



Advisory Council Meeting

Tuesday, March 5th, 2019

EV2.184, Concordia University, Montreal, Canada

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1. ATTENDANCE

Name	Role	Present
Mehdi Boudiffa	Chairperson of the board	x
Noemi Lemonnier	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	
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-	
Karla Vasquez	Independent Representative	x
Arravein Ponnudurai	Sage	
Christopher Gallo	Sage	



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Name	Role	Present
Touriya El Kadiri	American Helicopter Society - Concordia Branch (AHS)	x
Victoria Carlson-Smith	Concordia Society for Civil Engineering (CSCE)	x
Zachary (social) Nicolas Dziemian	Concordia Society for Mechanical Engineering (CSME)	x
Erin Beneroff	Concordia Society for Software Engineering and Computer Science	x
Alex Frangakis Myriam Nasrallah	Concordia University Building Engineering Society	x
	Engineering Games Concordia	
Kadir Deniz	Engineering Without Borders - Concordia Chapter (EWB)	x
Mukulika Dey Senega Velupillai	HackConcordia (HACK)	x
Tim Mahoney	IEEE - Concordia University Student Branch	x
Dario Vincelli Cynthia Abou Atmi	Institute for Industrial and Systems Engineering - Concordia Student Branch (IISE)	x
	Queer Engineering Concordia	
Jordan Costenaro	Society for Automotive Engineering (SAE)	x
Hannah Halcro	Space Concordia (SPACE)	x
Adam diallo Tharashana	UAV Concordia (UAV)	x
Serena Kulukian Cynthia Ferullo	Women in Engineering - Concordia University	x



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2. SUMMARY OF MOTIONS

Motion	Motion	Result
<u>20190305-01</u>	IISE, seconded by SAE, motions to amend the motion XXX from the last council meeting to be worded as follows "ECA shall not allocate more than the projected event income, plus a fifth, be it an extra 20%, for all ECA organized events that do not impact only students under the ECA, be it students paying a fee levy to the ECA"	Passed
<u>20190305-02</u>	IISE, seconded by SAE, motions to set a 2-week limit for the processing of financial requests.	Passed
<u>20190305-03</u>	SAE, seconded by IISE, motions that The ECA shall adopt a policy that requires that progress of competitive teams be discussed with the VP Competitions of the ECA at least 3 times a semester."	Passed
<u>20190305-04</u>	SAE, seconded by IISE, motions that the ECA shall adopt a policy that requires that progress of competitive teams be discussed with the VP Competitions of the ECA at least 3 times a semester.	Passed
<u>20190305-05</u>	IISE, seconded by HACK, motions to have a By-Law stating that the VP Finance of the ECA is required to present a detailed financial statement to each individual society a minimum every 6 weeks during the Fall and Winter Semesters and once in the summer.	Passed



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3. PROCEDURES

3.1. Opening of the meeting

Meeting opened at 20:05

3.2. Appointment of the Chair

IISE, seconded by SAE, motions to appoint Mehdi as chair

Passed in unanimity

3.3. Appointment of the Secretary

HACK, seconded by IISE, motions to appoint Alex Stojda as secretary

Passed in unanimity

3.4. Approval of the Agenda

IISE, seconded by CSME, motions to approve the agenda for this meeting of the Board of Directors

Passed in unanimity



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4. REVIEW OF ROBERTS RULES

5. RETURNING BUSINESS

5.1. Inter-Society Slack

Summary: IISE and other societies involved will review comments sent by alex in December and send a final document to council via email.

5.2. Motion of ECA Budget Accountability Update

20190305-01: IISE, seconded by SAE, motions to amend the motion XXX from the last council meeting to be worded as follows "ECA shall not allocate more than the projected event income, plus a fifth, be it an extra 20%, for all ECA organized events that do not impact only students under the ECA, be it students paying a fee levy to the ECA"

President: Competition just finished so we don't have the numbers on the event yet.

IISE: We want to know what is actually happening with the motion, has the board reviewed it?

President: The motion was not clear so we were waiting on a clarification before bringing it up at a board meeting.

Internal: To be sure this is clear, you understand this motion will affect not only the ECA but all its subgroups?

IISE: How so?

Internal: The ECA is defined as the legal organization which includes all its subgroups

SAE: I think that's fair, we should all be accountable.

Internal: I agree, I just wanted to make sure it was clear.

Motion is Passed Unanimously



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6. NEW BUSINESS:

6.1. Financial Request and Processing Times (IISE)

IISE: Concern that the process is not stated for processing finances. We do not want to lose/ruin relationships and it has happened in the past due to bad processing times. Given that we are non-profit, companies have issues giving us money and this adds to the stigma of non-profits paying the tab.

<p><u>20190305-02</u>: IISE, seconded by SAE, motions to set a 2-week limit for the processing of financial requests.</p>

IISE: We are asking for a maximum of a two week period.

SAE: the main basis behind that is to assure sponsors that they are receiving their funding in a timely manner. On our behalf, a lot of the students are to carry the burden for purchasing materials and we want an assured timeline for receiving funding in a timely fashion.

President: We are in the process of documenting better the ECA's financial processes.

IISE: We want actual accountability, which would be inside of the by-laws.

SAE: We want it written in the by-laws that the time period will be defined when we will have the cheque in hand.

Internal: I understand but on our side, I don't think that belongs in the by-laws but instead should be in a strongly suggested policy. Being accountable to a two-week delay, without an office manager, is very difficult as students. The motion will probably pass here, but the BOD may not pass it and turn it into a policy. Policies are treated as by-laws, but do not hold accountability as by-laws. In special situations, we try and do the most to get it out to you. The best way you can help us to get it done fast is to get it done as soon as possible. We do work very hard to make this happen and sometimes it just doesn't work out.

IISE: One, we understand the situation this year. But to clarify, this would be moving forward. We do appreciate all the work you guys do. Two, given that it is a policy and should be within the book of policies, how do you ensure accountability.



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Internal: Bylaws are held up to the standards of the court. Policies are considered as strong suggestions. Finance has full intentions of getting processing done within two weeks. This book of policies serves as a training manual (bookings, finances, etc.) and I believe it would be in there. Yet, it would not be used to force people into accountability.

SAE: Then how can we keep ECA financially accountable?

Internal: Complaint policy which is a procedure to fix a situation. We want a discussion to ensure everyone is able to do their part.

SAE: These documents should definitely be made visible to all society presidents.

Internal: ECA didn't know either and we recently dug them up in the drive.

IISE: The point of this was for a 2-week deadline, since societies plan according to what is given to us. We ask that you are being held accountable in reverse. We are looking for a permanent solution and a sense of stability. This motion will only go into effect next year, therefore we are hoping for prolonged solutions.

Motion is passed unanimously

6.2. Council Meeting's Purpose and Frequency (IISE)

IISE: The by-laws state fixed dates and frequencies, which are not be followed. Why and what is the solution?

Internal: We are trying to change the by-laws because the dates/frequencies are inconvenient for students. Mid-mandate updates could be implemented as one solution? It is hard to get so many people in one room at the same time.

IISE: Why are bylaws not being respected? As president/member of an association, you are willing to sacrifice time to get to council.

Competitions: Councils are important for conveying something large to everyone at once, giving and taking opinions. For any informal matters, we can have informal meetings as opposed to councils. Councils once or twice a semester makes sense.

IISE: The point is that societies have things to discuss. These are things that should have been tackled earlier on. It is hard to bring these things up in council when there isn't council. These meetings are not frequent enough. What can we do as societies? We want an overview of the purpose.

MIAE Rep: I go to the council meetings that are held and Council meetings are cancelled sometimes due to last of agenda items. It is not necessary for once a month, but based on the number of agenda items to be discussed.



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Internal: IISE, you said Council's purpose perfectly. You have the power to call a council with two other societies with you. As MIAE Rep said, sometimes it isn't worth it. Last year, we had two councils within two weeks of each other. I agree with you that becoming President means you are willing to make that dedication. In order to keep councils relevant, we should be discussing issues.

ECE Rep enters 19:53

SAE: For one, I think Council creates an environment where we can openly bring up ideas to discuss. Most of us were unaware of the 3 societies calling council meetings. I think ECA should take that due diligence to call out Council meetings or announce that it is cancelled if no points. The definition of urgency is subjective. Ask once a month for anything important and if nobody responds, then it is okay to cancel it.

IISE: I agree with what MIAE Rep said. I think every month should be a scheduled time. Good compromise to cancel if there are no points. There should be some sort of effort on the ECA's part.

Internal: I think this was a perfect case for why it should be a policy and not in the bylaws. This wiggle room you are talking about cannot be set in stone in the bylaws. As a policy, it is easy and convenient for everyone.

IISE: There is no accountability as a policy

Internal: By-laws changing is due to associations moving forward and advancing. We decide to try a new and effective approach and see if it works. If not, we update and change them.

WIE: Circular discussion. Hesitation as to bylaw vs policy. I think it's safe to keep the by-law.

20190305-03: IISE, seconded by SAE, wishes to motion that a bylaws shall shall read: ECA shall send a request for council agenda items once a month. Furthermore, the council shall be held a minimum two times every semester with the goal of going over ECA finances, affairs and implications."

Vote on 20190305-03

For: 12

Against: 0

Abstain: 1

Motions is passed by majority



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NOTE: Request to update ECA website with minutes from BOD and Council

6.3. Submitting budget proposals by Sept 15th (SAE)

SAE: Hard to fill out our budget in a two week period. We did a half-ass job and could have made a more detailed list of what we were expensing this year.

President: Clarification that these are by-laws from 2010.

Internal: My bad, wrong update on the website.

IISE: We don't understand why documents just disappear

President: Again, by-laws from 2010 that were renamed from regulations

Competitions: Misunderstanding between by-laws, regulations, policies, etc.

Internal: I do agree that there is a big disconnect for certain stuff that I noticed last year. Due to other projects, I haven't gotten around to it yet but we are currently working on it hopefully for the end of the year.

IISE: We appreciate your help and clean up

SAE: We want to leave knowing its going to be okay. Clarification that we should follow the bylaws solely.

Internal: Yes. I agree. Hopefully by next council. The by-laws are the ultimate and nitty-gritty is policies and wiki

SAE: Regulations held some requirements of the ECA that would benefit the societies

Internal: We are working hard to restore liability and can ensure that the legacy is upheld to the best of this ability.

6.4. Discussing progress with VP Sports and Comps every 2 weeks (SAE)

SAE: Definition of a competition team from ECA?

VP Internal Leaves at 20:23

Competition: Revoking budgets for competitions, I think is something that should remain in our policies. ECA represents ourselves through societies. In terms of competitive teams, SAE would fall under that. Adding a definition in the policies would solidify my role, as well as who should compete.



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SAE: Mutually accountable. ECA checking on the progress of the teams (VP Comp and VP Acad)

VP Internal returns at 20:29

SPACE enters at 20:33

Competition: Should be a two-way follow-up.

20190305-04: SAE, seconded by CUBES, motions to adopt a policy that requires that progress of competitive teams be discussed with the VP Competitions of the ECA every 2 weeks.

CSME: That is frequent

President: I agree, I think that 2 weeks is very frequent

Competitions: Policies are flexible

CSME: We were thinking a monthly report from societies

MIAE Rep: Maybe fix the motion to it is not strictly every two weeks

Internal: I would suggest not writing a fixed number of times per semester.

SAE: Flexible to the frequency. Just want a five-minute meeting to ensure we are on the same page

Competition: It is within your right to ask if it is in the policy

20190305-04-Amended: SAE, seconded by IISE, motions amend 20190305-04 to state "The ECA shall adopt a policy that requires that progress of competitive teams be discussed with the VP Competitions of the ECA at least 3 times a semester."

Vote on 20190305-04

For: 13

Against: 0

Abstain: 0

Motions is passed in Unanimity



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6.5. Administrative Council financial statement presentations

SAE: I like this. It would be fair to have a brief breakdown of the financial standing every 6 weeks. Situations could be noticed and solved sooner.

Internal: Shouldn't be every 6 six weeks, should be mid-mandate

IISE: Has happened to three societies

20190305-05: IISE, seconded by HACK, motions to have a By-Law stating that the VP Finance of the ECA is required to present a detailed financial statement to each individual society a minimum every 6 weeks during the Fall and Winter Semesters and once in the summer.

CUBES: All societies should be sent to everyone when there are changes

Internal: That is very frequent and too demanding for a student position

SAE: My finance does a lot of work and I think it would be justifiable for Finance to send a number every few weeks.

WIE: If 6 weeks is unrealistic is unrealistic, Id like to suggest three times per year

Internal: Idea would be to share the relevant google doc so that societies can view only and see any discrepancies

Vote on 20190305-05

For: 13

Against: 0

Abstain: 0

Motions is passed in Unanimity



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7. ANNOUNCEMENTS & VERBAL REPORTS

8. ADJOURNMENT

IISE, seconded by SPACE, motions to adjourn the meeting.

Meeting adjourned at 22:15