



## **Board of Directors Meeting**

Sunday, October 25th, 2020

Google Meet, Concordia University, Montreal, Canada

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### 1. ATTENDANCE

Name	Role	Present
Luca Manolache	Chairperson of the board	X
Adrienne Digo	Secretary to the board	X
David Ronci	President	X
Kimiya Derakhshani	Vice-President of Internal Affairs	X
Hanna Lee	Vice-President of Financial Affairs	X
Isabelle Bacon	Vice-President of External Affairs	X
Amanda Morgan	Vice-President of Academic Affairs	X
Kayla Charky	Vice-President of Sports and Competition	X
Ariane Drouin	Vice-President of Marketing and Communications	X
Jonathan Fisch	Vice-President of Social Affairs	X
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	
Michael Arabian	Electrical and Computer Engineering (ECE) Representative	X
Manon Maistre	Mechanical & Industrial Engineering (MIE) Representative	X
Tharushi Rathnayaka	Independent Representative	
Zach Bys	Independent Representative	X
Rabby Oliuddin	Sage	X
Julia Levantian	Sage	X



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## 2. SUMMARY OF MOTIONS

Motion	Motion	Result
20201025-01	To add a motion to the agenda.	Passed in unanimity
20201025-02	To approve the Halloween and Englympics budget.	Passed in unanimity



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### 3. PROCEDURES

#### 3.1. Opening of the meeting

Meeting opened at 10:07 AM

#### 3.2. Appointment of the Chair

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

Passed in unanimity



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

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

Passed in unanimity

## 4. EXTERNAL PRESENTATIONS

4.1. N/A

## 5. RETURNING BUSINESS

5.1. N/A

## 6. NEW BUSINESSES

### 6.1. Budgets

20201025-01: Rabby, seconded by David motions to add a motion to the agenda.

Motion 20201025-01 is passed in unanimity

David: Rabby can clarify. You can't spend any money unless it's approved of.

Rabby: I'm concerned since it's November and no budgets have been approved yet. How are payments being paid, how are societies functioning?



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Hanna: We didn't sign the bank papers. My idea of budgets is knowing what there is and allocating what we have. I didn't have access to what we know

Rabby: I showed you how to do budgets.

Hanna: You showed me how to do Excel but you didn't show me how to do the numbers. I talked to the bank manager and things should come next week. I'm doing the budgets. Since Halloween is around the corner, I have the budget to present.

Rabby: So have you don't have any society budgets yet or no?

Hanna: I started Space, and CUBES, and CSCE.

Rabby: Do you have a timeline?

Hanna: I gave a deadline, but I'm missing two societies and I messaged them so it won't be long.

Rabby: No but on your end.

Hanna: As soon as i receive the budget, i'll ask Luca to add it to the BOD meeting.

Julia: Have societies been sending money?

Hanna: From my end, I haven't told them they shouldn't spend money.

Rabby: Sponsorship has been giving money so have they been spending and getting reimbursed?

Hanna: Well I still have to talk to the bank. Me and David have to sign some papers Monday. David, if you have anything to add?

David: You're only allowed to spend money if you've been budgeted for. You can't spend money on Halloween if you don't have a budget for it; hence today's money on the Halloween budget. If they have sponsorship money, they can spend the money.

Kayla: Hanna is there a way to propose helping you to keep yourself accountable? Is there a way you can say you're on top of things. Is there a way that you can be held more accountable for all the tasks you can do?

Hanna: I don't know what you mean.

Kayla: Communicating with us more on what you're doing.

Hanna: I meant, I didn't know what the current numbers were because we didn't have the access to the account.



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Rabby: But you had access to the internal account no?

Hanna: Well isn't internal different? I've been contacting you for a while and Rabby, you have not been responsive. I've had to reach out to ASFA finance to get an idea of doing the mandate. And I didn't really know.

Rabby: I showed you in the Summer.

Hanna: I've been trying to meet with you. And you tell me we can meet on a certain day but last minute, you can't be present. You've given me 3 meetings and there's a lot of information.

Luca: Can we please start using the 1, 2, pinky system?

Julia: I want to remind you that this is an internal dispute and it's being recorded in the minutes.

## 6.2. Budget Approval for Halloween and Englympics

*Hanna presented an excel spreadsheet for the ECA Fall Budget 2020-2021*

Hanna: This is what's been allocated. \$6000 was allocated for last year. This year we don't have fees on alcohol and vending so we don't need that much: \$4300 this year. Englympics since we'll be sending packages to participants. And Kayla wants to send gratitude letters. \$1300 last year and \$12000 this year.

Ariane: Is that the frosh budget, isn't that frosh budget?

Hanna: I'm assuming Jonathan wants to send frosh bags.

Jonathan: It would include the frosh bags. I want to include prizes for contests like a Netflix gift card, Ubereats gift card, and possibly include a 3rd place prize like a frosh bag. I don't need a whole budget, I would just need 1 or 2. Just pay for the shipping. I don't need \$4k, just like \$300-400.

Ariane: I don't need anymore swag?

Jonathan: No.

Hanna: So \$400 for the Halloween "mailing out frosh bags and gift cards"?

Jonathan: Yeah.

Kayla: Can we make the lines for Halloween more clear? The finance for next year won't be clear for them and what it means.



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Hanna: Anything else to add?

Ariane: Why are there gift cards in both?

Jonathan: Essentially it means that there's gonna be a costume contest with a prize. And then there will be a competition (like in IISE) where there are prizes. You can separate the prizes from the costume and contest.

Hanna: I thought trivia will be separate from the whole Halloween but okay.

Ariane: What is the cost for marketing?

Kayla: So the numbers are low on the registration so i wanted to talk about it with you after the info session. I wanted to have 20 put into Facebook marketing. We used FB marketing for ENGCOMM and it really helped on opens and stuff like that. It shared things much better. The marketing point is for that: FB marketing and pushing things to have it on their newsfeed for registration

Ariane: Perfect. I understand.

Kayla: Hanna, put: "FB marketing campaign" on the spreadsheet so it's more clear for the years to come. To add to my point: "gratitude" can be "gratitude for judges and sponsors".

*Manon entered at 10:30 AM*

20201025-02: Kayla, seconded by Hanna, motions to approve the Halloween and Englympics budget.

Motion 20201025-02 is passed in unanimity

## 7. ANNOUNCEMENTS & VERBAL REPORTS

*Michael entered at 10:34 AM*

*Kim entered at 10:38 AM*

David seconded by Isabelle, motions to adjourn the meeting.

*Meeting adjourned at 10:46 AM*