



Board of Directors Meeting - Email Discussion

Wednesday, September 12th, 2018

Concordia University, Montreal, Canada

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ATTENDANCE

Name	Role	Present
<i>vacant</i>	Chairperson of the board	
<i>vacant</i>	Secretary to the board	
Constantina Roumeliotis	President	X
Felix Lalande	Vice-President of Academic Affairs	X
Itamar Keren	Vice-President of Competitions	X
Amin Bouabdellah	Vice-President of External Affairs	X
Rabby Oliuddin	Vice-President of Financial Affairs	X
Alex Stojda	Vice-President of Internal Affairs	X
Alec Adub	Vice-President of Marketing & Communications	X
William Bergamin	Vice-President of Social Affairs	X
<i>vacant</i>	Building, Civil and Environmental Engineering (BCEE) Representative	
Thomas Gauvin	Computer Science & Software Engineering (CSSE) Representative	X
James Mariotti Lapointe	Electrical & Computer Engineering (ECE) Representative	X
Manon Maistre	Mechanical & Industrial Engineering (MIE) Representative	X
Jeewan Jyot Singh	Independent Representative	X
Karla Vasquez	Independent Representative	X
Arravein Ponnudurai	Sage	
Christopher Gallo	Sage	X



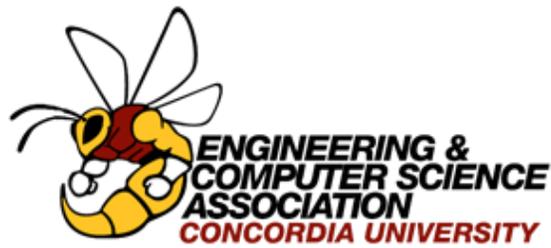
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SUMMARY OF MOTIONS

Motion	Motion	Result
20180912-01	<u>Motion 20181004-01</u> : VP Internal, seconded by VP Competitions, motions to approve the bid to host CQI in the winter of 2020, with Itamar Keren and Alex Stojda as presidents of the organizing committee	Passed



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1. PROCEDURES

1.1. Opening of the meeting

Email discussion opened on September 12th at 3:27PM

2. RETURNING BUSINESS

2.1. Approval of bid to host CQI in the Winter of 2020

VP Internal:

For over 35 years, the Quebec Engineering Competition has been an integral part of the engineering education experience for engineering students. The competition will include 12 Quebec universities and no fewer than 250 students from across the province. Headed by the Quebec Confederation for Engineering Student Outreach (QCESO), the QEC strives to develop the know-how and innovative thinking of future engineers through technical challenges. The competition is coordinated by a student organizing committee from the engineering faculty of the institution elected by the QCESO.

The competition has not been held at Concordia since 2006, and since I first competed in the competition in 2017, it has been a personal dream of mine to bring it back to Concordia.

A team of 7 individuals, including myself, has been formed to make this dream a reality, and help further push Concordia Engineering into the provincial eye.

The motion on the table in this emergency session of the board of directors session is to approve the Engineering and Computer Science Association of Concordia's bid to host the 2020 edition of this prestigious competition.

ECE Rep:

Hello BOD,

Pertaining this motion, I believe the following information would be helpful in making an informed decision about hosting this prestigious event:

1) The historical costs associated with hosting this event: What prior hosts have budgeted VS. actual costs.



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2) A detailed budget proposal for hosting this event, including all proposed funding sources.

3) What 10% of ECA's operating budget represents.

Looking forward to learning more about this terrific opportunity!

VP Competitions:

Hi James,

1) The event is supposed to be fully sponsored and sustainable! The only money we would have to invest from ECA budget is if we fail to contact sponsors for the missing amount OR if the event is poorly planned and is thus in deficit as a consequence. Regardless only a maximum of 10% will be obligated to be paid.

2) The detailed budget proposal is to the discretion of the committee and will be present at BoD once ready. As they do not get funding unless the above situations arise they can maintain privacy on the matter.

3) It's 10% of the competitions budget not that of the ECA.

CSSE Rep:

Hi,

In regards to James' comment and Itamar's answer, the document specifies that it is 10% of the hosting association's budget to be held in case of a major deficit:

"En cas de déficit financier occasionné par l'événement majeur, l'association hôte devra assumer la totalité de

la responsabilité financière du déficit occasionné, et ce, jusqu'à concurrence de 10% des revenus de

l'association hôte."

VP Internal:

Hey all,

Thomas is indeed correct, apologies for that miscommunication.

ECE Rep:

Given the information provided, and as many of us are unfamiliar with CQI, I maintain the following three points require clarification in order to ensure make an informed decision is taken by all BOD members.

1) What is the portion of the budget that ECA is required to supply? Including amounts to



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be fundraised or secured through Sponsorship.

2) As ECA will be held financially responsible in case of a deficit (or the situations Itamar outlined), a preliminary budget proposal for hosting this event, including all proposed funding sources, should be provided.

3) What a guarantee of 10% of ECA's operating budget represents, and if those funds will require being set aside until the closure of the event.

VP Internal:

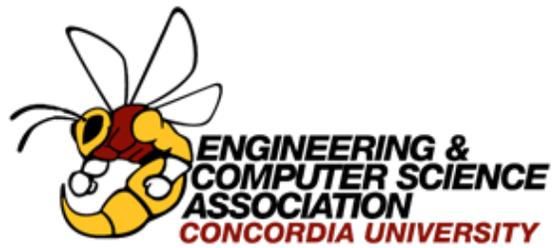
Hi James!

First and foremost, if you don't know much about CQI, please take a moment to check out the competition's website: <https://cqj-qec.qc.ca/> It does a great job of explaining the competition and its impact.

1) There is no explicit amount or percentage required to be provided by the host association. It is at our discretion how much we would like to contribute to the event. From what I am told about past editions of the event, host associations have contributed anywhere from 0k to 50k.

2) We are still finalizing the proposed budget for our bid that will be presented on Sunday, but it should be approximately the same as the past 2 years as the expenses and revenues are pretty similar from year-to-year. As for the revenue sources, at this stage we are still early in the budgeting process, seeing as the event would only take place in January 2020. That being said, the major revenue sources will mostly be the same as many sponsors of the competition have been involved with several years now, and we should be able to secure them for another year. This is one of the great things about hosting this competition; the process of finding sponsors is not as difficult as for a smaller society or team, as the event itself is extremely prestigious and gives those sponsors access to some of the best and brightest students the province has to offer.

3) 10% of the ECA's operating is naturally something we can't define exactly at this point, seeing as we don't know our operating budget for 2019-2020. That being said the past few editions of QEC/CQI have all closed in the black, in fact, QEC 2018 in Sherbrooke closed its books with more revenue than originally predicted. Based on this precedent, I am confident that this 10% contingency will ultimately not be needed. However, in the event that we do have to pay out the full 10%, this money can be recuperated by canceling some of our "smaller" annual events like the Halloween Party



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as this academic project would bring a greater value to Concordia.

Due to a conflict of interest, seeing as I am the co-president of the proposed organizing committee, I will abstain from the vote.

VP Competitions:

I will be abstaining from the vote due to the conflict of interest that is me being on the proposed organizing committee.

ECE Rep:

Thank you for the information.

Although I believe this is a great opportunity for ECA and Concordia, I must abstain given the remaining unknown variables, unsubstantiated precisions, and most importantly, the magnitude of the consequences in case of deficit.

Motion 20181004-01: VP Internal, seconded by VP Competitions, motions to approve the bid to host CQI in the winter of 2020, with Itamar Keren and Alex Stojda as presidents of the organizing committee

Vote Summary

In Favor: 11

Against: 0

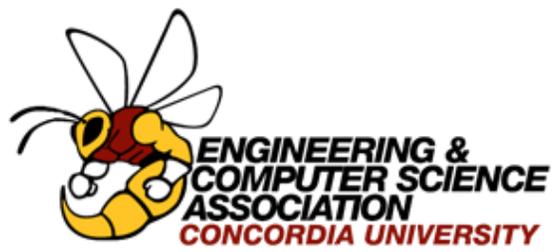
Abstain: 3

Motion is **passed**

3. ANNOUNCEMENTS & VERBAL REPORTS

3.1. Adjournment

Email discussion and voting adjourned on September 13th at 4:53 PM



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4. ANNEXES

4.1. Annex A

See attached additional pages

Engineering & Computer Science Students Association of Concordia University

Emergency Board of Directors session to approve the Engineering and Computer Science Association of Concordia University (ECA)'s Bid for the 2020 edition of the Quebec Engineering Competition held via Email Discussion on the 12th day of September, 2018.

BOD-e2-2018-09-12

PROVISIONS FOR THE 2020 QUEBEC ENGINEERING COMPETITION AT CONCORDIA UNIVERSITY MONTREAL

CONSIDERING THAT

the ECA wishes to greet engineering students at Concordia University;

CONSIDERING THAT

greeting other universities from the region would provide great visibility to Concordia University as well as the Concordia Organizing Committee of QEC (COCQEC);

CONSIDERING THAT

the COCQEC will act host to the 2020 edition and will retain full control of the event on condition: that all regulations relating to committee proceedings listed in the bylaws of the ECA are met;

CONSIDERING THAT

the ECA, along with its BoD, reserve the right at any moment to replace any or all committee members of the COCQEC should they deem it necessary to maintain proper execution and accountability;

CONSIDERING THAT

the ECA, along with its BoD, will have final say on the authorized ECA allocated budgetary percentage required by the QCESO to host the competitions;

IN CONSEQUENCE, It is motioned by BLANK,
Seconded by BLANK,
And resolved by a majority vote.

THAT

the ECA and its Board of Directors accept, and support, COCQEC to become the host of the 2020 edition of the Quebec Engineering Competition.

THAT

the ECA and its Board of Directors support Mr. Alex Stojda and Mr. Itamar Keren in their role as Co-Presidents for the 2020 QEC.

THAT the ECA and its Board of Directors confirm that they have confidence in the abilities of both Mr. Alex Stojda and Mr. Itamar Keren to execute their tasks proficiently if elected.

THAT the ECA and its Board of Directors support Mr. Zilani Sikder Oliuddin in their role as Vice-President of Financial Affairs for the 2020 QEC.

THAT the ECA and its Board of Directors confirm that they have confidence in the abilities of Mr. Zilani Sikder Oliuddin to execute their tasks proficient if elected.

THAT the ECA and its Board of Directors support the organizing committee as defined in Annex A of this motion and confirm that they have confidence in their abilities to execute their respective roles.

THAT the ECA recognizes that in the case of a financial deficit caused by the event, the ECA will take upon itself to endorse up to 10% of its operating budget, as defined by Section 4.3.2 and 4.3.3 of the QCESO's *Politique de dépôt lors des événements majeurs*. (See Annex B)

Annex A

QEC 2020 Proposed Organizing Committee

Co-Presidents: Alex Stojda & Itamar Keren

Vice-President of Financial Affairs: Zilani Oliuddin

Vice-President of Competitions: Filippa Simard

Vice-President of Sponsorship & Corporate Relations: Philippe Lorange

Vice-President of Logistics: Arravein Ponnudurai

Vice-President of Communications: Megan Padvaiskas

Annex B

<https://drive.google.com/file/d/0B8fQILG5BFk8XzQxRzE3RzY0bEk/view?usp=sharing>