



## **Board of Directors Meeting**

Saturday, October 15th, 2022

B-annex meeting, Concordia University, Montreal, Canada

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### 1. ATTENDANCE

Name	Role	Present
Mohammed Saaim	Chairperson of the Board	X
Ahmad Obeid	Secretary of the Board	X
Sierra Campbell	President	X
Tharushi Rathnayaka	Vice-President of Academic Affairs	X
Esinti Baskak	Vice-President of Sports and Competitions	X
Zoe Mitchell	Vice-President of External Affairs	X
Remi Jonathan Choquette	Vice-President of Financial Affairs	X
Elsa Younes	Vice-President of Internal Affairs	X
Sabrina Dubreuil	Vice-President of Marketing & Communications	X
Chloe Law	Vice-President of Social Affairs	X
Maria Amezquita	Building, Civil and Environmental Engineering (BCEE) Representative	
Doan Gia Huy Vu	Computer Science & Software Engineering (CSSE) Representative	X
Seif Bedair	Electrical & Computer Engineering (ECE) Representative	X
Mert Kaan Kaseler	Mechanical & Industrial Engineering (MIE) Representative	X
Fadi Hussain	Independent Representative	
Marina Ghali	Independent Representative	
Kayla Charky	Sage	
Erman Akman	Sage	



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## 2. SUMMARY OF MOTIONS

Motion	Motion	Result
20221015-1	Remi, seconded by Seif, motions to approve Saaam as chair for this meeting of the Board of Directors.	Passed in unanimity
20221015-2	Remi, seconded by Zoe, motions to approve Ahmad as secretary for this meeting of the Board of Directors.	Passed in unanimity
20221015-3	Chloe, seconded by Seif, motions to approve the agenda.	Passed in unanimity
20221015-4	Esinti, seconded by Remi, motions to approve the previous BOD's minutes.	Passed in unanimity
20221015-5	Remi, seconded by Sierra, motion to pass the 2022-2023 ECA general budget with the fixes presented in the email.	Passed in unanimity
20221015-6	Remi, seconded by Chloe, motion to approve this budget by having it modified to include a 15\$ symbolic fee for attendance.	Passed in unanimity
20221015-7	Thairushi, seconded by Remi, motion to approve the Fall Iron Ring budget.	Passed in unanimity
20221015-8	Remi, seconded by Mert, motion to edit the end of the bylaw b.4.1.4.2 to say that the mandate of the VP finance they shall, in cooperation of the executive team, prepare the annual budget of the ECA and submit it to the board of governors before July 15th of that physical year.	Passed in unanimity
20221015-9	Esinti, seconded by Remi, motion to Approval of Lama Azzam as Director of Sponsorship of	Passed in unanimity



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	Troitsky Committee.	
20221015-10	Esinti, seconded by Remi, motion to table Troitsky Budget.	Passed in unanimity
20221015-11	Remi, seconded by Esinti, motion to pass the Englympics Budget.	Passed in unanimity



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### 3. PROCEDURES

#### 3.1. Opening of the meeting

Meeting opened at 3:00PM

#### 3.2. Approval of the Chair

Remi, seconded by Seif, motions to approve Saaim as chair for this meeting of the Board of Directors.

20221015-1 Passed in unanimity

#### 3.3. Approval of the Secretary

Remi, seconded by Zoe, motions to approve Ahmad as secretary for this meeting of the Board of Directors.

20221015-2 Passed in unanimity

#### 3.4. Approval of the Agenda

Chloe, seconded by Seif, motions to approve the agenda.

20221015-3 Passed in unanimity

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

Esinti, seconded by Remi, motions to approve the previous BOD's minutes.

20221015-4 Passed in unanimity



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### **4. EXTERNAL PRESENTATIONS**

N/A

### **5. RETURNING BUSINESS**

N/A

### **6. NEW BUSINESS**

#### **6.1 Review of the 2022-2023 ECA**

Remi: I shared last year's general budget by email. First thing is the Frosh budget, expenses are:

- O-Day
- beach club
- sports day
- Engineering challenge
- scavenger hunt
- Pubcrawl
- After party
- Beach day
- Wine and cheese
- DUSTED
- Winter DUSTED
- Winter O-Day
- Winter pub crawl
- Marketing fees



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Then there is the Conference budget.

Then the Iron ring:

For Fall:

- Venue
- Security
- Rings
- Wine
- Photography
- And so on
- additional expenses are taken into account

For Winter, the same thing.

Then CQI:

- pre-CQI
- Swag
- Registration
- Transportation
- CEC

Then Career fair:

- The career fair
- Networking cocktail

One that changed a lot from last year is Troitsky due to venue booking fees. Also, entry fees are not at a deficit so we could make profits and invest them into other budgets for the ECA:

- Swag
- Hotel
- Food
- banquets
- Social events



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- Awards
- Hospitality
- marketing

Then Engweek:

- Swag
- Venues
- Breakfast
- Cocktail
- Gifts and medals
- Competitions material
- marketing

Then social events:

- lizard lounges,
- Halloween
- End of semester party
- Valentines day or reading week events?
- Banquets

Then Academic:

- Crash course tutorials

Then "The office":

- Insurance
- Printers
- papers and supplies
- IT services
- Accountant
- publicity





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Then employees, its larger than last year because the amount wasn't taken into account correctly:

- Approx 40k for B-annex staff
- Office manager salary that is 43k

Then Exect expenses:

- Social bonding
- ECA summer retreat
- Honorarium
- Business cards
- Jackets
- council meetings and any in-person meeting

Then Societies, more than a 50% increase, the budget was structured in a way to support societies this year:

- Academic social events
- competitions
- Conferences
- Frosh expenses
- Bonding expenses
- And any other that the ECA approves

Then B-annex: The budget is for food and beverage.

Then legal fees: not much to say, still high this year.

Then elections:

- ARE and CRO honorariums
- Food
- Sponsorship package
- Voting platform



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We have 357k\$ which is projected based on the Fall amount we received, which is our annual fee-levy from students excluding Design Team and competitions. You will notice that our net expenses after fee-levies is 12k\$. It's the minimum amount of money we should expect from external or sponsorships but we should get close to 35k for good measure. Our total expenses are higher but we are compensating with sponsors, last year the budget was made without sponsors into account. Anything in a negative is funded by the ECA but then with entry fees, it's, in a way, the amount we are saving, we are able to redistribute it in other events.

Zoe: For the conference line, i want to clarify if the Creek/Career or CS budget, does it include membership fees or does it include transportation?

Remi: it's designed in a way to be flexible for you. Obviously there are mandatory and optional stuff, it's up to the board how to run things, but cover the mandatory things first then transportation and other stuff.

Zoe: Would you be able to separate Creek and CS memberships?

Remi: The whole point is to be more flexible. Let's say we want to join another conference, you can use the money without much restriction but there still has to be a discussion.

Sierra: I thought the memberships were separate from what we spend on sending people to conferences? That's my interpretation, because we need to send a delegate to all these things but sending someone to that is separate from paying membership fees.

Remi: Yeah but the membership fees are already mentioned, and they don't add up to 12k at all.



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Zoe: I know creek is 1\$ per person, when CS is 0.6 cents to 0.70 per person. So it's about 4k with only engineering students. I think the vp internal needs to have a clear separation about where the budget will go.

Remi: So you want to split it?

Zoe: So basically, just split what is inside of it. So that we are able to consider more people to the Creek engineering conference, and to really know how to send one person to a conference or maybe 3 to a conference depending on what students want to go to. And if there is an interest in the sustainability conference then we can send more than one person.

Remi: So I'll add new lines for more details of where the budgets will go. Anyways, I'll fix the net for another time.

Esinti: So the total will still be the same?

Remi: Yes exactly, I just split it.

Sabrina: What is my expected budget for exact jackets?

Remi: it's part of the exact expenses, part of the 38k. I think that's an external discussion to have, I don't have specific numbers for that.

Esinti: my only concern is: for CQI, if we send more teams to CEC that might go over the budget, but other than that, the other numbers seem realistic. If anything happens regarding that, what should we do for CEC?

Remi: there is a buffer for the CQI budget. Well first of all, it can be covered by sponsorships. When you plan your competitions you need to take things like that into consideration.



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Esinti: Alright, but I wouldn't know how many I am sending right now for January. If it were 2 people that would be easy, but if the number increases then...

Remi: You can plan a certain amount, and if you go over-budget then maybe people will have to pay part of the transportation.

Remi, seconded by Sierra, motion to pass the 2022-2023 ECA general budget with the fixes presented in the email.

20221015-5 Passed in unanimity

### 6.2 Approval of ECA Banquet Budget

Chloe: I'm basing the budget from last year since it's at the same place, it needs to be done quickly because Triotsky is coming up too. There is a deposit fee of 500\$. It will happen on May 12 or 13th, facilities increased 100\$ from last year. The food menu will be from last year, it's 14k this year though, I think pastries would be good. The dinner was 70-80\$ last year, and the cashbar to fill in the rest of the 14k. The last section is the audio visual, we will have the same company again, just to help set up the tools, it was 2k and the other things as sound fees is 70\$. The DJ was around 900\$, so audio visuals is around 3k. We will get 3 agents for 5 hours 8am to 1pm, which will make 6.75k. Taking all that into account, the total is like 24k, and this year we would like to make the Banquet free so it will be from the ECA's pocket.

Remi: So we will make a loss out of this, how will you compensate for that?

Chloe: So, to bring up a topic we had in a past BOD, I propose not giving an honorarium and make the banquet instead.

Remi: Yes, but last year the fees covered approximately a 3rd of the cost of the event. So are you planning to make other events more expensive or...?



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Chloe: Well the other event I have at Halloween I am not charging more. Basically we are cut even, we aren't paying much for Halloween. That's already a plus, usually Halloween costs a lot. I have leftover 3k from last year's Halloween which is already helping cover costs. Taking that into account the other events that need money besides Halloween, Banquet, and Lizard lounge, I don't think I will make a Valentine's day event somewhere else, or the sustainability event that will happen. I don't think that would take a big chunk based on previous approved numbers. I don't think it will be that bad based on the other events I have.

Remi: That makes sense. Breaking even on Halloween makes a large difference. Halloween for the record used to be a big loss, so if we are breaking even this year then that's great. Are we profiting off Halloween?

Chloe: No

Sierra: I have a question about the security, who is providing the security

Chloe: All of this is provided by Cherlton, except the audio visuals that's by state vision. These companies work together.

Sierra: Do you have to work with them? Usually that's an expensive agent price like 35/h max per agent.

Chloe: I will double check, but excluding that, future events won't be costly like halloween. I think 24k is enough for this in my opinion.

Remi: looking at this, the elevated costs because the Banquet will be at a hotel... Some restaurants sometimes have separate conference areas. Have any other venues been considered?

Chloe: Initially it was to help Triotsky have more rooms. But I do understand that.



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Zoe: You said this would act as an honorarium for the presidents of the societies instead, are we sure all presidents will be able to attend? Is it free for other reps for societies?

Chloe: The honorarium thing is in discussion, but I feel like making this event free for all. It's a good way of saying thank you. It's kind of separate.

Esinti: Since we don't have much budget I think it's better to say you can attend the event instead of giving them a 50\$ gift card. Also, for Troitsky, I realized most of the rooms are being booked and so if we book it together we might get a discount, but it's not a huge difference. If you think it's a high price then for Troitsky's side it's not much of a difference. I can use this to get a discount event though it's not much and I can book with Chloe.

Remi: I think it's important to realize that Troitsky and banquets have separate budgets. I think despite the discount there might be places that are still cheaper. Considering that we don't want to charge, we should look into things that we can save in without removing experience. I would like to ask, since people don't have to pay, how will you make sure that they will show up?

Sierra: they have to RSVP and verify that they are a registered executive.

Remi: What if they don't show up?

Sierra: Well, we had check-in last year. It was different because there were tickets to scan but there could be some system implemented.

Remi: Alright but it's like losing 120\$ for every person that doesn't show up.

Sief: I think his question is: If person x is coming, and you buy their share of food but they don't come, what will u do?



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Esinti: Wait, so is it free for everyone? I think that we need to make the exects pay.

Sierra: Chloe and I went through hell arguing with people because we were charging exects.

Chloe: I guess we can make them pay an "entry fee" of like 10\$.

Remi: Like a symbolic fee?

Chloe: yes

Remi: What do you think of charging a deposit?

Chloe: wouldn't that be a lot to refund? If we charge, then I think of 15\$, and we don't necessarily have to refund that. They won't rage as much as last year.

Esinti: So I paid 40\$ last year. But I am also with Chloe on that point. We can charge a symbolic fee. Last year there were many empty tables.

Remi: The lower the costs... The thing is we still have to limit the seats.

Chloe: This will be for 100 people.

Esinti: there were many empty seats last year.

Chloe: Also I was thinking that last year, many people that weren't exects wanted to come. I propose that if they want to show up they can pay for the ticket at that time. So we allow exects to come after a certain time, but that's just an idea.

Remi, seconded by Chloe, motion to approve this budget by having it modified to include a 15\$ symbolic fee for attendance.

20221015-6 Passed in unanimity



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### 6.3 Approval of Fall Iron Ring Budget

Thairushi: So the budgeting has been done based on last year's expenses. I think we will have that in the same venue, everything has already been taken care of. I already made a contract for like 3.5k but only for like 600 people. I want to make it 700 just in case though. All that estimating 24k. We got security, photography, flowers, Dj, etc all at the same prices as last year. This year since the ceremony is in-person I booked a room for 390\$. After the party, not sure if we will have this. For guests I will charge 25. The estimated revenue is 26k, this is without considering After-Party. Also I applied for the CSSL fund requesting 16k.

Remi: how much compared to pre-covid years were the fees (tickets) increased?

Thairushi: I haven't increased them at all.

Remi: You were talking about the bundle?

Thairushi: Yes it includes the ring which is usually 25\$, it includes the ceremony fees and cocktail. Last year it was 65\$ because everything was so expensive.

Remi: Where did you take into account the 7 wardens?

Thairushi: The corporations, I think Koshar said it was going to be taken care of with the ring fees.

Remi: Oh so it's already included. Do we have to pay for the venue?

Thairushi: The venue is the hall building. I think it's a good amount, last year we spent 20k for Fall.

Thairushi, seconded by Remi, motion to approve the Fall Iron Ring budget.

20221015-7 Passed in unanimity





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### 6.4 Amendment of the Budget Deadline to July 15th

Remi: Accounting to the by-laws, the deadline to finish the ECA general budget is Oct 15th, by then Frosh already occurs and a bunch of other expenses are coming in. It would make more sense that as soon as the ECA finance mandate starts, the general budget gets made. By mid July is a better time to finish everything, I think that is enough. I don't know how to amend the by-laws though.

Sierra: It will be put on the ballot in April at the elections, but we motion it now and cooperate considering that the by-laws changed.

Sief: Wouldn't it be more reasonable to make it by the end of July because of the mandates.

Remi: I think it would be smart for it to be in the outgoing and incoming VP finance to be talking about it together. So they can make the knowledge transfer.

Sierra: The transmission is all of June then mid of July.

Remi, seconded by Mert, motion to edit the end of the bylaw b.4.1.4.2 to say that the mandate of the VP finance they shall, in cooperation of the executive team, prepare the annual budget of the ECA and submit it to the board of governors before July 15th of that physical year.

20221015-8 Passed in unanimity

### 6.5 Discussion of Troitsky Proposals

Esinti: I have 2 proposals, I was in contact with Charlton and Champlane, and visited both of them. The prices are very similar, the main difference is that Cherlton gives me all the spaces free if I make 25k revenue. The other company makes me pay 5k. Seeing



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this and with the experience the person presented me, I think Cherlton is a better option.

I will ask for 55 rooms, 2 double beds with capacity of single, double, triple or 4 people in 1 room. Each additional person increases the price by 40 dollars. We will get 5 staff rooms for 150\$. In total we will book 180 rooms. This number is flexible, we can go below 20%. In terms of the plan:

- We will have an opening ceremony, which will happen at 4pm at level 4 which is in the ballroom, 400 person capacity.
- We will move then outside, we will have a career fair right outside the ballroom. That would be at the end of the day at Cherlton, we will have a break then where everyone unpacks.
- We might get dinner, and after that we most probably will be at Reggies.
- Next day is breakfast from 7 to 9.
- This room will be the same for the Banquet, followed by our competition and supper and social event at night.
- Then on the last day of the event we will have breakfast, we will crush our bridges for the entire day, and a short break at the hotel at night.
- We will have food, dinner, and probably a CashBar and After-Party.
- Then the next day the last breakfast.
- 

Meeting room rental is 25k now, breakfast is 7k , that's pretty much it for Cherlton. About Champagne, the prices are basically the same. They don't have an office room though, and something that makes me nervous is: even though the hotel is renovated, and it's a huge room, but in order to go there we need to be in the hotel, kind of like a tunnel and other people have access to the building as well. I feel like it's a better idea to stick with Cherlton, maybe 6\$ per person will change.

Remi: Let's say something bad happens, and we only get a quarter of the people to show up. What is plan B? Like you said we can have 20% difference and still keep the same rate.



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Esinti: This is the same situation with Erman last year by the way. I'll ask how the procedure with Erman went when no one showed up. I'll confirm what happens if we go under 20%. Lets we reserved 100 rooms, and we used 70 rooms, we still have to pay 80 rooms. Out of 180 rooms, 5 of them are ours. Carlton is the only one so far to send me a message requesting 10 rooms. So we have 15 rooms reserved already right now.

Zoe: So the 15 rooms are for Concordia students?

Esinti: So the entire discussion I had with chloe: normally they give us 2 guest rooms, but this year they will give us 5 for 150\$ with discounts. So we will have 5 rooms reserved for us, and the 10 are for Carlton.

Zoe: have all the unis pre-registered? And is there a deadline?

Esinti: I think I gave them 2-3 weeks for the deadline. But I plan to sign this when I have pre-registration.

Chloe: Deadline is Oct 23th for the pre-registration deadline.

Esinti: Only 1 uni registered so far, but Carlton and Toronto are the big ones. They have their own delegations years before and are building their bridges, I don't think they will have issues making the teams, they might be set already. My only concern is not them setting the team, but it's the first time we have pre-registration so we might have to extend a week at least.

Zoe: I guess this is a response for the pre-registration, will you contact the unis individually?

Esinti: Yes, we sent emails, facebook, insta, websites. I am not really worried to be honest, I think some unis even have a sub team they can send.



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Sierra: Yes, i'm not worried at all. Many people usually have the "can't wait to be back" vibe.

Esinti: it's basically like enggames.

### 6.6 Approval of Lama Azzam as Director of Sponsorship of Troitsky Committee

Esinti: I was already working with Lama, she is interested in comps. She is also my director in the Eng-week committee. I needed someone more Troitsky because of the workload.

Esinti, seconded by Remi, motion to Approval of Lama Azzam as Director of Sponsorship of Troitsky Committee.

20221015-9 Passed in unanimity

### 6.7 Approval of Troitsky Budget

Esinti, seconded by Remi, motion to table Troitsky Budget.

20221015-10 Passed in unanimity



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### 6.8 Approval of Englympics Budget

Esinti: It's basically the same budget as last year. We reserved more rooms compared to last year. There wasn't a line on food last year, but I added it this time since it's like a 6-8 hour event. Social events are something we did last year. I applied for the CSSE fund. I don't know if we will get it since we didn't get it last year. CSU, I checked them and the website says that the applications opened 3 weeks ago, I don't know what is happening regarding that. I am requesting 2600\$.

Remi: So for your revenue, where are you looking for sponsors at all?

Esinti: I had a meeting with Zoe, she knows all my competitions. For engweek we will most probably be working with different companies. We might also use previous judges since they already know how things happen.

Remi: What about swag? I mean if you get sponsors from CQI, some of that could go to the Englympics?

Esinti: We don't have swag. We will get some for CQI, i mean if they're interested i can edit the budget but so far this is what we got.

Remi: In 2019, there was 6k collected from registration fees. Now you aren't charging one?

Esinti: I dont think it's fair for students. I think they will attend fewer competitions. I am already asking them to compete in multiple competitions. I don't think any of our students should be paying to represent ECA (us).

Remi, seconded by Esinti, motion to pass Englympics Budget.
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20221015-11 Passed in unanimity



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

Mohammed Saaim: No announce

Ahmad Obeid: Nothing to announce.

Sierra Champbell: The blood drive is this week, register for an appointment. I was on a panel this previous week about motivating students to go to classes. I'm looking forward to whatever the sustainability event is.

Chloe: Make sure to come to Halloween, send us some ideas for the sustainability event!

Tharushi Rathnayaka: No announcements

Esinti Baskak: Englompics is coming up, come to the info session if you have any questions about it.

Zoe Mitchell: the CALC application closes on Friday, ECA has to do it too. If you are interested in –, the external team isn't doing well health wise but we are trying to do better. If you have sponsorship ideas then let me know.

Remi Jonathan Choquette: thank you for coming to the photoshoot. Square is giving me trouble, my ticket was escalated to the engineering team. I could be wrong but I think my director already finished the society budgets on the drive, but I will keep it updated, kudos to Roxar.



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Elsa Younes: nothing

Sabrina Dubreuil: nothing.

Doan Gia Huy Vu: I am working hard because of midterms. I am trying to get back on track and finish the job for Troitsky. I am also finishing my book called "how to take smart notes".

Seif Bedair: I looked into some courses, I got midterms but I would probably ruin it.

Mert Kaan Kaseler: No announcements.

Esinti, seconded by Chloe, motion to adjourn the meeting.
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*Meeting adjourned at 4:41pm*