



Board of Directors Meeting

Wednesday, November 7, 2018

EV1.162, Concordia University, Montreal, Canada

ATTENDANCE	2
SUMMARY OF MOTIONS	3
PROCEDURES	4
Opening of the meeting	4
Appointment of the Chair	4
Appointment of the Secretary	4
Approval of the Agenda	4
EXTERNAL PRESENTATIONS	5
Christophe Tang (Director of Social Affairs)	5
IISE Budget	5
NEW BUSINESS	9
Approval of the ECA Budget	9
Appointment of Director of Social Affairs	10
Approval of Society Budget Amendments	10
Discussion on QEC End of Probation Period:	13
ANNOUNCEMENTS & VERBAL REPORTS	14



Board of Directors Meeting

Wednesday, November 7, 2018

EV1.162, Concordia University, Montreal, Canada

ATTENDANCE

Name	Role	Present
Medhi Boudiffa	Chairperson of the board	X
Noemi Lemonnier	Secretary to the board	X
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
Sam Driver	Building, Civil and Environmental Engineering (BCEE) Representative	X
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 #1	X
Karla Vasquez	Independent Representative #2	
Arravein Ponnudurai	Sage	X
Christopher Gallo	Sage	X



Board of Directors Meeting

Wednesday, November 7, 2018

EV1.162, Concordia University, Montreal, Canada

SUMMARY OF MOTIONS

Motion	Motion	Result
20181107-01	President , seconded by VP External , motions to approve Christophe Tang as Director of Social Affairs.	Passed in unanimity
20181107-02	VP Internal , seconded by MIE Rep , motions to approve the budget.	Passed in unanimity
20181107-03	CSSE Rep, seconded by Independent, motions to nominate Chris as the Director of Social Life for the 2018-2019 academic year.	Motion was defeated
20181107-04	VP Internal , seconded by VP Competitions , motions to approve the budget amendments presented for WIE, CUBES and SCS, for the 2018-2019 academic year.	Passed in unanimity
20181107-05	VP Internal , seconded by VP Competitions , motions to recognize QEC as a fully-accredited member association as defined by the ECA bylaws, as well as approve an additional \$175 to their budget to send one delegate to the Conference on Diversity.	Passed in unanimity
20181107-05.1	VP Internal , seconded by VP Competitions , motions to to amend motion <u>20181107-05</u> to approve an additional \$175 to their budget to send one delegate to the Conference on Diversity.	Passed in unanimity



Board of Directors Meeting

Wednesday, November 7, 2018

EV1.162, Concordia University, Montreal, Canada

1. PROCEDURES

1.1. Opening of the meeting

Meeting opened at 20:10

1.2. Appointment of the Chair

External, seconded by VP internal, motions to appoint Mehdi as chair for this meeting of the Board of Directors and for the 2018-2019 Academic Year

Passed in **unanimity**

1.3. Appointment of the Secretary

External, seconded by VP Internal, motions to appoint Noemi as secretary for this meeting of the Board of Directors and for the 2018-2019 Academic Year

Passed in **unanimity**

1.4. Approval of the Agenda

Motion to change the agenda by President 2nd by VP Finance:

Approval of the budget before the appointment of Director.

Passed unanimity.

President, seconded by VP External, motions to approve the agenda for this meeting of the Board of Directors.

Passed in **unanimity**



Board of Directors Meeting

Wednesday, November 7, 2018

EV1.162, Concordia University, Montreal, Canada

2. EXTERNAL PRESENTATIONS

2.1. Christophe Tang (Director of Social Affairs)

Discussion:

Presentation of Chris in Mechanical. Frosh leader passed 2yrs, frosh committee this year, winter frosh too. He like to participate and help out.

CSSE Rep came in at 20:14

President: Motive for director of Social?

Chris: I want to be more hands on, more formally, more experience.

President: Having been on the frosh committee this year, what do you want to improve?

Chris: I want to improve more and more.

<p><u>Motion 20181107-01</u>: President, seconded by VP External, motions to approve Christophe Tang as Director of Social Affairs.</p>

*Passed in **unanimity**.*

2.2. IISE Budget

IISE President, VP Finance, Yunis, and VP Conference, Cynthia, presentation

Annual review: 3 new competitions yearly; 100% participation

Our vision: We want to win, build good competition teams

National Conference: will be at Concordia, great opportunity, January 2019. Multiple events and competitions, 15+ speakers in the industry and industry booths for recruitment and networking events. 400 students attending and 140+ are competing.

3 goals for the conference: recognition of Industrial Engineering and Concordia Students, strengthening by training, and give Concordia a name on a national scale through IISE and the conference. Ratio 2:1 for women speaker



Board of Directors Meeting

Wednesday, November 7, 2018

EV1.162, Concordia University, Montreal, Canada

Supporters includes ECA, Deloitte, Google, Disney, Desjardins, RBC, etc.

Gained a good amount through sponsorships.

Budget for the conference: 1 for the best and 1 for the worse case.

VP Academic came in at 20:26

Graphics to show the sponsorships difference between the years and the different universities. They are trying to avoid deficit as previous hosts suffered from.

"We can make it great again" by receiving ECA additional funding and they want to represent ECA and use their contacts and the process to all our benefits.

QUESTIONS:

VP Internal: Good presentation. I was there last year and I noticed certain schools were there to party and cause trouble. What plans do you have to protect Concordia name and you guys with this type of teams?

President IISE & VP Conference: The issues that occur at Windsor marked us. We invited all universities had to sign a code of conduct: deposit for a hotel room, which behaviour will be tolerated, dress code, and anyone who will break this code of conduct will lose points, kicked out of the event and the competition. We do not joke around. Security will be present too.

President ECA: How would you make it better?

VP Conference: Bring in more sponsors, expand the support that we get, we calculate everything according to the number of people allowed. Allocating a certain amount to help Concordia students to pay for their tickets, so they can get a discount.

President ECA: Wouldn't the fare be cheaper for Concordia students as it is at Concordia?

IISE President: 350\$ a ticket last year. The ticket will be most likely around the same price because Montreal is very expensive.

IISE Conference: The money will go to help cover the Concordia students for representation. We did not offer all students the possibility to get a discount for hotels, etc because it is a trial and we are trying to keep it under control.

VP Finance: cost per ticket and lost?



Board of Directors Meeting

Wednesday, November 7, 2018

EV1.162, Concordia University, Montreal, Canada

IISE Conference: 420\$ and we are losing 50\$ per ticket. We don't find it fair to enable Concordia Student to attend this conference from networking and learning and participating.

VP Social: What the minimum to host the conference

Vp Conference: final number will be ready tomorrow, but estimated to 250-365 maximum as we will have invited people free. This is where sponsorship come in.

CSSE Rep: 100% participation rate?

President IISE: Technical paper and final exam to get selected. We are sending competing teams.

CSSE Rep: 140 who are competing?

VP Conference: You can attend as delegate or as a competitor which is the 140.

CSSE Rep: What were the deficits of last universities?

VP Finance: roughly 2,000\$ in deficits

Vp Social: Slide of the planning, the percent for each task. How did you get to these number

VP Conference: I have a project tracker on Excel.

Christopher Gallo arrived at 20:43

VP Finance: 375,000\$ is total fee. Big fee for transportation. How much of that budget will go to help Concordia team ?

President IISE: We are waiting to get more numbers, so we are trying to see if we can get anymore and then we will evaluate how much we will give. We need to see the final numbers to make the final call.

VP Internal: 2,000 is to pay for conference or society?

Vp Conference: for conference

VP Internal: So for the Concordia team?

Vp Conference: the more we get, the more we can give them.

VP Internal: Couldn't you get the 2000\$?

VP Conference: It was a lot of work to get the amount of sponsorships we have today. 7 months. It is too late too fund. The execution is now in order as the planning is done.



Board of Directors Meeting

Wednesday, November 7, 2018

EV1.162, Concordia University, Montreal, Canada

VP Internal: What if you don't get the 2000\$?

President IISE: then the companies will not have the visibility as they hoped.

VP Finance: We planned a small safety net, but we hope we don't have to use it.

VP internal: Montreal is a big more expensive, but according to your graph on the difference on the sponsorships between the universities. Shouldn't you not be fine?

President IISE: Windsor had a lot of difficulties. The whole conference was done by one person only. There was little activities, speakers, networking to do at that conference. Therefore, we have more activities and networking to do so even if we have a higher amount of money from the sponsorship, it will still not be enough for what we are offering for the same ticket price.

VP Internal: Contact for the 2,000\$ is mandatory to be part of that process?

VP Conference: Open to discussion. We will have a record for all activities, participants, etc. It would be interesting to put you in contact with all the sponsorships. So it is a maybe.

MIE Rep: Why did you do consider cheaper hotels?

President IISE: Cheaper ones did not have the capacity or the availability.

VP Conference: The Hyatt made a good deal with us and we need to cut all transport costs as we are downtown Montreal.

President IISE: We have a small radius around Concordia.

VP Social: How much banners, t-shirts?

VP Conference: We are doing it in the next few days.

3. NEW BUSINESS

3.1. Approval of the ECA Budget

Question on Operating Budget 2018-2019 by VP Finance

In Expenses:

Independent Rep: We are buying printers again?



Board of Directors Meeting

Wednesday, November 7, 2018

EV1.162, Concordia University, Montreal, Canada

VP Finance: No we have a monthly payment.

CSSE Rep: Toward Troitsky, why do we allocate so much money to it?

VP Competitions: Competition cost but however with sponsorships we have lower costs. So it is what we are expecting to pay without sponsorship.

CSSE Rep: Are we getting all that money back?

VP Competitions: Yes.

VP Finance: New officer Manager will be lower.

President: Laura is leaving so it will be lower.

MIE Rep: We have nothing in the lounge, if we want to encourage people to come, so why can't we have some coffee machine?

Christopher Gallo: If you have an idea of getting new equipment, write a proposal with everything and the total costs and the benefits. That would be the best approach. It isn't a recurring expense.

Now in revenues:

CSSE Rep: Do we have an estimated amount for Troitsky for sponsorship?

VP Competitions: We want sponsors to cover all costs.

ECE Rep arrived at 21:13

CSSE Rep: We are getting a profit of it?

VP Finance: 535,000\$ in expenses and 538,000\$ in revenues.

CSSE Rep: What will we do with the Annexe? Do we have long term goals where we need to save up?

VP Internal: For the Annexe, but the vision for those plans are no longer the vision of the ECA. So right now we are having issues with space. We are working on a new vision for the Annexe. We do not really need to save up, but overall we don't have a project for it.

VP Finance: All expenses include a safety net so we will have more than 3,000\$ in gain.

<p><u>Motion 20181107-02</u>: VP Internal, seconded by MIE Rep, motions to approve the budget.</p>
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Passed in **unanimity**



Board of Directors Meeting

Wednesday, November 7, 2018

EV1.162, Concordia University, Montreal, Canada

3.2. Appointment of Director of Social Affairs

Motion 20181003-01: President, seconded by VP Competitions, motions to nominate Chris as the Director of Social Life for the 2018-2019 academic year.

Motion 20181003-01: Passed in unanimity

3.3. Approvement of Society Budget Amendments

WIE

VP Finance: They were allocated 1,100\$ more for their conference.

CSSE Rep: Their budget increased

VP Finance: the conference is further away and the cost of transport is higher.

VP External: We did not have the information at the time about the conference so we couldn't budget for it.

CUBES

VP Finance: They did not provide me any breakdown because their VP Finance was new.

VP Social: Do they make money with ASP?

VP Finance: No. It's the total course cost and so they pay ticket price. The price of the cost depends on the amount of students that sign up.

CSSE Rep: How many students SAP ?

VP Finance: 32 students around and each pay 275\$ as undergraduate and if from outside they paid 350\$.

SCS

VP Social: Internal Hackathon?



Board of Directors Meeting

Wednesday, November 7, 2018

EV1.162, Concordia University, Montreal, Canada

VP Finance:; it's a hackathon within Concordia. They gave me the cost for it not the entire breakdown. They also requested money for their initiation.

CSSE Rep: Does any other society has initiation fundings?

VP Finance: I can't tell from the top of my head. They did ask money for it.

Motion 20181003-04: **VP Internal**, seconded by **VP Competitions**, motions to approve the budget amendments presented for WIE, CUBES and SCS, for the 2018-2019 academic year.

Passed in **unanimity**.

Motion 20181003-04: **CSSE Rep**, seconded by **VP Competitions**, motions to approve the allocation of an additional \$2,000 to the budget of IISE for the 2018-2019 academic year.

Internal: VP finance, what is your recommendation based on your thoughts?

VP Finance: I don't recommend it. Our revenues overall are lower this year and allocating an additional \$2,000 would not be fair to other societies who do similar work.

VP External: I agree with VP Finance as we should not favor societies and give extra revenues.

VP Competitions: We gave them 5,000\$ for support.

VP Internal: The 2,000\$ is to meet their budget.

VP Competitions: I do understand but other societies are not hosting such big events and conferences at such extent.

Independent: Is there room to meet their amount?

VP Finance: No, we have no room to allocate them.

CSSE Rep: We have 3,000 left for the budget right?

VP Finance: It is not guaranteed it is a safety net.



Board of Directors Meeting

Wednesday, November 7, 2018

EV1.162, Concordia University, Montreal, Canada

Ece Rep: Why wouldn't reduce what we give less to Troitsky in advance and give it to IISE?

VP Social: You would be willing to take some Troitsky/reduce its budget for another competition?

VP Competitions: I don't see how it wouldn't be feasible. I am willing to do so.

President: I think the mistake of their presentation was to tell us the deficit of last year was 2,000\$. They raised much more sponsorships.

VP Social: The cost will be less and they have more activities.

VP Competition: We are pushing our names out there, and we are trying hard. We need to push sponsorships.

Christopher Gallo: Equity with other societies, everyone has the wrong way to reach out to societies. When you start making exceptions you set up some precedents, we are making an easy decision right now but next generations will suffer from it.

Sage: They took a lot of good steps to push the conference at its best. They have a great planning and in case ECA has more operating budget, that would be more feasible. We only have a predicted 3,000\$ in gain, we cannot take it into consideration. I don't think it is a wise decision. As it seems the concern is more about having a "great great" conference or a "great" conference.

Independent Rep left at 21.45

Independent Rep left at 21.48

VP External: They do need more money to do a better conference but we represent 14 societies and so we must maintain equity.

MIE Rep left at 21.49

VP Internal: I think if they give it the extra push, they can find the extra 2,000\$.

VP academic: What did they use the 3,000 and we gave them 5,000\$. What did the 3,000\$ used for?

VP Finance: There is no transportation cost so it is either going straight to the conference or to subsidise for their delegates.

VP Competitions: 3,000 was to subsidise for their delegates and 2,000 to the conference budget.



Board of Directors Meeting

Wednesday, November 7, 2018

EV1.162, Concordia University, Montreal, Canada

Motion 20181003-03: CSSE Rep, seconded by Independent, motions to nominate Chris as the Director of Social Life for the 2018-2019 academic year.

Vote

In favor in allocating 2,000\$: 0

Appose in allocating 2,000\$: 4

Abstain in allocating 2,000\$: 9

*Motion was **defeated**.*

3.4. Discussion on QEC End of Probation Period:

Motion 20181107-04: **ECE Rep**, seconded by **VP Finance**, motions to recognize QEC as a fully-accredited member association as defined by the ECA bylaws.

Discussion

VP Internal: Could you remind us of the tentatively-approved budget?

VP Finance: 800-900\$ budget allocated

President: It was 1,700\$ that was included in the budget approved.

VP External: They had an extra cost approved.

Motion 20181107-05.1: **VP Internal**, seconded by **VP Competitions**, motions to amend motion 20181107-05 to approve an additional \$175 to their budget to send one delegate to the Conference on Diversity.

Passed in **unanimity**

Motion 20181107-05 (Amended): **VP Internal**, seconded by **VP Competitions**, motions to recognize QEC as a fully-accredited member association as defined



Board of Directors Meeting

Wednesday, November 7, 2018

EV1.162, Concordia University, Montreal, Canada

by the ECA bylaws, as well as approve an additional \$175 to their budget to send one delegate to the Conference on Diversity.

Passed in **unanimity**.

4. ANNOUNCEMENTS & VERBAL REPORTS

CSSE Rep: Working with SCS on some topics, interested more in what the execs have been up to

VP Competitions: lower ticket prices.

VP Internal: Laura departure at Regies on Wednesday. Iron Ring this Friday.

BCE Rep: No announcement.

President: Job description as Office Manager so next week, we will have applicants that Terry finds worthy. Clear out the storage of old frosh t-shirts and donate it to associations.

VP Social: Last social event was Halloween party, positive feedback. Lizard Lounge: CSSE pre-drink for halloween party, Tiki one, and QAC, EWB, next one is Gobble Gobble Lizard Lounge. Try to sell vintage t-shirt. Pub Crawl 5 bars, end at McKibbins. Winter Dusted, people loved the hype of it. Need people to make challenges list.

Chair: No room available for next meeting.

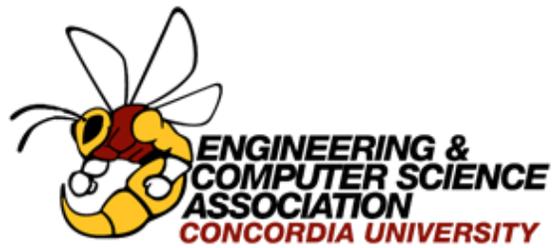
VP External: Planning for career fair, reach out to people DoB, reaching out to sponsors. Confederation Engineering. SquarePoint sponsorship and on Nov 14, they are hosting our first meeting. Event on our page.

VP Marketing: ENGOlympics

VP Academic: Iron Ring is coming up this Friday, pretty big, we have 100 students. We are looking for volunteers and must be dressed in black or grey. Nancy Acemian is organizing tutorial to help teacher how to teach. She will want feedback.

VP Finance: Focus shifting on equipment funds. First meeting is for faculty and 2nd meeting is for us. All societies request and reimbursements as they come in.

Sage: Good job as a Chair to Medhi, welcome Sam as new Rep, I hope you enjoyed. Tomorrow I'll be judging for the consulting. I'll be helping Felix on Friday for Iron Ring. Social events: conflict of dates IIIE wine & cheese and Lizard Lounge.



Board of Directors Meeting

Wednesday, November 7, 2018

EV1.162, Concordia University, Montreal, Canada

VP Social: IIE gave their wine and cheese date too late as I had already given the date for the Lizard Lounge.

Sage: We should standardize the location of Lizard Lounge.

VP Social: I did verbally not officially.

Christopher Gallo: Looking for undergraduate or soon graduate.

President: Networking event at concordia.

ECE Rep: Curriculum, some classes labs to be reworked. Working with admissions to check why students are accepted at Concordia and don't register. Gina Cody fund 5% for chairs and 65% for graduate and their bursaries, and 50% for women and diversity. Not just grade based.

VP Academic, seconded by **CSSE Rep**, motions to adjourn the meeting.

Meeting adjourned at 22:29