



Board of Directors Meeting

Tuesday, November 17th, 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	
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	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
20201117-01	To approve the Society Budgets.	Passed in unanimity
20201117-02	To table the motion of hiring an office manager to the next BOD meeting as a returning business..	Passed in unanimity
20201117-03	To appoint Mason as Director of Sponsorship.	Passed in unanimity
20201117-04	To postpone the approval of Council motion 20201112-01 and 20201112-02 to the next BOD meeting as a returning business.	Passed in unanimity



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3. PROCEDURES

3.1. Opening of the meeting

Meeting opened at 8:07 PM

3.2. Appointment of the Chair

Ariane, 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

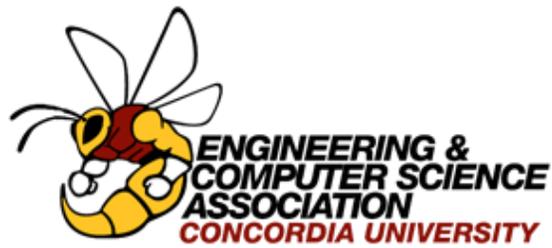
Julia, seconded by Jonathan, motions to appoint Adrienne as secretary for this meeting of the Board of Directors.

Passed in unanimity

3.4. Approval of the Agenda

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

Passed in unanimity



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3.5. Approval of Previous BOD's Minutes

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

Passed in unanimity

4. EXTERNAL PRESENTATIONS

4.1. Potential Candidate for Director of Sponsorship

4.1.1. Mason Morrill

Interview began at 8:11 PM

Mason: I'm a 2nd year Civil student. Currently director sponsorship for Troitsky team. A good idea to expand my role in ECA and improve engineering for all of us.

David: We interviewed you for sponsorship for Troitsky. Isabelle is happy with how you're doing so far, so you will work with her directly, under her. It will be the same as Troitsky but more general. There's not much for me to say.

Mason: We worked together previously so it shouldn't be a problem.

Amanda entered at 8:14 PM

5. RETURNING BUSINESS

5.1. N/A



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6. NEW BUSINESSES

6.1. Society Budget

Hanna presented the CSCE Budget 2020-2021

Hanna: Parts in yellow are to be discussed.

Ariane: The second line (Revit Course & ACAD course), why is there \$50 less than last year?

Hanna: Since online, there are no expenses to book places. I'm giving funds for gift cards and incentives for people who attend.

Rabby: ASP Safety Course- it is split into two instead of them joining together. Just as an FYI. I would give the funds so it can be done in the fall. For revit, it's less because we're giving them for courses.

Sierra: ASP Safety course- is it in person or online? Because CUBES was having issues figuring it out with faculty.

Hanna: Trying to get it online. if not, a place with 6-8 people in-person.

Ariane: Why is there a Frosh budget?

Hanna: \$75 for frosh for all societies. Mostly for gift cards; for people to attend and whatever events they had.

Jonathan: Why are you giving incentive money for frosh? Most societies did not participate in frosh.

Hanna: Wasn't aware when I started talking about them with their budget. It was planned for them to participate. It was part of the same in terms of the Lizard Lounge budget. I could take out the frosh budget if none participated in frosh events. Do you know if they're doing anything for the Winter semester?

Jonathan: Nothing planned yet.

Rabby: For the frosh budget line, she was following budget standards. Granted it didn't happen. The money will come back to us anyway.

Ariane: I'm not sure if you want to put wine and cheese Hanna.

Hanna: Right

Ariane: Almost all the budget allocated is for gift cards right?



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Hanna: Yes, all of them are for gift cards.

Hanna presented the CSME Budget 2020-2021

Hanna: Nothing for Zoom. There is a lot of stuff to discuss later. The recycling project is done online. They can get the 3D printer and materials to their house. Funds are for materials and requests from students.

Kim: If they ask for Zoom, tell them to email me and I can provide them an account that is licensed.

Hanna: Okay, i'll do that.

Zach: What's the COVID-19 competition and how is it the second year that's happening? Just confused.

Hanna: Sorry the \$1000 wasn't supposed to be there.

Zach: Is it a new thing?

Hanna: Yeah and since it's online, i'll give \$250 for registration fees.

Hanna presented the CUBES Budget 2020-2021

Hanna: We covered the ASP part. If you have any questions let me know.

Ariane: If the ASP doesn't happen, we don't spend the money.

Hanna: From what I understand, they're going to get it done whether online or in person. \$2000 covers registration fees.

Isabelle: About the ASP things, I know they were planning on not planning on doing it. If they get the budget, I know they'll try and get it done properly.

Ariane: Since fall semester is almost done and they don't do it, what will happen?

Rabby: If they don't spend the money, it comes back if they don't request to rebudget it. It's possible that they do it in the winter. One or the other.

Ariane: Thanks.



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Hanna presented the EngGames Budget 2020-2021

Hanna: Parts that don't have numbers have been confirmed are canceled. They requested a subsidy amount for extra funds they might have funds for things.

Rabby: Event is cancelled completely?

Hanna: Entire competition is not happening. They're trying online but not confirmed.

Rabby: So essentially it's a possibility that the Delegate subsidy is going to happen online?

Hanna: Yes.

Hanna presented the IEEE Budget 2020-2021

Hanna: Robowars and Sumobot competition is canceled.

Kim: Any chance do you know why they requested \$50 more for the tutorials?

Hanna: The need to pay tutors and have gift cards for participants.

Hanna presented the IISE 2020-2021

Hanna: Conferences are still not sure what's happening. It will be discussed later. All events that are not determined will give this amount as a placeholder. If it does happen, it will happen online.

Rabby: In the competitions section, what's all the \$100 for?

Hanna: The requisition to give thank you cards for judges and gift cards for winners.

Rabby: the \$100 is split into what exactly.

Hanna: All the competitions are separate. Each competition will have an 'x' amount of judges and winners. They want to give prizes/gift cards for winners and thank yous for judges.

Rabby: It's a lot of money for gift cards no?

Hanna: The competition they have every year, I thought it's pretty standard.

Zach: Have they had the fall competition yet or any of them?



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Hanna: I don't know. Also, if it doesn't happen, the money will come back or rebudgeted.

Ariane: As Rabby said, I think we're going too much on gift cards. If they have that many events.

David: Yeah, it's to comment on the amount. \$100, \$150 I think it'll be the same amount.

Hanna: I think in EngGames, they have the same amount of judges. \$150 for industry week has more judges hence \$150. The other is \$100 so they can send stuff for judges and winners.

Rabby: I suggest cutting the \$100 to \$50. Keep industry ones to \$150. They do an IISE week which is industry week which was very successful, so keep the \$150 and cut the rest to \$50.

Kim: Last year, from what I can see, their funding was the same. Do you remember if it was spent somewhere else?

Rabby: I didn't allocate money towards--. They broke it down differently. I know for industry week was the first week and I gave them a total of \$300 to see how it would go. For the rest of the competitions, I didn't give anything. But I don't remember.

Hanna: \$100 is fair for covering judges and competition winners. I talked to the IISE VP finance, and she said she needs the \$100. She said she needs \$40 just to give a thank you note for the presenter. It's going to be online. I think it's fair to give the \$100 requested.

Julia: I want to avoid repeating what everyone's saying. If it's not to their functioning, they should pay on their own rather than asking the ECA. It's up to you.

Hanna: Should I lower to \$50? Or give \$75 like the Lizard Lounge.

Julia: I think any lower amount that you feel is okay.

Zach: They have a lot of competitions. Bundle it up, and let them decide how to split it. Or have the technical competitions as a separate one and the other amount for the rest of the competitions.

Isabelle: I have a question for the voting of the budgets. Is it done per society or as a whole?

Rabby: You can individually, but to save time, we pass them altogether at once.



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Isabelle: So to change them, we change them live, we do it as a whole?

Julia left at 8:43 PM

Rabby: A general question Hanna. What's the total allocation this year for all the societies?

Hanna: \$96,085.

Hanna presented the SAE Budget 2020-2021

Hanna: Red is canceled. Yellow is to be discussed.

Rab: Is there access to the manufacturing lab?

Hanna: They are working on getting a place 4-6 people at a time.

Rabby: We are giving a lot of money.

Hanna: Some competitions are done online. People are working remotely. I wanted to ask about social media and advertising. Do we fund that?

Rabby: No we don't pay for marketing. We gave them \$3000 not \$1800.

David: The SSD be part of their fund request?

Rabby: 400 GB SSD does not cost \$1000. More like \$100.

Kim: Why did we give them that last year?

Rabby: We did not.

Luca: So Rabby is asking you Hanna to put it to \$100.

Zach left at 8:48 PM

Ariane: Just to make sure they didn't have \$2000 last year right?

Hanna: Yeah.

Hanna presented the SCS Budget 2020-2021

Hanna: CS games, they will try to do it online. I guess since no marketing, I will take it out right Rabby?

Rabby: Yeah I'd cut it out.



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Hanna presented the SPACE Budget 2020-2021

Hanna: So SPACE has a lot of projects that are ongoing. They have a new division called SPACE health, making remote diagnostic methods.

Rabby: You can't give that much money to one single society out of fairness.

Hanna: I understand. I lowered it a lot from what I had before. I wanted to see how much everyone was requesting vs giving. An average of 20% is given for societies. 26% is given for them. Their projects and materials are costly. I don't think it's fair to compare what you feed a rat vs what you feed an elephant. Percentage in terms of what they requested is fair and given that they have a lot of events. In the previous years, I've heard they were underfunded. They never got to complete it because they don't have the funds.

Rabby: They never are underfunded. They have sponsorships that give them money. The reason I'm pushing back is because if we pass it and when we present it to council, we will get destroyed. I know they're a big society but we can't give them that much money. It's not fair.

Hanna: Other societies have their competitions cancelled vs SPACE, they have a lot.

David: What are the competitions for SPACE health and SPACE projects?

Rabby: My suggestions for SPACE health and projects is to cut both of the lines. Let them prove it. Rocketry, cut it to 13. Satellite cut to 11. Robotics, cut it to 6 or 7. Get rid of the web posting.

Kim: I agree with the competition funding Rabby suggested. I suggest we keep the web posting.

Isabelle: Didn't you say you were gonna cut the robotics from 10 to 7?

Rabby: Yes.

Isabelle: Hanna don't forget that too.

Hanna: I looked at the breakdown of their materials for building satellites and stuff. The new health division should get some funding. Even if it's new, they requested \$24k, i allocated \$9k cuz it's new. Giving them \$0 is a bit unfair. We should support them

Ariane: For the health part of the budget, they have to prove themselves. They don't get a budget the first year. If it works, then they will have a budget.



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Hanna presented the UAV Budget 2020-2021

Hanna: UAV asked a couple competitions but we're not sure if it's happening. Rabby said they don't go to the competitions despite requesting it. I cut it back but I confirmed with one of the members. For USC, they paid registration fees but I don't know if we should fund it this year or next year. I put it in yellow so it can be discussed.

Hanna: For competitions happening in winter, they had to get their registration, they got it in September.

Rabby: Okay, so we don't know if it's happening?

Hanna: Yeah.

Rabby: Which one?

Hanna: AUVSI

Rabby: I mean... keep it blank for now, if it is happening, we can fund them on a later day.

Hanna presented the WIE Budget 2020-2021

Hanna: They had two conferences they requested. I tried to confirm with them if it's happening but they haven't responded yet. So I left it in yellow for it to be discussed later.

David: I want to bring up a point of discussion. In terms of gift cards, it's a very prominent thing. I don't really understand it in a sense that we provide them for their operations (ex: game night). It's not to give prizes. Are gift cards usually funded by ECA? I understand in context of competition but not everyday events.

Hanna: For example, Lizard lounges. We used to give them money for materials, decorations. I feel like giving them budget and gift cards sets a nice environment as well rather than just having it as a Zoom.

Rabby: I want to say the only time we give gift cards are for social events. It's to entice people to come. Competitions, yeah, but it's not usually a big portion for that cost. Though I don't know how it's gonna be like this year.



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20201117-01: Rabby, seconded by Kim, motions to approve the Society Budgets.

Motion 20201117-01 is passed in unanimity

6.2. Accounting Technician

Ariane: All societies were complaining about Hanna. I don't think this is something for this year. Years before, it's a subject that comes every year. I have friends who have technician accounting. They can work part time. Essentially, what they do is they do reimbursement, refunding. When they come, they do it, and they have access, and sign as well as the VP finance and president. Accountant technicians are year after year. It's easier i think. I think it's a good idea. Maybe bring it into the ECA. I don't know if anyone has questions or comments about this.

Hanna: So the technician comes in and they do the reimbursements for us? Is that it?

Ariane: Yes, they make sure the budgets fit and the money we have. I don't know exactly what they do. But they are open to do a meeting with us on how they do it. Next week if we want.

Hanna: Currently we are talking to the accountant we have now. As I mentioned before, there has been some discrepancy in the numbers. They haven't been able to do a yearly report because the numbers have been wrong in the past 7 years. When that is done, I don't think it's an issue after this. I don't know if it will benefit us for having an extra accountant.

Ariane: My point isn't this year particularly. Asking a student to give 40 hours a week isn't right. We aren't in finance. We are in engineering. It's hard. Now the societies express they don't like it. I think we should find a solution to it.

Zafir left at 9:10 PM

Rabby: Laura - our finance manager did what you described. She'd take it in, make sure it's okay. Update it on excel and have it reviewed by VP finance. In our fiscal year statements, we had our accountant Suzanne. For VP finance, it became 40 hrs because we didn't have an "accounting technician".



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Ariane: My question would be why don't we have one now? What happened.

Rabby: Laura has another job so she wanted to move on. We have a part-time manager. It became apparent that the salary didn't become competitive. We hired a part-timer for 1yr and a half. We will need a part time office manager.

Ariane: Does the person office manager have knowledge in accountability?

Rabby: Laura got trained by Suzanne. When we hire them, it's part of the description.

Isabelle: Would it be possible to have an office manager in the ECA?

Ariane: The problem with VP finance, there's a change everywhere, and it's hard to follow up. I think having someone stay every year would be good.

Hanna: I was thinking, because VP finance we're not allowed to have a director. We can change it and do what Isabelle said. On the point of staying on a longer period, to keep up with everyone. I think if we had a better transition, it wouldn't be an issue.

Rabby: The VP is a lot to have as a director. Just for conflict of reasons, you can find someone.

Hanna: I was thinking of getting someone who's in accounting in Concordia.

Rabby: Yeah sure, go for it.

David: Would the person have a signing right? For the director portion.

Hanna: If we get someone, they don't have signing rights, they would process everything and we would sign them off.

Rabby: So as a director, they can't have signing rights. If you take someone outside of engineering, as a director, the whole point of doing it is to groom them to stay, so keep in mind that they can't become a VP finance next year.

Hanna: I wanted to ask a question to Rabby. If we were to have a director, can we have them as a director who would potentially stay the next year and train the next year.

Rabby: It doesn't mean they are groomed, but it's up to the next VP finance if they want a director.

Ariane: My question is, is there a right anywhere where we need to have a management person? Like the bylaw? Can we hire one right now please?

Rabby: Hire an office manager right now?



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Ariane: Yes.

Rabby: Yeah we should definitely hire one

Hanna: If we have someone who comes in from accounting as a director? Instead of calling it the director of finance manager.

Rabby: If we put a job posting: office manager position.

Hanna: Instead of having an office manager we pay, we can have a role?

Rabby: So we don't pay them?

Hanna: Well to have a role.

Kim: What does the office manager do exactly? So it's just for finance?

Rabby: They would take care of room bookings, and so on and how worth it would it be to have one if we want to hire one.

Kayla entered at 9:21 PM

Ariane: During COVID, I think we should do more accounting, but we want to keep them for the next year. So I think we need one right now.

Kim: Essentially the office manager is what we have yearly. We won't have them next year right?

Hanna: So to add to what Rabby was saying last year, if we don't have an office manager, we don't need it in COVID times. Reimbursements have not been processed right now because of account access. Having an office manager will complicate things because it's online.

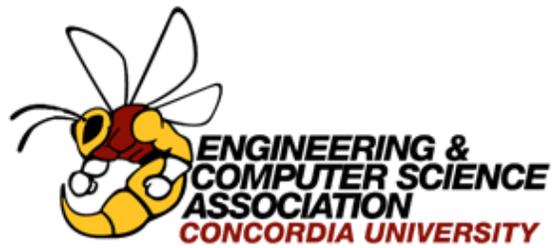
Ariane: The point of this BOD of office manager was to find a solution. We can't stay like this.

Rabby left at 9:24 PM

Jonathan: I agree that this conversation is going in a circle. If Hanna is saying she has access to do reimbursements. If she has it under control right now, we don't need to hire. Until things go back to normal we could consider it

Kayla: Can we motion to move it to the next BOD? Can that be the motion?

Isabelle; Tabling the motion. The motion is taken to the next BOD meeting.



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20201117-02: Kayla, seconded by David, motions to table the motion of hiring an office manager to the next BOD meeting as a returning business.

Motion 20201117-02 is passed in unanimity

6.3. Appointment of Mason as Director of Sponsorship

20201117-03: Ariane, seconded by Hanna, motions to appoint Mason as Director of Sponsorship.

Motion 20201117-03 is passed in unanimity

6.4. Approval of Council's Motions

Luca: In the agenda, I presented the motions in the council meeting.

Luca read motion 20201112-01 from the 11/12/20 Council Meeting

Ariane: I don't think this motion has a solution to anything.

Kayla: I agree. It creates more problems than solving. Societies are mad and they want more money? We could pass it as an incentive for Hanna to make sure things are done on time. I don't hate it because of that, but I don't know. That's my opinion

Ariane: It doesn't make sense. ECA money is student money.

Jonathan: I like the idea of holding the ECA accountable but I also feel like it was a scare tactic.

Kayla: Isn't it that we pay them to the student? We don't pay them directly.

David: I agree. It's student money. We should get it done within 30 days in the future. We could say all reimbursements have to be done in 30 days. I think maybe signing a middle ground whether we agree with them and something written.

Kayla: On the point of finding middle ground yeah, but what kind of accountability is there? There should be a proper consequence. What's the middle ground?



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David: We would write it in the Bylaw. If it's broken, we can discuss it in the BOD. If we make it a Bylaw, it'll be an official written rule. They talked about it at the meeting: it's to add to the constitution to the Bylaw. We don't need to discuss consequences per say, but include it in Bylaw.

Jonathan: I want to clarify. If we include it in the Bylaw, there has to be a consequence.

Kayla: Does that make it part of Hanna's mandate? Because if it is, and it's part of the constitution, except for "extraparaneous" or whatever the word is, I'm for putting it in the mandate. If she can't follow it, then there can be a similar consequence as not attending meetings.

Hanna: I think this is a good thing to have because we need to have a time frame to pay people back. A lot of the money is paid from the students pockets and expect them to be paid back. There are students who have paid over \$5000 that have not been paid. I've paid almost 8k for frosh but I luckily have a job. Some people have raised concerns about interest. What happened after COVID is understandable. We can reinstate the new policy. But everything that happened in January that hasn't been paid, I think we should give interest to the students who paid with their own money.

Ariane: I understand the problem with the students. I think at this point, it should be a case by case. If it doesn't have interest, I don't think we should give money. It should be case by case. They come to the BOD and find a solution, it should be a case by case solution.

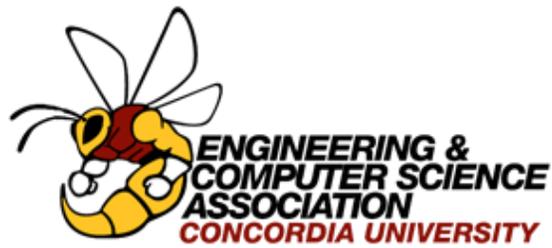
Kayla: Should we put it in the constitution that if you accrued interest, send us the thing but we'll reimburse you but it's not something that happens automatically.

Hanna: I think the ECA being accountable is fair. I'm going through the same thing. I didn't have access to reimbursements but I'm getting heat from the team. I think it's having us be more held accountable.

David: What your feeling is fine hence a vote on the motion. If you want to bring it to further discussion it's okay.

Hanna: Like Kim said, we should have a statement at the bottom of the motion this would be the normal case and in exceptional circumstances, we can talk about it when the time comes

David: We don't need to include this portion. It's part of the mandate for the VP finance. There should be no transitional problems. No need for extra clauses.



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Manon left at 9:51 PM

Hanna : I think we should amend what Kim said. Motion to amend the motion. Change would be writing what Kim said: adding a clause for exceptional cases shouldnt happen during transition. I started the process with the bank for online access. They said we have access but it still has not been processed.

According to Bylaw H.2. resolutions shall cease to have effect since quorum is not met.

20201117-04: Isabelle, seconded by Kayla, motions to postpone the approval of Council motion 20201112-01 and 20201112-02 to the next BOD meeting as a returning business.

Motion 20201117-04 is passed in unanimity

7. ANNOUNCEMENTS & VERBAL REPORTS

Ariane seconded by Kayla, motions to adjourn the meeting.

Meeting adjourned at 10:16 PM