



## **Board of Directors Meeting**

Saturday, October 10th, 2020

Google Meet, Concordia University, Montreal, Canada

<b>1. ATTENDANCE</b>	<b>2</b>
<b>2. SUMMARY OF MOTIONS</b>	<b>3</b>
<b>3. PROCEDURES</b>	<b>4</b>
3.1. Opening of the meeting	4
3.2. Appointment of the Chair	4
3.3. Appointment of the Secretary	4
3.4. Approval of the Agenda	4
3.5. Approval of Previous BOD's Minutes	5
<b>4. EXTERNAL PRESENTATIONS</b>	<b>5</b>
4.1. Seela Kabassakalian	5
4.2. Muhammad Zeeshan Rashid	7
4.3. Mason Morrill	7
4.4. Darius Csiky	8
4.5. Khairo Khatib	10
4.6. Farah	11
4.7. Samy Ben Thabet	12
<b>5. RETURNING BUSINESS</b>	<b>14</b>
5.1. N/A	14
<b>6. NEW BUSINESSES</b>	<b>14</b>
6.1. Selection of General Troisky Director	14
6.2. Selection of Director of Technology	15
6.3. Selection of Director of Communications	15
6.4. Selection of Director of Sponsorship	15
6.5. Sponsorship Package Making and Budget	16
6.6. ECA Account Access	16
6.7. Iron Ring Refunds	16
6.8. Fracture Bags Decathlon	17
<b>7. ANNOUNCEMENTS &amp; VERBAL REPORTS</b>	<b>17</b>



## Board of Directors Meeting

Saturday, October 10th, 2020

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
Jonathon Fisch	Vice-President of Social Affairs	X
Erman Akman	Director of Competitions	X
Sierra Campbell	Building, Civil and Environmental Engineering (BCEE) Representative	X
Zafir Khalid	Computer Science and Software Engineering (CSSE) Representative	X
Michael Arabian	Electrical and Computer Engineering (ECE) Representative	
Manon Maistre	Mechanical & Industrial Engineering (MIE) Representative	
Tharushi Rathnayaka	Independent Representative	X
Zach Bys	Independent Representative	X
Rabby Oliuddin	Sage	
Julia Levantian	Sage	X



## Board of Directors Meeting

Saturday, October 10th, 2020

Google Meet, Concordia University, Montreal, Canada

## 2. SUMMARY OF MOTIONS

Motion	Motion	Result
20201010-01	To have a closed session.	Passed in unanimity
20201010-02	To open the session.	Passed in unanimity
20201010-03	To have a closed session.	Passed in unanimity
20201010-04	To appoint Darius as Director of Technology.	Passed in unanimity
20201010-05	To appoint Farrah as Director of Communications.	Passed in unanimity
20201010-06	To appoint Mason as Director of Sponsorship.	Passed in unanimity
20201010-07	To open the session.	Passed in unanimity
20201010-08	To make a \$500 budget for Sponsorship Package for 2020.	Passed in unanimity



## Board of Directors Meeting

Saturday, October 10th, 2020

Google Meet, Concordia University, Montreal, Canada

### 3. PROCEDURES

#### 3.1. Opening of the meeting

Meeting opened at 10:05 AM

#### 3.2. Appointment of the Chair

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

Passed in unanimity

#### 3.3. Appointment of the Secretary

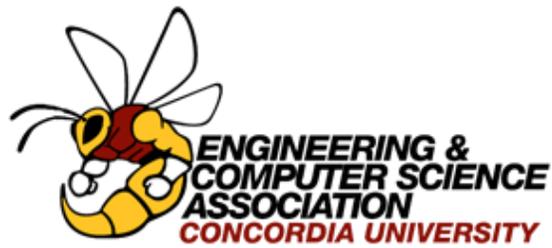
Kayla, seconded by David, motions to appoint Adrienne as secretary for this meeting of the Board of Directors.

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

Saturday, October 10th, 2020

Google Meet, Concordia University, Montreal, Canada

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

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

Passed in unanimity

## 4. EXTERNAL PRESENTATIONS

### 4.1. Seela Kabassakalian

*(Potential candidate for General Troitsky Director, Director of Technology, Communications, and, Sponsorship)*

*A recorded interview via Youtube*

*Interview shown at 10:09 am*

Seela: I'm in Civil Engineering and I'm graduating next year. I did Troitsky last year, which was really fun and would like to get involved again.

Kayla: Will you be in Montreal during the winter term?

Seela: Yes.

Kayla: Have you ever participated in other competitions?

Seela: No.

Kayla: How many hours per week would you give?

Seela: As many hours as needed. My schedule is pretty free.

Kayla: As you know there is COVID. We might need an online contingency plan once the team is selected. Do you have ideas on how we can host it online? Software? Any ideas? Relating for the competitions itself.

Seela: Use Zoom. Live recording.



## Board of Directors Meeting

Saturday, October 10th, 2020

Google Meet, Concordia University, Montreal, Canada

Kayla: Can you describe yourself with three words?

Seela: Patient, reserved, and creative.

Kaya: Why are you interested in the positions? And what makes you fit for it?

Seela: For General Troisky Director, I was always present. I understand how to get involved and make sure everyone's involved.

Kayla: And for Technology and Sponsorship - do you have one you prefer?

Seela: Sponsorship. I know because I've done fundraisers in my past. It relates more to myself at home in terms of what my family does.

Kayla: Have you helped organize a competition before?

Seela: No, but other events, yes.

Kayla: How would you resolve a conflict between two organizers?

Seela: Listen to both sides. Try and find a "middle" where I don't side with one of them.

Kayla: Your first choice is General then Sponsorship?

Seela: Yes.

Kayla: Can you name a few companies that can sponsor?

Seela: My mom's finance company. My uncle owns a store too that sponsors.

Luca: What's your level of french?

Seela: I was born and raised here. I did schooling here too, so I'm good with writing and speaking.

Luca: You helped with fundraisers and sponsorships but not with competitions? Can you elaborate?

Seela: When I used to work with my mom, we did annual conferences. I would organize events like that.

*Hanna entered at 10:22 am*



## Board of Directors Meeting

Saturday, October 10th, 2020

Google Meet, Concordia University, Montreal, Canada

20201010-0X: Ariane, seconded by Kayla, motions to close the session.

Motion 20201010-0X is passed in unanimity

20201010-0X: Kayla, seconded by Ariane, motions to open the session.

Motion 20201010-0X is passed in unanimity

### 4.2. Muhammad Zeeshan Rashid

*(Potential candidate for General Troitsky Director, Director of Technology, and, Communications)*

*Muhammad was not present for scheduled interview*

### 4.3. Mason Morrill

*(Potential candidate for Director of Sponsorship)*

*Interview began at 10:38 am*

Mason: I'm in my second year of Concordia. Currently on an internship with government Quebec. I was a member of Troitsky as a team member. I think this is a good opportunity to get involved from a different angle in a directory role.

Kayla: Will you be in Montreal in the winter term?

Mason: Yes. I do have an apartment downtown. Due to my internship I will potentially be in DT Montreal.

Kayla: How many hours are you able to devote?

Mason: Anything outside of regular working hours. I'm on an 8 month internship with Co-op. 9:00 am - 5:00 pm I'm doing my internship but not doing anything outside of that.

Kayla: As you know, it's Covid time. What ideas do you have as a contingency plan for Troitsky?



## Board of Directors Meeting

Saturday, October 10th, 2020

Google Meet, Concordia University, Montreal, Canada

Mason: A large portion of Troitsky is the interaction. I think it'll be a challenge to have the same environment. I think it's possible to do it virtually. It'll be easier to do online through bridge construction using software.

Kayla: Can you describe yourself in three words?

Mason: Hardworking, easy going, and personable.

Kayla: You're interviewing for sponsorship. What do you expect your roles and responsibilities are for sponsorship?

Mason: We work with VP external to collaborate with internal and competitions to work on a sponsorship level. Also, organizing sponsorship packages.

Kayla: Can you name some companies?

Mason: National Bank. I know they did last year.

Kayla: What will be our strategy for securing sponsorship?

Mason: Good mechanics with virtual meetings. Presentations, etiquette. A huge part is good virtual etiquette and aid.

Kayla: Are you bilingual?

Mason: Yes.

Kayla: Do you have any questions for us?

Mason: When does the role start? Is there a learning period?

Kayla: You'll work with Isabelle. And we're always available to give you training. I did sponsorship in the past so I can give you tips and tricks. You'll have all the resources you need.

## 4.4. Darius Csiky

*(Potential candidate for Director of Technology)*

*Interview began at 10:50 am*

Darius: I'm in mechanical engineering, first year. I'm applying for Director of Technology. I learned about ECA recently. I like Troitsky. I think it's a good opportunity to go into the student life and use my skills. I have experience in event planning. I also have experience in Twitch and certain services like OBS. What I



## Board of Directors Meeting

Saturday, October 10th, 2020

Google Meet, Concordia University, Montreal, Canada

understand is that I should carry out and give an overall “smoothness” in the event. I’m very passionate and open to using new services.

Kayla: Will you be in Montreal in the winter term?

Darius: Yes.

Kayla: How many hours can you give?

Darius: I haven't thought of a number. 2 hours a day is good.

Kayla: As you know we are in COVID. We want to have a main area to communicate. We also have a bridge building and online aspect. What is your online contingency plan?

Darius: I’m sure we could figure out a way to have a main platform. The fact that we have a network makes things more complex and prone to failure. If we have a main computer at concordia or our houses where everything would be relayed from there. MATLAB, for example, can work as a simulation component. If the teams can send a file, we could run them on the same computer.

Kayla: Describe yourself in three words.

Darius: Efficient, friendly and realistic.

Kayla: You’ve live streamed before. Have you used video editing before?

Darius: Yes.

Kayla: Are you familiar with slack, and discord

Darius: Yes.

Kayla: Have you managed a website?

Darius: Yes. I’m not an expert, but yes.

Kayla: Have you used a camera before?

Darius: No.

Kayla: Are you bilingual?

Darius: Yes.

Darius: How does the competition role out? Will there be a physical component?

Kayla: We haven’t decided. We need to talk to the school. We need to decide as a team: Are we gonna push it? Cancel? Hold it completely online? Hybrid?



## Board of Directors Meeting

Saturday, October 10th, 2020

Google Meet, Concordia University, Montreal, Canada

### 4.5. Khairo Khatib

*(Potential candidate for Director of Technology)*

*Interview began at 11:00 am*

Khairo: I'm a third year software engineering student. I participated in Montreal in many events: fundraising for charities. I think I have an idea on managing events. I think my background as a software student will be useful for me.

Kayla: Will you be in Montreal during Winter term?

Khairo: Yes.

Kayla: How many hours are you able to devote?

Khairo: As many hours as necessary as long as it's within reason.

Kayla: Can you tell me a little bit about Troitsky?

Khairo: It's a bridge building competition. There's a crashing ceremony. There's a panel of judges.

Kayla: Given the pandemic, how do you think we can deliver this competition online?

Khairo: I don't know if possible, only the teams will be on-site with masks. And other people can watch the event online.

Kayla: Can you describe yourself in three words?

Khairo: Hardworking, and persistent.

Kayla: What do you expect your role and responsibilities to be?

Khairo: It's the whole technology aspect like Slack, online streaming. I think I'll be prepared for any other technical stuff

Kayla: We want to stream the entire competition, maybe put it on Youtube for future. Managing the website. And the technical aspects of managing the software of bridge building and crushing. Have you ever streamed before?

Khairo: I haven't myself but I know how it works.

Kayla: Have you edited videos?

Khairo: I know the basics.



## Board of Directors Meeting

Saturday, October 10th, 2020

Google Meet, Concordia University, Montreal, Canada

Kayla: What about discord and Slack?

Khairo: Yes.

Kayla: Have you ever managed a website?

Khairo: I know the basics, front-end, back-end, html, etc. I would be comfortable with that.

### 4.6. Farah

*(Potential candidate for Director of Communications, and, Technology)*

*Interview began at 11:10 am*

Farah: Currently doing last year in Information Systems. Currently, I am the engaging and a volunteer coord in university. I started at a logistic consultant and Isaac. I started enjoying cooking with the things going on here. I like doing crafts, and painting.

Kayla: Will you be in Montreal during the winter semester?

Farah: Yes.

Kayal: How many hours can you dedicate?

Farah: 10-12 hours. And if it's near the event I am willing to give up sleep!

Kayla: Can you tell us a little bit about Troitsky

Farah: It's a building competition. I joined the beginning of the competition as a volunteer and got the chance to see the beginning stage.

Kayla: Given the pandemic context. Have you thought about how you can host this online?

Farah: It is a very interactive event. I don't know how it would work? I don't even know if there is even a possibility.

Kayla: Have you ever used livestream technology?

Farah: I have once.

Kayla: Have you ever used video editing software?

Farah: No.



## Board of Directors Meeting

Saturday, October 10th, 2020

Google Meet, Concordia University, Montreal, Canada

Kayla: What about Discord and Slack?

Farah: Yes.

Kayla: Have you ever managed a website?

Farah: No.

Kayla: Are you bilingual?

Farah: I'm trilingual but not French.

Kayla: Are you comfortable on social media platforms?

Farah: Yes.

Kayla: What would be your marketing plan?

Farah: Social media such as Facebook and Instagram. And force my friends to share it. If there's an influential power, I would ask them to share the post.

Kayla: How are your writing skills?

Farah: I have a good idea on the reporting and proposals. I've taken JMSB marketing skills so they have improved.

Kayla: What do you think are the main skills for Director of Communications?

Farah: Communicate, transparency, and teamwork.

Julia: I worked with you before. I was wondering if one thing stood out to you that we can improve?

Farah: We need to consider the time so as not to be late.

*Zafir left 11:21 AM*

### 4.7. Samy Ben Thabet

*(Potential candidate for Director of Sponsorship, and, Communications)*

*A recorded interview via Youtube*

*Interview shown at 11:23 am*



## Board of Directors Meeting

Saturday, October 10th, 2020

Google Meet, Concordia University, Montreal, Canada

Samy: This year I'm trying to go a step further and be part of the team. For my experience: two summers ago I helped a friend for this charity tournament for this app he was creating. I started by reaching out to people who were interested, and posted on social media to get a rough estimate on who would be interested. And also looked for fields. For sponsors, one day, I found a person handing out Red Bulls and asked for contact information. After a lot of phone calls, I reached a person from Red Bull that ended up sponsoring the tournament. I also helped the torch competition: a math competition for cegep students. My role was to contact Cegeps in the Montreal area as to how to reach the students and have them participate.

Kayla: How many hours can you devote to this position?

Samy: An hour everyday is fine.

Kayla: Will you be in Montreal in the winter term?

Sam: Yes.

Kayla: Describe yourself in three words.

Samy: Perfectionist, motivated, and hardworking.

Kayla: What is your contingency plan since COVID is present? How can we host an online Troitsky?

Samy: All team members can regroup behind the same camera, if possible. Doing it online. Being able to move from one team to another to see the final touches. And for the bridge testing, it was recorded last time. So, this time, it can be recorded, maybe on the computer.

Kayla: What do you expect your roles and responsibilities to be like?

Sam: Communications: Be able to reach to all of the teams. Sponsorship: To reach out to find sponsors.

Kayla: For this event that you publicised, you said you posted on social media?

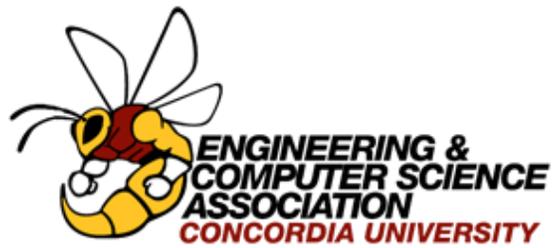
Sam: It wasn't me.

Kayla: But you are familiar with how it works?

Sam: Yes.

Kay: Are you bilingual?

Sam: Yes.



## Board of Directors Meeting

Saturday, October 10th, 2020

Google Meet, Concordia University, Montreal, Canada

Kayla: Are you familiar with social media platforms?

Sam: Yes.

Kayla: How would you gain more social media presence?

Sam: I'd try to promote it as much as possible, and post more often. Try to make more content that speaks to the people in the competition.

Kayla: Can you name some companies that would sponsor Troitsky?

Sam: Civil Engineering companies like Pomerleau. Maybe Perry would be interested.

Kayla: What are the three most important skills for sponsorship?

Sam: Good communication, ability to talk to sponsors, and patience.

## 5. RETURNING BUSINESS

5.1. N/A

## 6. NEW BUSINESSES

### 6.1. Selection of General Troisky Director

Luca: We only have one applicant who showed up since Mohamed didn't show up.

20201010-01: Julia, seconded by Kayla, motions to close the session.

Motion 20201010-01 is passed in unanimity

*Zach left at 11:44am*



## Board of Directors Meeting

Saturday, October 10th, 2020

Google Meet, Concordia University, Montreal, Canada

20201010-02: Kayla, seconded by Kim, motions to open the session.

Motion 20201010-02 is passed in unanimity

### 6.2. Selection of Director of Technology

20201010-03: Kayla, seconded by Kim, motions to close the session.

Motion 20201010-03 is passed in unanimity

20201010-04: Julia, seconded by Isabelle, motions to appoint Darius as Director of Technology.

Motion 20201010-04 is passed in unanimity

### 6.3. Selection of Director of Communications

20201010-05: Julia, seconded by Isabelle, motions to appoint Farrah as Director of Communications.

Motion 20201010-05 is passed in unanimity

### 6.4. Selection of Director of Sponsorship

20201010-06: Isabelle, seconded by Kayla, motions to appoint Mason as Director of Sponsorship.

Motion 20201010-06 is passed in unanimity



## Board of Directors Meeting

Saturday, October 10th, 2020

Google Meet, Concordia University, Montreal, Canada

20201010-07: Kayla, seconded by Isabelle motions to open the session.

Motion 20201010-07 is passed in unanimity

### 6.5 Sponsorship Package Making and Budget

Isabelle: I talked about finding a company. I found quotes. There was one that stuck out. They gave it to me as half price. I need 500\$ for it.

David: We need to vote on asking the ECA to make a budget which Hanna would be in charge of. If we vote, ECA sends a message to Hanna: "We would like the following to be considered".

20201010-08: Isabelle, seconded by Hanna, motions to make a \$500 budget for Sponsorship Package for 2020.

Motion 20201010-08 is passed in unanimity

### 6.6. ECA Account Access

Hanna: I wanted to do this because I couldn't get Alex and Rabby for changing our names. They did it this week. I'm gonna start doing that. I don't need to talk about anything.

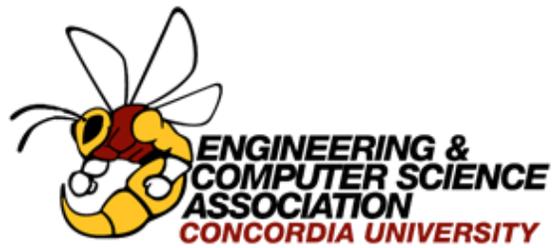
### 6.7. Iron Ring Refunds

Amanda: It's an update: I got a tentative for making the iron rings for March people online so that means we need to refund them guest tickets and the other tickets. I would like to get on that asap because I'm getting harassed. If Hanna can help.

Hanna: For swag stuff?

Amanda: No for the iron ring.

Hanna: We need to reimburse through e-transfer but I need account access. I contacted National Bank but they didn't get back to me. But it shouldn't be too long.



## Board of Directors Meeting

Saturday, October 10th, 2020

Google Meet, Concordia University, Montreal, Canada

Kayla: Are we discussing if we're doing it online? Or discussing the transfers for the refund.

Amanda: A little bit of both. I'm getting a lot of emails questioning it. They can opt out and wait for a year.

Kayla: Just to have the option for me is important. But I am fully on having a refund.

### 6.8. Fracture Bags Decathlon

Luca: The email I sent you contains a document pertaining to this.

Ariane: For this, we paid by cheque. So i don't have a receipt. But I do have a stamp "paid" for it. So is it okay to do a reimbursement in this form?

Kayla: Did they give a receipt?

Ariane: They gave me a bill that said "paid" on it. So i don't know if that's the bill.

David: I'm assuming you wanna get reimbursed.

Ariane: But i don't have the receipt

David: You're fine. As long as you have proof of payment.

Hanna: I'm making a document for a procedure on how to reimburse.

## 7. ANNOUNCEMENTS & VERBAL REPORTS

David seconded by Isabelle, motions to adjourn the meeting.
---

*Meeting adjourned at 12:18 AM*