent Representative	x
Marina	Independent Representative	x



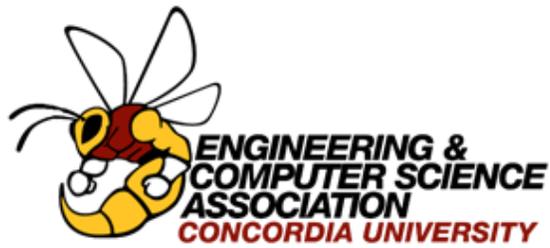
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## 2. SUMMARY OF MOTIONS

Motion	Motion	Result
20211025-01	Motion to appoint Sireen as the troitsky communications director.	Passed in unanimity
20211025-02	Motion to appoint Ella as the secretary of the ECA	Passed in unanimity
20211025-03	Motion to appoint Yousef Bisharah as the Executive Director of the ECA.	Passed in unanimity
20211025-04	Motion to not have the societies pay for a COVID 19 waiver.	Passed in unanimity
20211025-05	Motion to approve the fall iron ring budget.	Passed in unanimity
20211025-06	Motion to approve the presented budgets.	Passed in unanimity
20211025-07	Motion to appoint Chloe Law as the VP social.	Passed in unanimity
20211025-08	Motion to table point U.	Passed in unanimity
20211025-09	Motion to approve the Englympics budget.	Passed in unanimity



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### 3. PROCEDURES

#### 3.1. Opening of the meeting

Meeting opened at 18:03

#### 3.2. Approval of the Chair

Rami, seconded by Elsa, motions to appoint Donya as chair for this meeting of the Board of Directors.

Passed in unanimity

#### 3.3. Approval of the Secretary

Sierra, seconded by Elsa, motions to appoint Kimiya as secretary for this meeting of the Board of Directors.

Passed in unanimity

#### 3.4. Approval of the Agenda

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

Passed in unanimity



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### 3.5. Approval of Previous BOD's Minutes

Elsa, seconded by Remi, motions to approve previous BOD's minutes.

Passed in unanimity

## 4. EXTERNAL PRESENTATIONS

### 4.1. Interview of Brian Tkatch for position of the ECA Secretary (6:05PM)

#### -Brian was late to the interview

Kim: Hi Brian, tell us a bit about yourself, who are you, what are you majoring in?

Brian: I'm in soen in my year 0. I think I have some experience that would be sufficient for the secretary position. Would I need to be in MTL for this position?

Kim: What experience do you have that is relevant? Also as for your question you don't need to be in Montreal. All meetings for now are online.

Brian: I worked for a software company and developed a software that's used by doctors for their marketing so I have experience in accounting and working with vendors.

Kim: Have you ever been part of any of our associations?

Brian: No as this is my first year in university.

### 4.2. Interview of Ella Danby for position of the ECA Secretary (6:20PM)

Remi: Tell us a bit about yourself. How much time do you think you can assign to this position? Have you ever been involved in any ECA activities?

Ella: I haven't done much but I'd love to be more involved and all of my classes are online. I've previously worked in groups and had to take notes for them along with taking notes for classes. So I'm pretty good at taking notes. I've also



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researched how to make minutes to better understand it. I'm a first year soen student.

Kim: how many hours can you give to this position and how many classes are you taking?

Ella: I'm taking 4 classes at the moment and I have a fair amount of free time to be involved in this class.

Kim: Have you been ever to any ECA event?

Ella: I went to the Frosh

Sierra, seconded by Kim, motion to close the session.

Sierra, seconded by Kim, motion to open the session.

20211025-02: Kayla, seconded by Kim, motion to appoint Ella as the secretary of the ECA.

Motion 20211025-02 is passed in unanimity

Kayla: In the closed session we discussed the candidates of the secretary position.

## 5. RETURNING BUSINESS

N/A

## 6. NEW BUSINESS

Remi shares the requested budgets to the BOD.



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- All MAs who joined this BOD accepted to share their requested budget in open session.

### a. [CSCE] Society Budget Approval (6:30PM)

-Selena Mezher joins the meeting

Sierra: I'd like to know more about the sustainability event that you will be holding?

Selena: Each semester we hold a networking sustainability event and we weren't sure of the budget but we put an average. Speakers that have sustainable practices in their companies will share their experiences with event's attendees. The cost can change depending on whether it's online or not.

Kayla: Do you have how much money was granted by the department for one of your events?

Elsa: the Department yet has to review and approve the amount requested for the three competitions. Usually it's around 2000.

Kim: For Tbog what is most of the money spent on?

Selena: Last year it was to go to Toronto, but this year it will be in Alberta, so travel expenses and material make most of the requested budget.

-Selena leaves the meeting.

Sierra, seconded by Remi, motion to close the session.

Sierra, seconded by Kim, motion to open the session.

### b. [SAE] Society Budget Approval (6:45PM)

-SAE members enter the BOD

Kim: How is the registration fee calculated for your events? Is it per person who goes to the event or is it a general amount?

SAE: it is per vehicle, 3200 per vehicle for baja and others it's the same and we're sending only 1 for each but for aero design it's 2 in two different classes.



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That's for the registration and then we have transportation fees and then other competition fees.

Sierra: On line 47 for the Aero connect can you elaborate on the transport line?

SAE: That line is for transportation to California and getting the team to the competition.

Kim: Line 27, you are asking for a budget to buy a new motor. What happens to the previous motors? And also you're asking for a budget line to purchase new power cells due to them being damaged and lost. Can you elaborate on that?

SAE: For the cells, the batteries were not stored correctly so they're not feasible to work with anymore. And as for the motors it's for the new machines and we use the old ones for testing rounds.

-SAE leaves the meeting

### **c. [SCS] Society Budget Approval (7:00PM)**

-SCS joins the meeting

Kayla: For the 6th line, what are the prizes?

SCS: We'd like to give out prizes for our competitions.

Kayla: What's the domain and server budget line for?

SCS: it's for the SCS and algo time website

-SCS leaves the meeting

### **d. [Space] Society Budget Approval (7:15PM)**

-Ruben joins the BOD

Kayla: how many of your members or non ECA members?

Ruben: 45 out of 217 are not ECA members.

-Ruben leaves the BOD

### **e. [UAV] Society Budget Approval (7:30PM)**

-UAV joins the BOD

-UAV leaves the BOD



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Sierra, seconded by Remi, motion to close the session.

Kayla, seconded by Kim, motion to open the session.

### f. [WIE] Society Budget Approval (7:45PM)

-WIE joins the BOD

Kim: When is the mental health week that you are requesting a budget for and can you elaborate on what the budget will be used on?

WIE: it's in the first week of Nov and the cost is for furniture setup and setting up the platform.

Sierra: Can you elaborate on the power hours even?

WIE: we invite different speakers and the amount there is the estimate of the budget that was allocated previously.

Kim: What is this budget spent specifically?

WIE: We give students merch and T-shirts, food and also workshop expenses.

Kim: for the wise conference you've mentioned that Concordia also pays you, why do you have a budget request line for that here?

WIE: Concordia usually pays for the transportation, hotel,... we just haven't gotten their approval yet. Also if it's virtual we might not even use that money.

-WIE leaves the BOD

Remi, seconded by Marina, motion to close the session.

Kayla, seconded by Kim, motion to open the session.

Remi: we went over the suggested WIE budget and it was approved by the BOD.

20211025-02: Kayla, seconded by Kim, motion to appoint Ella as the secretary



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of the ECA.

Motion [20211025-02](#) is passed in unanimity

### g. [Enggames] Society Budget Approval (8:00PM)

-Enggames joins the BOD

Kayla: You have 100\$ for cultural events. What is it for?

Enggames: Cultural events are a part of the game, the money would be for new uniforms and for trivia for buying new parts for the buzzers. Also for holding any trivia competition during our practices leading to the games to encourage participation.

Remi: The 100\$ has already been approved during the summer budget approvals.

-Enggames leaves the BOD

### h. [IEEE] Society Budget Approval (8:15PM)

-No show

### i. [IISE] Society Budget Approval (8:30PM)

-IISE joins the BOD

Kayla: for the podcast fund are you guys aware of the CSU podcast fund and will you apply to that?

IISE: we were not aware of that!

Sierra: Line 12, for the open house is this for fall? Isn't the fall open house online?

IISE: If it happens in winter in person we would like to give out goodies during the open house.

Sierra: for the crash course line, does this fall under the approved summer rate? In that case we would have to know the amount of crash courses

Remi: Any society that requested a budget for crash courses, societies can send requests to ECA as an expected sponsorship.

-IISE leaves the BOD



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### j. [GCES] Society Budget Approval (8:45PM)

-GCES joins the BOD

Kayla: What is the capstone competition and what's the prize money?

GCES: the competition is with the school and we're not asking for the prize money as it might be covered by the school.

Kayla: What does essentials mean?

GCES: A lot of the team leaves pretty far from campus and for them to not go back and forth we'd like to rent an airbnb for a weekend.

-GCES leaves the BOD

Remi, seconded by Reinad, motion to close the session.

Kayla, seconded by Kim, motion to open the session.

Remi: During the closed session we looked over the proposition for the approved budgets for GCES and it was approved by the board.

### k. [CSME] Society Budget Approval (9:00PM)

-CSME joins the BOD

Sierra: In one of the lines the word salary is used is that for gift cards or something else?

CSME: it's to pay people to go to high schools and teach students about CADing and to generate interest among highschool students

Kayla: So is that in gift cards?

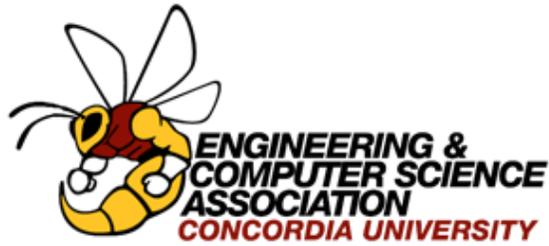
CSME: yes we can pay it in gift cards

Kayla: I don't see any sponsorships here do you have any?

CSME: No we don't have any currently

Kayla: Will you be charging for your crash courses?

CSME: yes it will be around 20\$



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Kayla: Line 3 and 7, are the filaments for two different projects?

CSME: yes

-CSME leaves the BOD

### I. [CUBES] Society Base Budget Approval (9:15PM)

-CUBES did not submit a budget, Remi will present to the board a base budget

### m.[HackConcordia] Society Base Budget Approval (9:30PM)

-HackConcordia did not submit a budget, Remi will present to the board a base budget

Remi, seconded by Sierra, motion to close the session.

Sabrina, seconded by Kim, motion to open the session.

Kayla: In the closed session we went through each society's budgets and approved them. We also drafted the space Concordia's probation letter.

20211025-06: Remi, seconded by Sierra, motion to approve the presented budgets.

Motion 20211025-06 is passed in unanimity

### n. [Space Concordia] Space Concordia Probation Letter

20211025-06: Kayla, seconded by Marina, motion to send the probation letter to Space concordia.

Motion 20211025-06 is passed in unanimity



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### o. [Troitsky] Appointment of the Troitsky Communications Director

Erman: During the last meeting Cyrian Kedowide couldn't join us since he is in a different time zone, me and Gloria had an interview with him and we decided that he is a great fit for this position. He knows how to word his emails and push people in terms of communications.

20211025-01: Erman, seconded by Kim, motion to appoint Cyrian Kedowide as the troitsky communications director.

Motion 20211025-01 is passed in unanimity

### p. [ECA] Appointment of Chloe Law as VP Social

-Brian's resignation letter was sent to the chair.

Kayla: As Chloe is currently the director of social she will be the perfect fit for the VP Social position.

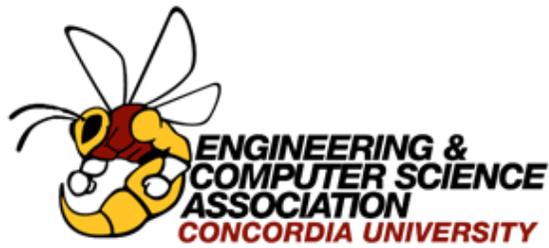
20211025-07: Kim, seconded by Elsa, motion to appoint Chloe Law as the VP social.

Motion 20211025-07 is passed in unanimity

### q. [ECA] Appointment of Yousef Bisharah as Executive Director of the ECA

Kayla: I'd like to appoint an executive director that would help me with the following points:

- help with policy writing and implementation of new initiatives in governance
- help coordinate a team to fix the website
- help organise team bonding
- reorganise the google drive structure with me
- help define the mission statement



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- help create the 5 year strategic plan
- investigate ways to make the ECA societies life easier
- help rewrite the bylaws
- something for sustainability/diversity initiatives
- support VP's and help them when they need to get on track (follow up, meetings, help the president)

20211025-03: Kayla, seconded by Kim, motion to appoint Yousef Bisharah as the Executive Director of the ECA.

Motion 20211025-03 is passed in unanimity

### r. [ECA] Policy for Printing at the Office - Att. Waivers

Kayla: Does the BOD want to budget printing out these safety waivers that are used for student protection from covid during the events?

Remi: I think since the waivers are a way of protection for the members and the ECA itself I think it makes sense to budget the waivers for the societies.

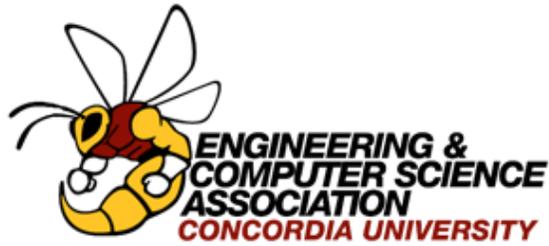
Kim: Why don't we be a bit more sustainable and have the waivers in a form format online.

Kayla: I agree with the sustainability side, but on the other hand I have to check up with the lawyer to see if that holds up.

Remi: That would be sustainable but it can also create logistic issues for gathering the signatures. We don't have that many waivers in general. Is it really worth taking the digital route rather than the paper route?

20211025-04: Remi, seconded by Kayla, motion to not have the societies pay for a COVID 19 waiver.

Motion 20211025-04 is passed in unanimity



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### s. Fall Iron Ring Budget Presentation

-Sierra shares the suggested Iron ring fall budget

Sierra: This cost is only related to the after party. The actual ceremony is online and the rings are taken care of by the university.

20211025-05: Kim, seconded by Kayla, motion to approve the fall iron ring budget.

Motion 20211025-05 is passed in unanimity

### t. Englympics Budget

-Erman shares the englympics budget

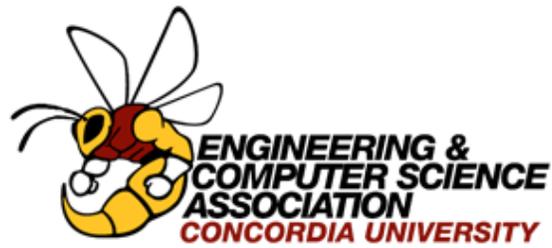
20211025-09: Erman, seconded by Kim, motion to approve the Englympics budget.

Motion 20211025-09 is passed in unanimity

### u. Business as Usual IT Contractor salary

20211025-08: Kayla, seconded by Elsa, motion to table point U.

Motion 20211025-08 is passed in unanimity



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# 7. ANNOUNCEMENTS & VERBAL REPORTS

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

*Meeting adjourned at 11:00*

## Attachments

### Passed society budgets by the BOD

[CSCE] 2021-22 Budget	\$ 11,100.00
[CSME] 2021-22 Budget	\$ 5,750.00
[CUBES] 2021-22 Budget	\$ 1,100.00
[ENGG] 2021-22 Budget	\$ 8,100.00
[GCES] 2021-22 Budget	\$ 2,880.00
[HACK] 2021-22 Budget	\$ 1,100.00
[SAE] 2021-22 Budget	\$ 36,100.00
[SCS] 2021-22 Budget	\$ 2,875.00
[UAV] 2021-22 Budget	\$ 9,850.00
[WIE] 2021-22 Budget	\$ 4,180.00



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# Space Concordia Extended Probation Letter

**Dear Space Concordia,** October 27, 2021

The Board of Directors has reviewed the actions you have taken in order to meet the demands and conditions that were outlined in the previous probation letter. It was decided that Space Concordia will be on extended probation and will not receive additional funding from the ECA for the 2021-2022 academic year, as you have not successfully met the terms and conditions as outlined in the previous letter. It was also noted that you, Space Concordia, have not ceased all activity during the time of your probation while you had demands that you had yet to meet. This was demonstrated by the social media posts of ongoing events, as well as Lizard Lounge Participation.

The following outlines the previous letter's demands, along with the BOD's verdict on whether they were successfully met or not:

1. **Reverse The Unauthorized Secondary Bank Account:** *"According to Bylaw D.3.3., Member Associations are not to open Bank Accounts in their name. To reverse this violation, you must transfer all its remaining funds back into the ECA's account. Additionally, you must provide all the monthly statements since the opening of the bank account and the certified financial snapshot."*

**VERDICT: CONDITIONAL PASS** - All monthly statements have not been provided. However, it was understood that there was an agreement between the VPs of Financial Affairs of both Space Concordia and the ECA to organize a meeting with the bank.



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- 2. Provide the ECA with GoFundMe Credentials:** *"According to Bylaw D.3.3. and D.3.4, Member Associations are also not to enter into contracts in the Society's or ECA's name, and all funds that the Member Associations receive must be remitted to the ECA in a timely fashion, respectively. To reverse these violations that occurred due to signing up a GoFundMe campaign under Space Concordia's name without authorization, you must transfer all account credentials to the ECA's Vice President of Financial Affairs. The amassed money will be deposited into the ECA account in order to reimburse the Space Concordia members. "*

**VERDICT:PASS** - Space Concordia has passed the credentials over as requested. Please provide all the reimbursements requests from May 1st 2021 until October 25, 2021 to the ECA by **November 2nd, 2021**, so that we may begin reimbursing the Space Concordia members. Please note that reimbursements will be given for no purchase that has a transaction date that is not within the aforementioned bounds.

- 3. Establishing a Relationship of Trust:** *"Provide all your financial books since 2018 and attend a meeting with the ECA's Vice President of Financial Affairs and Office Manager."*

**VERDICT:PASS** - The VP of Financial Affairs for the ECA has acknowledged the efforts to organize a meeting.

- 4. Provide the Full Inventory List:** *"As per Bylaw D.3.5 and D.3.6, all assets of the Member Association are official property of the ECA, and all activities must be carried out with explicit consent of the ECA, respectively. The theft incident that occurred resulted in property damages. Provide the full inventory list and location of each item, including (noted) lost/damaged property, both for on-campus and off-campus inventory."*

**VERDICT:FAIL** - The BOD has deemed the given Inventory list as incomplete. It was apparent that major parts of inventory were not listed, including objects that were built. The list that was provided to us contained only 71 items, the vast majority of which being tools, such as scissors and hammers for example, and did not involve more important parts of the inventory (i.e. parts and components used for rocketry's rockets, robotics' rover, etc.).



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The ECA will thereby provide a google sheets template for Space Concordia to use, with fields such as:

Item name, location(i.e. ECA provided offices, unauthorized off-campus site, member's home) , vendor (where it was bought or received), depreciated value cost at purchase, year of purchase .

Please be aware that these fields are mandatory, and that there may be more within the given template. You are required to send the correct inventory list by **November 9th, 2021**. Note that Space Concordia will have its Hall office and Cage access revoked. If one-time access is necessary for inventory logging, please contact [internal@ecaconcordia.ca](mailto:internal@ecaconcordia.ca).

Space Concordia is expected to satisfy the demands accordingly. Once again, it is reminded that instead of Society dissolution, the ECA has opted to put Space Concordia on extended probation during the academic year, whereby no activity (events, launches, technical activities, etc.) is permitted during this time. If Space Concordia violates the extended probation, they will face dissolution. In the meantime, the ECA will work promptly to provide reimbursements for the Space Concordia members that were misled to spend on Space Concordia's behalf that now hold balances on their personal financial accounts that causes them anxiety.

For any clarifications or assistance, you may contact [chair@ecaconcordia.ca](mailto:chair@ecaconcordia.ca) or [president@ecaconcordia.ca](mailto:president@ecaconcordia.ca). We look forward to your cooperation.

Sincerely,

**Engineering & Computer Science Association**