



Advisory Council Meeting

Tuesday, January 19th, 2021

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 Drouin1 | Vice-President of Marketing and Communications | X |
| Jonathan Fisch | Vice-President of Social Affairs | X |
| Sierra Campbell | Building, Civil and Environmental Engineering (BCEE) Representative | X |
| Zafir Khalid | Computer Science and Software Engineering (CSSE) Representative | |
| Michael Arabian | Electrical and Computer Engineering (ECE) Representative | |
| Manon Maistre | Mechanical & Industrial Engineering (MIE) Representative | X |
| Tharushi Rathnayaka | Independent Representative | |
| Zach Bys | Independent Representative | |
| Julia Levantian | Sage | |



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| Name | Role | Present |
|---|--|---------|
| Sara Ordonselli | Concordia Society for Mechanical Engineering (CSME) | X |
| Felix Lapierre | Concordia Society for Software Engineering and Computer Science (SCS) | X |
| Benjamin St-Pierre Matthew Padvaiskas | Engineering Games Concordia (EngGames) | X |
| Kimberly Richard Nada Kharrague | Institute for Industrial and Systems Engineering - Concordia Student Branch (IISE) | X |
| Sevag Kaspar William Furt Armen Khachatryan | Society for Automotive Engineering (SAE) | X |
| Celeste-Melize Ferrus | Space Concordia (SPACE) | X |
| Pascal Demerdjian Thy Thai Pierre-Lucas Aubin Fournier | Unmanned Aerial Vehicles Concordia (UAV) | X |
| Anais Gagnon | Concordia Student Union (CSU) | X |
| Alessandra Bernard Marissa Proffetto Ruma Ahmed | Women in Engineering - Concordia University (WIE) | X |
| Courtney Hargray | Concordia Society for Civil Engineering (CSCE) | X |
| Matthew Frances | Gina Cody Entrepreneurship Society (GCES) | X |



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2. SUMMARY OF MOTIONS

| Motion | Motion | Result |
|---------------|--|---------------------|
| 20210119-01 | Motion that the ECA society deadline for spending the 2020-2021 budget be pushed by 6 months. | Passed in unanimity |
| 20210119-02 | Motion to suggest that ECA tries to get a 4\$ fee levy. | Passed in unanimity |
| 20210119-03 | Motion that the ECA should give notice to the societies for fee levy increase decisions for help with campaigning and that the decision should be settled at the BOD meeting on the 24th of January, 2021. | Passed in unanimity |
| 20210119-04 | Motion to amend bylaw B.1.3 by adding a provision that states business mandated from Council needs to be at the top of the agenda. | Passed in unanimity |
| 20210119-05 | Motion to amend B.2.3 to be all year except April and December. | Passed in unanimity |
| 20210119-06 | Motion to amend Bylaw B.4.7 change to majority vote of Council. | Passed in unanimity |
| 20210119-07 | Motion to add a section to 4.1 to add that executive officers are required to give training to their successors or be punishable with the revocation of their honorarium. | Passed in unanimity |
| 20210119-08 | Motion to amend bylaw E.5.1 to read: Council shall appoint the CEO for the elections. ECA should publish for the job posting, Council will be in charge of interviewing and appointment. | Passed in unanimity |
| 20210119-09 | Motion to add motion 20201112-01: "that the | Passed in unanimity |



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|-------------|---|---------------------|
| | ECA should be held accountable for the late payments of more than 30 days by financial compensation from the ECA of the credit card interest accrued of the owed amount per year” to the bylaws. | |
| 20210119-10 | Motion that All ECA MAs that would like, will be authorized to create their own Non-Profit Bank Account for which ECA Finance must be a card holder. Monthly statements must be given to ECA Finance within 15 days (not business days) from the point of issuance. If any unauthorized spending occurs or monthly statements are not received, the MA will face suspension, account deletion or any other consequence as seen fit. | Passed in unanimity |



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3. PROCEDURES

3.1. Opening of the meeting

Meeting opened at 7:04 PM

3.2. Appointment of the Chair

Matthew P., seconded by Benjamin, motions to appoint Luca as chair

Passed in unanimity

3.3. Appointment of the Secretary

Pascal, seconded by Felix, motions to appoint Adrienne as secretary

Passed in unanimity

3.4. Approval of the Agenda

Felix, seconded by Marissa, motions to approve the agenda for this meeting

Passed in unanimity



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4. NEW BUSINESS

4.1. Lowering of Societies Budgets

Benjamin (EngGames President): From talking to other VPs and Presidents from other societies, most of our budgets got reduced. Partly because we don't go to competitions. We should have our money go somewhere. It's gonna be a general set back for the next years to come.

Sevage (SAE President): I believe it's Pierre-Luca who brought it up last time. It wasn't a stable topic. We'd follow it up this time around now VP ECA Finance is here. We asked ECA BOD members what happened... I believe it got voted on what was approved and not.

Kayla (ECA VP Sports and Competition): We had a meeting last week to clarify a bunch of things. Even I had trouble understanding it and I got more into understanding how the ECA budget works since it's my duty. We should all know as BOD members how it works. We have an amount of fee levy and equipment fund. The amount of fee levy: some goes to faculty and us. Now they took more but that's fine. The equipment fund: same thing- some goes to faculty and some goes to us. So, now, we have an amount which is for us, ECA and Societies. What we budget is 50/50. But there is a misunderstanding with Hanna, with how much is part of the equipment fund. The equipment fund is not like - there needs to be a remake of something and it needs to happen- going to be discussed on Sunday. We need to factor the equipment etc. etc. There needs to be refactoring.

David (ECA President): For clarification on ECA side. Don't mention exact numbers because we don't have confirmation on the numbers. It's not our decision alone.

Hanna (ECA VP Finance): So basically the misunderstanding wasn't just that but more equipment fund. I understood it as separate from the budget I made in October. We are considering adding the equipment fund to your budget. That's the only difference from previous years. You guys are still getting the equipment fund money. I spoke to the people getting the equipment fund request. For those societies who got less because of competitions, they are to be discussed. For those competitions happening, we are considering that, discussed in the next BOD. If you have concerns, message me.

Sevage (SAE President): Will funding still be given despite competitions not being made but the vehicles are?



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Hanna (ECA VP Finance): If there's a budget you didn't get that wasn't in relation to competitions, you can submit it again and I'll review it. I've only taken out the competition part out as Rabby's advice. A lot of things are left to be discussed. So you can message me.

Benjamin (EngGames President): I want to ask ECA in general. Will there be a meeting on the ECA and Societies budgets? This year we haven't had it. I want to see the money amount and where it went. There isn't a reduction in revenue. I wanna know when and if we're gonna have this meeting

David (ECA President): For Societies, once Hanna gets it done - obviously it wasn't done the first time. I wanted to present it before but there were issues. ECA - when Hanna does it. I've reminded her.

Sevage (SAE President): Can we have an estimate regarding when this will be done?

Hanna (ECA VP Finance): Not sure. It's a response to David. What is the budget presentation that you reminded me of?

David (ECA President): When the ECA makes the budget at BOD, it's customary to present as ECA to the Council. We did it last year, but we didn't do it this year. The budget approved at BOD is to be presented at Council. Same at ECA. Council are shareholders and members of our association.

Hanna (ECA VP Finance): Okay.

Kayla (ECA VP Sports and Competition): I thought we discussed we were clear in the previous exec meeting. I hope you have at least the BOD budgets done by Sunday.

Hanna (ECA VP Finance): Society budgets are made and the equipment fund. I just didn't know it was gonna be presented in council.

Sevage (SAE President): When council votes to approve the equipment fund budget, when will it be allocated? What is the current estimate of when it can be spent?

David (ECA President): A budget can be spent as soon as it will be approved. Hanna will send you the budget of the allocated amounts. Some, which are approved, can be spent already. As soon as BOD approves, Hanna will communicate to you and then you can spend it.

Hanna (ECA VP Finance): To add- your VP should have a drive I shared. You can find the budget. I'll message our slack channel and the file will be updated.

Pierre-Lca (UAV VP): Since the budgets coming from the equipment fund are getting approved late. Typically these budgets would expire at end of winter semester. That



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gives us 2-3 months to spend it. Could they expire a little but later in the summer so we can spend them?

Matthew (EngGames VP Internal): The money we normally used- having access is a concern of ours also.

Celeste-Melize (SPACE President): There's a discussion in today's agenda surrounding accessibility to bank accounts. Lucky for you, I already thought of you.

20210119-01: Benjamin (EngGames President), seconded by Celeste-Melize (SPACE President), motions that the ECA society deadline for spending the 2020-2021 budget be pushed by 6 months.

Motion 20210119-01 is passed in unanimity

4.2. Fee Levy Increase

Celeste-Melize (SPACE President): You know we're fighting over money? Sick idea, how about we don't. We can increase the fee levy. I know it was tried to increase last year. But the pandemic came around. So, I say we go and try to get a fee levy increase again and can split between the ECA and societies so we don't get to play the game of pinching pennies and we don't have to beg for spare change.

Sevage (SAE President): Especially when it comes to getting students to give money for funding, I'm guessing it's hard to pass with them. The earlier we bring it up, the better. At this point, we'll have financial problems this year that can be remedied now and future. We can decide what part goes to ECA and societies.

Celeste-Melize (SPACE President): For whoever can answer this, what is our current fee levy amount per credit?

Sevage (SAE President): It's on Slack. It's 2\$ right now.

Kayla (ECA VP Sports and Competition): So I know we're supposed to talk about it on Sunday. If you wanna make a recommendation we are open to having it.

Courtney (CSCE): I know that Alex Stoja worked on it. You can take the proposition. It's more than 4, closer to \$5.95. It's 2\$ and hasn't been changed since 1995/96.

Celeste-Melize (SPACE President):: They want to propose an increase to an even \$3 dollars per credit. I'm a socialist so let's go for \$3.5.



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20210119-02: Celeste-Melize (SPACE President), seconded by Courney (CSCE), motions to suggest that ECA tries to get a 4\$ fee levy.

Motion 20210119-02 is passed in unanimity

David (ECA President): To be more specific, I can correct it at BOD. Money increase along with how much it's worth changes over time. So it's not a fixed amount. I can change it at BOD.

Celeste-Melize (SPACE President): It'll be the future's problem.

Matthew (EngGames VP Internal): I was looking at FB event fee levy increase. What happened? Did it not come to a vote or get defeated?

David (ECA President): Majority people voted no.

Matthew (EngGames VP Internal): Do you think we have to re-strategize to get them to vote? We could all work together on doing it. If we show them why, we get a better chance of winning

Celeste-Melize (SPACE President) : The campaign last year was flaccid because, pandemic and everything. Alex Stoja's priority wasn't to get extra pocket change, moreso, not dying. This year, if we go ahead and especially now it's a 50/50 split, us societies have a more incentive to help. If all societies say " gimme your money" we'll have a better chance.

Sevage (SAE President): These are students paying twice as much as they are currently paying. Before we get to it, we need to come up with a strategy because putting that on the ballot isn't gonna work. So we have to be more serious and focused. I don't mind going to 3.50 if that means we are for sure going to get it. Compared to an increase of 4\$. Let's not aim too high and ruin our chances since we're doubling the amount.

David (ECA President): Maybe 4 won't be the final amount. We'll work together on it. The amount is to force BOD to make a motion on it.

Matthew (EngGames VP Internal): I wanna make a new motion before the drive to get people to vote on the increase, to let the societies know to help out with the campaign. If we make an active effort, there's a better chance.



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20210119-03: Matthew (EngGames VP Internal), seconded by Courtney (CSCE), motions that the ECA should give notice to the societies for fee levy increase decisions for help with campaigning

Hanna (ECA VP Finance): I don't think you need time, "ok it's happening, go" I think you can start now. If you have any events now, you can raise the importance of fee levy increase. You can start raising awareness.

Courtney (CSCE): It was to clarify Hanna- can we ask that this be done this Sunday at the BOD meeting? And to respond to Hanna, we need ECA's approval and to be informed so we don't give them false info.

20210119-03-Amended: Courtney (CSCE), seconded by Savage (SAE President), motions that the ECA should give notice to the societies for fee levy increase decisions for help with campaigning and that the decision should be settled at the BOD meeting on the 24th of January, 2021.

Motion 20210119-03 is passed in unanimity

David (ECA President): What you said is gonna do, is gonna happen unless it's tabled.

Luca: It won't be tabled.

4.3. Bylaw Revision

Celeste-Melize (SPACE President): I want to revise the bylaw. I have a document. There's a couple things in the bylaw that should be changed and/or emphasized. I can go over that haven't been and need to be done. I'll edit first. I would like to add a provision to BOD meetings that business mandated at council need to be prioritized at agenda so it won't be tabled.

David (ECA President): You have a document to share?

Luca (ECA Chair): Will you send it to the council email?

Kayla (VP Sports and Competition): If it's laid out in the document and we can read it before hand, so this can go quicker, I understand you wanna make the changes possible



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but i might suggest you send it beforehand so we can look at them so the process can be quicker.

Luca (ECA Chair): Worst case, we'll have an emergency council

Sevage (SAE President): Since we're all here, I doubt anyone wants to have an emergency council, if it takes 5 mins, it'll take 5 mins.

20210119-04: Celeste-Melize (SPACE President), seconded by Pascal (UAV President), motions to amend bylaw B.1.3 by adding a provision that states business mandated from Council needs to be at the top of the agenda.

Motion 20210119-04 is passed in unanimity

Celeste-Melize (SPACE President): I've been here since May, and we could have had the opportunity to discuss things.

20210119-05: Celeste-Melize (SPACE President), seconded by Benjamin (EngGames President), motions to amend B.2.3 to be all year except April and December.

Motion 20210119-05 is passed in unanimity

Ariane (ECA VP Marketing and Communications): For finals during summer (June and August), why do we not include?

Celeste-Melize (SPACE President): We can do it after. Same thing for August, we have a week in August free, do it then.

20210119-06: Celeste-Melize (SPACE President), seconded by Kimberly (IISE President), motions to amend Bylaw B.4.7 change to majority vote of Council.

Motion 20210119-06 is passed in unanimity

Celeste-Melize (SPACE President): We should decide honorariums.

Kayla (ECA VP Sports and Competition): Directors are VPs or ECA?



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David (ECA VP President): Directors are VPs representatives. And directors are not the same. Naming convention is confusing.

Ariane (ECA VP Marketing and Communications): You want to vote on the honorarium that are given to ECA? Yes okay.

Celeste-Melize (SPACE President): For B.4.1.2 Executive directors should also report to Council.

Kayla (ECA VP Sports and Competition): But it says, "They shall also inform the Advisory Council about their activities".

Celeste-Melize (SPACE President): But you haven't been doing it. We'll ignore it.

Manon (ECA MIE Representative): Celeste, I think what Alex Stoja, when talks about legal actions, we can force anything legally since this isn't a contract with the law, we can say, "lose their honorarium"

20210119-07: Celeste-Melize (SPACE President), seconded by Sevage (SAE President), motions to add a section to 4.1 to add that executive officers are required to give training to their successors or be punishable with the revocation of their honorarium.

Motion 20210119-07 is passed in unanimity

Celeste-Melize (SPACE President): Council should be the one to appoint CEO. Last year, they pissed me off. It seems less conflict.

Luca (ECA Chair): CEO you mean ECA pres?

Celeste-Melize (SPACE President): CEO being chief election officer.

Kayla (ECA VP Sports and Competition): You guys are in charge with fully recruiting? What's the logistics? If you wanna take it go for it.

20210119-08: Celeste-Melize (SPACE President), seconded by Benjamin (EngGames President), motions to amend bylaw E.5.1 to read: Council shall appoint the CEO for the elections. ECA should publish for the job posting, Council will be in charge of interviewing and appointment.



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Motion 20210119-08 is passed in unanimity

Matthew (GCES President) left at 8:30PM

Celeste-Melize (SPACE President): Any interest in the future due to slow payment princess should be in the bylaws will always be paid or no?

Luca (ECA Chair): We're supposed to discuss it in the BOD on the 24th.

Celeste-Melize (SPACE President): So we did do something last time? Can someone confirm if it's in the bylaws?

Ariane (ECA VP Marketing and Communications): To change bylaw, does there need to be a vote with the students? Or change it at the BOD.

David (ECA President): Bylaw change is effective immediately and it's brought to referendum elections, and then students vote then.

20210119-09: Celeste-Melize (SPACE President), seconded by Kimberly (IISE President), motions to add motion 20201112-01: "that the ECA should be held accountable for the late payments of more than 30 days by financial compensation from the ECA of the credit card interest accrued of the owed amount per year" to the bylaws.

Motion 20210119-09 is passed in unanimity

Celeste-Melize (SPACE President): Do you do training, ECA members from your previous?

Luca (ECA Chair): Yes.

Ariane (ECA VP Marketing and Communications): Yes, they trained me and it was enough for me.

Isabelle (ECA VP External): We go through a lot of conferences, and seminars. For VP, it's more than enough.

David (ECA President): In bylaw, there's a written line, after they switch roles, there's a training period in May. So there's official bylaw that there is training.



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Celeste-Melize (SPACE President): Motion that on a year by year basis for there to be a scheduled assigned training in order to ensure proper preparation. There is a standardized education for them to come in. Outgoing officers need to create a semi-comprehensive training for in-going officers on their way out. To make that into a bylaw.

Hanna (ECA VP Finance): We do have an official thing we're supposed to do training. I don't know if this year is exceptional because my trainers bounced. We do have our own wiki where everyone has to write their mandates. A motion to have them not get their honorarium takes over.

Celeste-Melize (SPACE President): if you feel like the procedures suffice and no extra provisions needed, then it's fine by me.

4.4. Bank Account Creation

Celeste-Melize (SPACE President): There's a current bylaw saying that student association can't have no bank account. I think we should have our own. There's accountability. If we transfer 10k to student societies. I have a suggestion. When you create bank accounts, you have to put signing officers. We can make an ECA finance a signing officer. ECA finance so they can monitor our finances. If we make a purchase outside of the line an ECA officer signed off on, then the signing officer can call the bank to suspend or take off the bank account. It helps that we can get reimbursements in due time. We should spend money on our own.

David (ECA President): Second signing officer doesn't mean you can spend money on your own, Hanna can't spend unless I authorize it. You can't spend money that way.

Ariane (ECA VP Marketing and Communications): I'm no expert but I believe that if you have your own bank account, then your own society. You have to do your tax on your own. That's another thing to deal with. I might be wrong as well.

Celeste-Melize (SPACE President): You don't have to pay taxes.

Hanna (ECA VP Finance): Ariane is right. I think you do as a nonprofit, you have to register.

David (ECA President): Society has a bank account. ECA is your legal entity and we are the legal officers so if money is misspent then I and hanna are legally liable for the money. For student societies who are legal entities, this cannot happen. There maybe can be a change in workflow but assigning to each society isn't a viable workflow



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Celeste-Melize (SPACE President): I have a bank account underneath another an overarching student association. I'm a subsidiary. What I have done is: please gimme my money so I don't have to do something through you. They transfer my money through the bank account . I give my statements so they can make sure I'm spending ethically. I don't need to wait days/months to get my reimbursement. It's not as complicated as you think. It took me about an hour. Sounds fine to me. It's a motion we can vote on.

Ariane (ECA VP Marketing and Communications): Is the money going on your own bank account or going with other subsidiaries?

Celeste-Melize (SPACE President): Motion where every MA that wants to, is able to open their own bank account with Hanna being one of the signers. If the MA spends money in an unauthorized manner, they will have their bank account closed and money will be given back to ECA. The MA is required to give monthly statements to VP Finance within 15 days of the monthly statement given. If not, ECA finance can suspend the account until the monthly statement is received.

Sevage (SAE President): If this isn't the best thing, David, then what alternative can you propose? It wasn't just that the budget wasn't allocated properly, we couldn't get reimbursements, etc. if you can offer an alternative, that would be nice. In the years before, there were delays in cheques being deposited in reimbursements.

Hanna (ECA VP Finance): This year was exceptional in terms of the bank account access. That said, I haven't had any delays processing reimbursements. I was able to process in 2 weeks when we went with cheques. I don't know if Rabby was doing that before in a timely manner. That's what we're supposed to be doing if you have your own bank account. It should be more in terms of VP finance being responsible in a timely manner. I'm working full time and able to deal with my cheques.

Isabelle (ECA VP External): Adding accountability to VP finance to make sure they do their job and solve everything. I feel everything's been said is, "VP finance hasn't done it on time. Getting maybe help is a possibility where the --

Savage (SAE President): I wanted to say what Bacon brought up. This issue is that no one has control on who is VP finance. Even if we put as many barriers, and say "and we haven't reimbursed there will be an interest rate applied" but the person can vary from year to year, that's the fundamental issue. I'm not doubting Hanna isn't doing her job. What I mean if we can't control whose VP finance, and they don't do their job properly then it's kinda done. We're back to square one.



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David (ECA President): We all had a decision, you are free to vote and run in the election. That fact that it was only one that ran is our only choice. It's all of our decisions.

Sierra (ECA BCEE Representative) left at 9:00 PM

Celeste-Melize (SPACE President): The bylaws are easy to break them. I don't think adding an extra position is gonna do anything. If we have a person who is VP finance and reimbursements can take forever, maybe for like lower range purchases is nice. It's nice to have accountability in our own hands is nice. My credit card was tied up and was waiting for reimbursements.

20210119-10: Celeste-Melize (SPACE President), seconded by Seva (SAE President), motions that All ECA MAs that would like, will be authorized to create their own Non-Profit Bank Account for which ECA Finance must be a card holder. Monthly statements must be given to ECA Finance within 15 days (not business days) from the point of issuance. If any unauthorized spending occurs or monthly statements are not received, the MA will face suspension, account deletion or any other consequence as seen fit.

Armen (SAE VP Vehicles): This is just to give insight. This topic is brought up because every year there is an issue with time-limit reimbursement. It happened last year, and the year before that. We pressured Rabby and he gave us a deadline to have it done by Wednesday. He did it but he didn't do it in the future. Patterns show that past finances haven't done that. If it's not bank accounts, as Celeste mentioned, then what other solution can you give?

Benjamin (EngGames President): I stand by your side. To David, you mentioned only one person ran to be VP finance, I wanna suggest that you can advertise the honorarium to entice more people.

David (ECA President): It's not advertised because we don't want them to join because of the money. We're not doing it because of the money, it's more voluntary. It's amongst all of us; society members, ECA execs. Awareness to the ECA about the importance of having a role within the student body, and multiple societies participate more in the ECA.



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Courtney (CSCE): Having so few people running for ECA positions is an issue that we should address. (I'll email for point on next council)

David (ECA President): I agree.

Motion [20210119-10](#) is passed in unanimity

5. ANNOUNCEMENTS & VERBAL REPORTS

6. ADJOURNMENT

Courtney (CSCE), seconded by Matthew (EngGames VP Internal), motions to adjourn the meeting.

Meeting adjourned at 9:33 PM