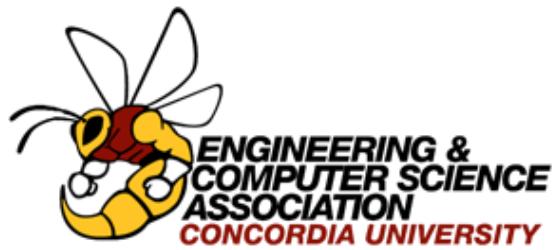


## **Board of Directors Meeting**

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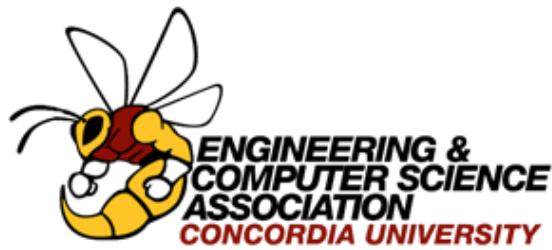
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### 1. ATTENDANCE

Name	Role	Present
Donya Mesghin	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	
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
Chloe Law	Vice-President of Social Affairs	x
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	
Joan Afif	Mechanical & Industrial Engineering (MIE) Representative	
Hamza Kanchwala	Independent Representative	x
Marina Ghali	Independent Representative	x



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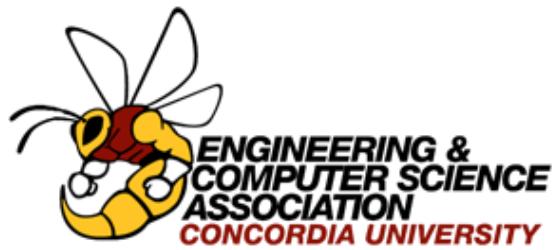
## 2. SUMMARY OF MOTIONS

Motion	Motion	Result
20211127-01	Motion to add point D.3.6.1 to the ECA Bylaws: Such activities include purchases over 2000\$ must be approved by the ECA VP Finance via email approval and the society signatories before the purchase is paid for by the society member. As per the ECA financial policy, the reimbursement may not be issued if this prior approval is not authorized.	Passed in unanimity
20211127-02	Motion to mandate the ECA VP Finance to do an audit of the Space Concordia Financial Process and to return to the BOD a report with a recommendation on how to better distribute the workload of the Space Concordia VP Finance and President.	Passed in unanimity
20211127-03	Motion to mandate space Concordia to deliver all outstanding reimbursements, sponsorship cheques & profit before Dec 3.	Passed in unanimity

## 3. PROCEDURES

### 3.1. Opening of the meeting

Meeting opened at 6:12pm



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#### **3.2. Approval of the Chair**

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

Passed in unanimity

#### **3.3. Approval of the Secretary**

Remi, seconded by Aimee, motions to appoint Ella as secretary for this meeting of the Board of Directors.

Passed in unanimity

#### **3.4. Approval of the Agenda**

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

Passed in unanimity

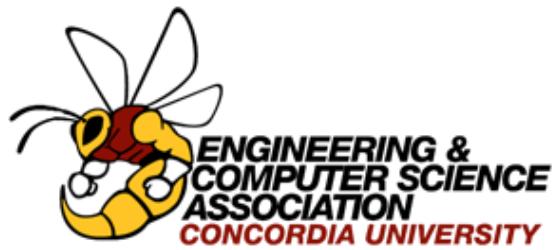
#### **3.5. Approval of Previous BOD's Minutes**

### **4. EXTERNAL PRESENTATIONS**

N/A

### **5. RETURNING BUSINESS**

N/A



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## 6. NEW BUSINESS

### a. Space Concordia

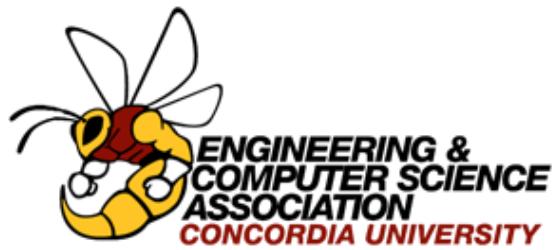
Erman: In the bylaws we have points regarding invoices, documentation and inventory lists and those should be respected by all society members.

Ruben (Space Concordia): I'm aware of that bylaw however no association will be able to provide you with a very detailed inventory list. We'd have to go through previous year's reimbursement requests and that will take a lot of time. Our past team didn't do a perfect job in documenting how much each piece of inventory costs. When I became the president my job was to make everything better and more organized but there is nothing that I can do about the past.

Remi: We should bring the discussion back to why we are requesting an inventory list. That's because we have students in huge debt that has incurred because of their activity in Space Concordia. The purpose of the inventory list is to see what we have and how we can reimburse these students, depending on how much students owe we might need to liquidate some inventory items and that's why we wanted to know about the resources. I think the board was disappointed because when we sent you the letter as the first inventory list that was sent to us did not represent what you had on hand.

Ruben: In terms of the reimbursements if we get ECA to deposit our sponsors we can get money from them and start reimbursing students but I don't have a bank account to put the money in.

Remi: Regarding the reimbursements the ECA needs to manage the funds and a bank account for you. We have a robust system in place that can pay the students. The issue started when we had a meeting with Brandon and we had seen a list of the money owed to people and when we were asking for reimbursement requests to be provided, that's our real concern, to know how



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much money these students owe. Without your transparency it's very difficult for us to make those decisions.

Kayla: All other societies have taken the financial policies that we have put in place and have followed them, they have made an effort to be transparent whereas this hasn't been there for space Concordia. It's not our responsibility to run after you, it's your responsibility to make sure that your society is conforming with the current bylaws.

Erman: There was also some money spent during the probation, in the first letter it was mentioned that you should hold all financial activities. That spending indicates that you clearly didn't follow the probation terms.

Remi: The expense Erman is referring to is for S3166 for 3400\$ on Oct 22nd.

Ruben: In terms of that expense I can't speak specifically, Oleg can give you more reasons as to why that was done. Sometimes our projects are connected to research that has a strict deadline and it's possible that in one of those things something might have had to continue.

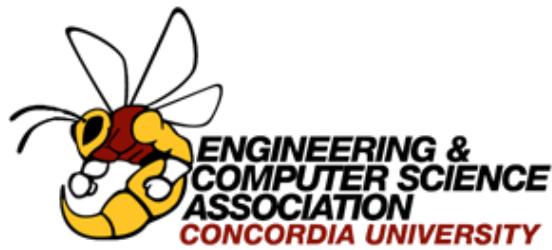
Oleg: No comment

Kayla: I have a few questions, VP finance and the president should sign off on all spending. Was that the case for the 3k?

Ruben: Yes

Kayla: The Space president and VP finance are responsible for every spending regardless of the project. My second question is how much money is left on students' credit cards? Is there anything left to be reimbursed?

Oleg: Yes



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Kayla: There was a deadline to send in all reimbursement requests. Where is that? We don't even have enough information to assess the situation.

Ruben: The reason why we didn't send all the reimbursement requests is because I don't even know if I have a budget. Last time I asked I was told we don't have a budget but we can send more. I know Oleg has sent a few, I can send more as well. I just didn't understand the letter.

Remi: So the BOD requested that reimbursement forms be sent to us whether or not you have a budget line for it you can keep that blank depending on the amount of money we'll have to react differently.

Ruben: Can we send you sponsorship money?

Remi: Yes

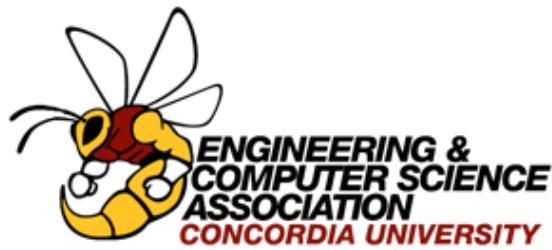
Kim: Ruben, if you guys are keeping your books organized you should at least have an estimated number of all the reimbursements. With that being said, can you or your VP fiance give us an estimate right now?

Ruben: I don't have the full number. I have to go look through my Google sheets.

Kim: That's ok you can take your time, can you give us a timeline as to when you'll be able to send us everything that would help Remi and Kayla finish the reimbursements?

Remi: I'm a bit confused, I think when we worked on the go found me you were reimbursed 28k and I thought the total debt was around 30K so why are you still owed 35K?

Oleg Khalimonov: When we started the go fund me in May we were about 40K in debt and when we figured everything out the total debt was around 65K and I was reimbursed about 28K.



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Kim: With that being said can you please get us all documents required for reimbursement by Dec 3rd? We need a timeline so we can figure this out.

Oleg: Yes that works.

Ruben: We also have a sponsorship inflow of money. I just don't know where to put the money I'll talk to Remi after.

Erman: You're saying you were in debt around 65K why weren't you reimbursed in previous years? Did you spend more than your previous budget and were you just relying on the next year's budget to reimburse yourself?

Oleg: Basically yes, we were hanging to the receipts till we could get the money back.

Remi: Regarding the sponsorship checks can you give us an amount of how much that is?

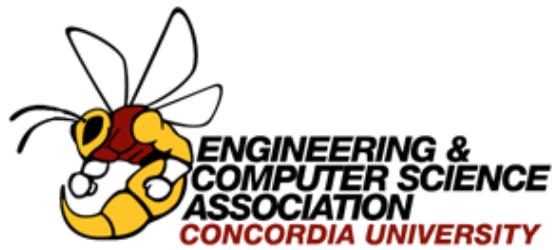
Ruben: I can get them to you next week.

Erman: So all spendings done previous years were within your budget?

Oleg: Yes, I never submitted reimbursements for the money spent out of our budget. I have personally bought things for projects and that's why I represent 90% of the debt. Because each year when we apply and say our project is gonna cost 200K we can't get the money we get about 10K but the show must go on so I spend the money personally until we find sponsorships during next year or wait for next year's budget.

Kayla: I'd like an answer from Ruben regarding this. The answer Oleg gave was a bit vague. Maybe you don't know and that's ok. You had a big budget from the ECA, profits and sponsorship money.

Ruben: This year I can say we haven't gone over the budget but I can't speak for previous years.



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Kim: Oleg you said Space had some projects that ECA provided 8K for but then you spent more on the project from your own card rather than Space's budget.

So that later on when you get new budgets you can get reimbursements so to me that sounds like the money that was spent was out of budget.

Oleg: yes I absolutely went over budget, that's why we have stuff that is not reimbursed.

Erman: This is dangerous because if you do this again in the future and spend over budget, and there is no money to be used for the reimbursements, that's a big issue and we don't have to reimburse you since it is over budget.

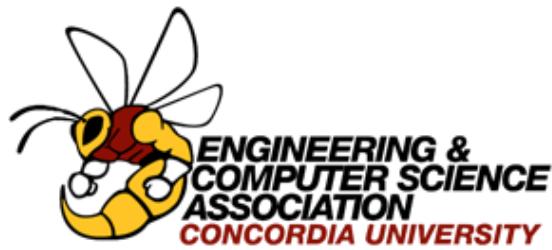
Remi: Space's president and VP finance, have you been approving the money that Oleg has been spending? Why was Oleg allowed to spend this much?

Ruben: From my understanding the money that he is spending right now is the money that we are talking to sponsors about. In terms of what he did last year I have no clue. I'm looking at the budget and only Rocketry seems to be spending over the budget.

Oleg: As much as I appreciate everyone wanting to discuss my personal finances, and get me the money that was spent on the project that I was working on for the past 5 years. I did not get the approval of my VP finance or President at the time. I am donating to Space Concordia as a personal sponsor.

Kim: If you'd like to donate then do you want us to reimburse you for your donation?

Oleg: No I never asked you guys to. Let's say we need to make a rocket engine by Nov 6th otherwise we'll be kicked out of the competition. We don't have the money for this engine and we had 30 people work on it for 3 years. I'm gonna buy the metal so that we can finish the project. I'm gonna hold on to the receipts



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and in a year when someone has enough money to pay for this metal I will get reimbursement for the metal and that's how it has been going for a long time.

Kim: You guys work on very cool projects, but if every society wants to do that everyone will start spending money out of their budget just because at one point next year they can get reimbursements for that.

Remi: We are trying to hold students back from putting huge balances on their personal cards just for society activity.

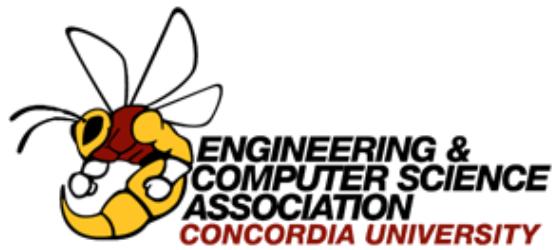
Erman: So are you not expecting us to reimburse you the money that was spent and you are donating the money? If you are always waiting for next year, that puts pressure on next year's team and not many people stay in a society for 5 years. If you spend money this year in hopes of getting it back next year then next year's team might have less money for their projects which is not acceptable. Do you expect us to reimburse you or is it like a donation?

Oleg: I misspoke earlier when I said I'm sponsoring space. I would love my money back.

Kayla: How this is being done is wrong and it needs to be addressed. You can't have a member spend whatever amount of money at the end the president and VP finance are responsible for the amounts spent. Everything needs to be signed off by you. There is a responsibility within spending this amount of money.

Erman: If you were donating to space that's fine, spend hundreds of dollars on space if you have the means to and we are bringing this up in this meeting because 95% of the reimbursements are yours as you mentioned.

Kim: So now the money that you'd like to be reimbursed for was that approved by the Space president or VP finance at the time? Because at first you said it wasn't and you donated that. If it wasn't approved why did you spend the money and now you want to be reimbursed?



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Oleg: I guess, if they approve our budget then yeah. Does every single purchase from the society need to be approved by the president and the VP finance before it's made?

Erman: Yes

Kim: If that's not the case any society member could spend a 100K and wait to be reimbursed.

Remi: All VP finance and presidents need to sign off on reimbursements and direct payment requests.

Kim: From that 35K how much was spent by you Oleg?

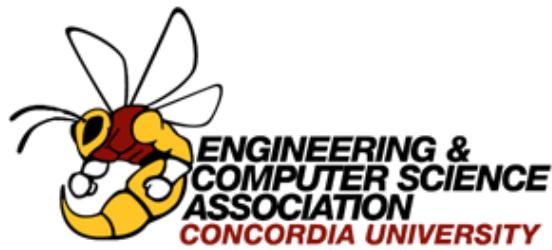
Oleg: The 35K is all me.

Nathan McDonald Fortier: I understand the concerns. In terms of approval if a purchase is done by Oleg and not signed off by Ruben the purchase won't be reimbursed. With that being said since space Concordia is a big organization it's not easy to have everything signed before our spendings. Oleg does understand that anything that was not signed by our president or VP finance he can't ask for reimbursement. And the bought item can be considered as Oleg's property until space Concordia buys them from him.

Kayla: I don't even think Remi and the Space VP finance have had a conversation before regarding the submission of these expenses to the ECA.

Erman: Regardless of how big space is, the budget is to be managed by their president and VP finance as it's their responsibility.

Remi: The whole intent of reimbursements should be towards space not towards the equipment that a member would like to purchase without their VP finance approval and them thinking yeah this is mine until I'm reimbursed and they'll be waiting for the reimbursement as it might not even happen since it was an unauthorized purchase. There should be clarity on detailed budget lines and expenses.



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Kayla: During the closed session we talked about a limit for purchases over 2000 dollars. They must be approved by the ECA VP Finance and society signatories through email before the purchase is paid for by the society member. If the approval is not authorized the reimbursement may not be issued by the ECA.

VP finance was also mandated to do an audit of the Space Concordia financial process and return a report to the BOD with their recommendations on how to better distribute the workload of space concordia VP finance and president.

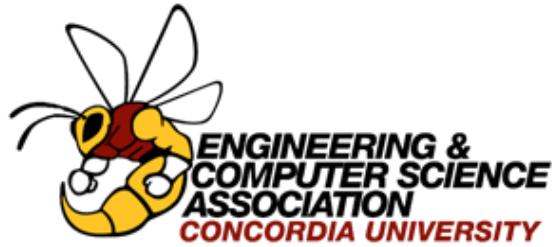
Space Concordia was mandated to deliver all outstanding reimbursements, sponsorship checks and profits to ECA before Dec 3rd to get an assessment of the Space Concordia financial situation in order to make a decision on reimbursements that will be done for the previous years.

Kayla, seconded by Sierra, motion to add point D.3.6.1 to the ECA Bylaws: Such activities include purchases over 2000\$ must be approved by the ECA VP Finance via email approval and the society signatories before the purchase is paid for by the society member. As per the ECA financial policy, the reimbursement may not be issued if this prior approval is not authorized.

Passed in unanimity

Kayla, seconded by Sierra, motion to mandate the ECA VP Finance to do an audit of the Space Concordia Financial Process and to return to the BOD a report with a recommendation on how to better distribute the workload of the Space Concordia VP Finance and President..

Passed in unanimity



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Kayla, seconded by Elsa, motion to mandate space Concordia to deliver all outstanding reimbursements, sponsorship cheques & profit before Dec 3.

Passed in unanimity

## **7. ANNOUNCEMENTS & VERBAL REPORTS**

N/A

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

*Meeting adjourned at 8:50 pm*