



## **Board of Directors Meeting**

Thursday, December 22th, 2022

ZOOM 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 Champbell	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	
Maria Amezquita	Building, Civil and Environmental Engineering (BCEE) Representative	x
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
Abdulhakim	Independent Representative	
Chelsea Wan	Independent Representative	x
Kayla Charky	Sage	
Erman Akman	Sage	



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## 2. SUMMARY OF MOTIONS

Motion	Motion	Result
20220821-1	Sierra, seconded by Tharushi, motions to approve Saaim as chair for this meeting of the Board of Directors.	Passed in unanimity
20220821-2	Elsa, seconded by Seif, motions to approve Ahmad as secretary for this meeting of the Board of Directors.	Passed in unanimity
20220821-3	Maria, seconded by Zoe, motions to approve the agenda.	Passed in unanimity
20220821-4	Maria, seconded by Zoe, motions to table the previous BOD's minutes.	Passed in unanimity
20220821-5	Maria, seconded by Zoe, motions to table the previous BOD's minutes.	Passed in unanimity
20220821-6	Motion to extend the deadline has passed.	Passed in unanimity
20220821-7	Esinti, seconded by Maria, motion to amend the previous motion by Seif into: motion to put CSCE on probation. Terms of probation are that they cannot book B-Annex spaces including the student lounge and conference room for any social events, meetings, etc. for the rest of the mandate(April 31st). Subsequent violation of alcohol policy will result in revoked financial privileges.	Passed by vote
20220821-8	Elsa, seconded by Seif, motion to have a verbal warning to IEEE, and a written warning for ENGGAMES and CSME due to breaches of the alcohol policy.	Passed in unanimity



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20220821-9	Remi, seconded by Sierra, motion to pass the Winter Frosh 2023 budget.	Passed in unanimity
20220821-10	Remi, seconded by Sierra, motion to pass this Troitsky budget.	Passed in unanimity
20220821-11	CQI budget approved	Passed in unanimity
20220821-12	Esinti, seconded by Elsa, motion to approve her as Director of logistics in the Engweek Committee.	Passed in unanimity
20220821-13	Esinti, seconded by Sabrina, motion to approve Khaled Matloub as Director of rules and regulations in the Engweek committee.	Passed in unanimity



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### 3. PROCEDURES

#### 3.1. Opening of the meeting

Meeting opened at 5:03PM

#### 3.2. Approval of the Chair

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

20220821-1 Passed in unanimity

#### 3.3. Approval of the Secretary

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

20220821-2 Passed in unanimity

#### 3.4. Approval of the Agenda

Maria, seconded by Zoe, motions to approve the agenda.

20220821-3 Passed in unanimity

#### 3.5. Approval of 11/05 BOD's Minutes

Maria, seconded by Zoe, motions to table the previous BOD's minutes.

20220821-4 Passed in unanimity



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### **3.5. Approval of 11/26 BOD's Minutes**

Maria, seconded by Zoe, motions to table the previous BOD's minutes.

20220821-5 Passed in unanimity



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# 4. EXTERNAL PRESENTATIONS

## 4.1 5:10 PM Muhammad Jawadul Hassan

Sierra: you will have a chance to talk about yourself then we will ask questions about the position.

Muhammad: I'm a SOEN student at Concordia, I grew up in Bangladesh. I applied to many internships and had many daily activities. I had to depend on myself growing up.

Sierra: Have you attended any of our previous events?

Muhammad: I know about many of your activities as SAE and ECA but I never attended one.

Sierra: how many hours can you dedicate to this position?

Muhammad: I can try my best to dedicate 15h per week. I will have a 8 month internship starting January so I will try.

Sierra: That's good. The way the election officer works is: it's pretty condensed from like January up until when we have the elections in April, so that's when the bulk of your work is done. After that you will need to draft the elections from court, but basically a 4 month period then we will need your help in training the election officer for the upcoming year.

Sierra: How would you engage the student body for a higher voting turnout?

Muhammad: So basically before the elections, should have a briefing session with all the candidates, we can give them an idea of how the pass elections were carried out. Since we have reports of them too, we can review the steps taken before and improvise. Also, since we have newsletters, we can indulge students to apply for voting, we can show them their voting responsibility and how the ECA is mostly funded by



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students. They should know who they are choosing. We can also do some marketing on social media too to show the election is starting and letting all the associations know.

Sierra: Sometimes in this job you will need to remain objective, can you do that?

Muhammad: Last year I was the chairperson of IEAC (International Ethnic Association Council). There have been a lot of times where we tried to plan events but we can't force people to attend. If our opinions don't match, then we need to revise our way to make it work for everyone, we ended up canceling the alcohol for the event and ended up having a sponsor.

Remi: do you have affiliation or conflict of interest in running these elections? If you do, what are they and what is your medication plan?

Muhammad: I don't think I have, even if I did, I am a person that wouldn't interfere in bias.

Sierra: Do you have a question for us?

Muhammad: How do you balance student studying and work life?

Sabrina: I would say it's challenging especially in dense times. You need to time manage and stick to your schedule, you can ask for help definitely and we can help you in what we can. I think you should prioritize your studying though, that's my take.

Muhammad: Thank you.

4.2 5:20 PM Jasmeet Singh Kalsi

4.4 5:40 PM Akshit Kapoor

ONE OF THESE 2 CANCELED AND THE OTHER DIDN'T SHOW UP.

4.3 5:30 PM Husam Tannira





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Sierra: Thank you for coming to this interview, you will have a chance to talk about yourself then we will ask questions about the position.

Husam: I'm an international student doing CIVIL, going 3rd year this semester. Usually at school, I was applying for something like a work assistant. I don't want to do that again, I want to do something different, so I said why not go for the election position. I have always been the one that needed to fix everything in the background so I decided to be different. I love being a leader because I am making the change, I got used to that job. I even got promoted in 2 months of a part time job to a head manager position, I kept striving for that position.

Sierra: Have you attended any of our previous events?

Husam: Yes, I was one of the Froshmen in 2021 during COVID. I have always been busy with Uni, but next semester should be more chill since I finished all my ENGR classes.

Sierra: how many hours can you dedicate to this position?

Husam: I'm not sure, but I would definitely give 20h. I am always on Campus too, I study at home too.

Sierra: How would you engage the student body to get more active?

Husam: That's actually something tough, from my experience I don't think people have the right advertisement or guidance to start I guess. Most people spend their time in the library or the hall building but they are too busy to bother. So I think we need to verbally tell them.

Sierra: Sometimes in this job you will need to remain objective, can you describe a situation in the past where you had to go through that?

Husam: I guess the best example to say this is a group project. When you see someone work their hardest but they mess up in a small part that would affect the group, it's not fair for the other person to do it again and again so sometimes I just fix it myself. I'm not sure if my answer is close to your point but I hope you understand.



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Remi: do you have affiliation or conflict of interest in running these elections? If you do, what are they and what is your medication plan?

Husam: I have 0, if you heard about the Concordia Radio, that's the only one I go to but that's more like on and off.

Sierra: Do you have a question for us?

Husam: The election is supposed to be held next semester right?

Sierra: yea around April.

## 5. RETURNING BUSINESS

N/A

## 6. NEW BUSINESS

### 6.1 Appointment of Chief Election Officers

Remi, seconded by Esinti, motion to extend the deadline.

Remi, seconded by Esinti, motion to extend the deadline.

Motion to vote has been chosen.

YES: 7, NO: 2, ABSTAIN: 1

Motion to extend the deadline has passed.

20220821-6 Passed by voting

### 6.2 ECA Affairs



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Will be explained in the next point.

### **6.3 Breaches of Alcohol Policy**

Sierra: The BOD had a discussion about ECA affairs, we also decided to discuss the deadline for CEO applications for more applicants for the role. Elsa has frequent walkthroughs with the B-annex, however we are not the designated space administrators, the faculty goes through all the rooms to make sure everything is safe and there are no breach of rules. Well they found empty cans of alcohol. We even have an alcohol policy that prevents drinking in workplaces without permission. Going against the rules can lead to probation. So the university gave us a chance to take measures and probably enforce some rules or something.

Sief: I don't get it, the alcohol policy has its own consequences so...

Sierra: We have to make that decision here.

Remi: Sief, it's more of a form of reminder for the BOD to keep everyone on track especially since it's our policy, that's why they want to see our judgment to see what we do. Elsa, do you have any recommendations?

Elsa: technically it was 4 societies but... we can't assume. One was their wine and cheese and they didn't know. One of them threw it in the garbage bin... I think we need to send a clear warning then it escalates if they continue.



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Sierra: I thought the verbal warning applied to everyone, but for societies it's different?

Zoe: Instead of it being a verbal warning couldn't it be a written warning so they have proof that we sent it, and that we are watching you.

Remi: I think for example in ENGGAMES, someone was caught drinking alcohol in the host's snapchat which made ENGGAMES go on probation.

Elsa: Well that was proof by video.

Seif: So all 3 of them were drinking a lot of cans or was it like light? Because it won't be fair if we make a joint judgment. I think we should decide it separately.

Seif, seconded by Maria, motion to put CSCE on probation. Terms of probation are that they cannot book B-Annex spaces for the rest of the mandate. subsequent violation of alcohol policy will result in revoked financial privileges.

Esinti, seconded by Maria, motion to amend the previous motion by Seif into: motion to put CSCE on probation. Terms of probation are that they cannot book B-Annex spaces including the student lounge and conference room for any social events, meetings, etc. for the rest of the mandate(April 31st). Subsequent violation of alcohol policy will result in revoked financial privileges.

Sierra motions to vote on Esinti's motion.

20220821-7 Passed by vote

YES: THE REST, ABSTAIN: 5



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Esinti's motion has passed.

Remi: during the closed session, we discussed the different ways of which we will address the situation. We also went to a vote for one of these measures, multiple members abstained due to conflict of interest (being involved with) of the society in question.

Remi: I abstained because its a conflict of interest, I consider one of the members a very close friend.

Sierra: I also abstained from voting due to personal relationship with the team in question.

Sabrina: I also abstain due to being on the CONCRETE Toboggan team.

Elsa: I also abstained because I was also on the team.

Seif: you mentioned 3 societies but wasn't there one that would get a verbal warning or something?

Remi: I think what was understood is that, societies should discard the trash properly next time.

Elsa: For IEEE, I think they already discarded it. Do we agree for the verbal warning for IEEE and a written warning for the other 2?

Elsa, seconded by Seif, motion to have a verbal warning to IEEE, and a written warning for ENGGAMES and CSME due to breaches of the alcohol policy.

20220821-8 Passed in unanimity



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### 6.4 Frosh Budget

Sierra: I think DUSTED will be closer to fifteen hundred than 5k...

Remi: the approved budget this year is 68k, there is an expected revenue of 36.8k, and a credit card payment of 11.5k. Sabrina can you check the marketing budget?

Sabrina: Well I canceled the scarf so it should be cheaper now. I think the final was like 2.8k including ours.

Remi: I think we need to check if the scarfs are not included. I will talk to you later about this. We will be going over budget by 2k for Frosh based on this. The numbers make sense, we don't know the details for DUSTED because of tradition. We do have a little surplus in the equipment, I'm planning to talk about this layer too. But in total I think I'm good with budgeting this.

Remi, seconded by Sierra, motion to pass the Winter Frosh 2023 budget.

20220821-9 Passed in unanimity

### 6.5 Approval of Troitsky Budget

Esinti: Remi proposed to me a budget, I only increased it by like 3k. I added lunch and social events. Do you have any questions?

Sierra: My concern is the food by the hotel.

Esinti: I have a meeting on January 9th, I won't be serving them anything other than pastries, coffee, anything that doesn't exceed 5k. I might add something like a line "snacks to serve during the comp", it will be like the bare minimum breakfast for max 25k total.



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Sierra: I still don't understand where the 45k for food from the hotel is coming from. I checked the average price for the hotel is 31\$ per person, i think we can get it cheaper for a more proper meal. When I did the estimates for Troitsky I had like 29k for food. I just don't agree with the food budget.

Esinti: I was thinking of not having that breakfast yea, i will be speaking with Cherlton on Jan 9th, but for now it's this. I feel like still providing some sort of breakfast before going to the comp is fair than not having an open bar. If you are saying 29k then you are saying it would add up to 40k...

Sierra: The HIVE on campus does pastries and coffee, I propose using Uni beverages and food, then at the Banquet, you can still do open bar and plated dinner.

Remi: What were your costs of attending employers? Normally it's 500\$, is it in the budget?

Esinti: Before that, the main problem in my opinion is: currently I have 235 participants, Troitsky has the highest number of attendees this year, so 180 is 100% not enough, and that's just the attendees, there is still the ECA, volunteers, Troitsky team, and sponsors. I would say a number close to 300 is a realistic number. When I was calculating my budget i had 250 into account, in any case, a number like 180 is definitely not close. So the problem is since we increased the revenue, I had to increase the capacity and I think we have 230 people at Troitsky this year. I will deal with the venue room booking somehow. I am in contact with Cristina about this, but the number isn't high enough. The other room bookings are flexible and the presentation rooms we will book 4 instead of 2. If we can book all 4 then we need an external one for 250 people. I have a contact, I'm a sponsor with them. The hotel rooms are already reserved.

Remi: I don't understand, Troitsky is going to be at a loss so you want to increase the amount of participants? But wouldn't that increase our loss.



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Esinti: Yeah, but we still have to make 25k for food and other things. The goal isn't to lose money, it's to break even and not use the ECA money if possible. It will definitely not make profit. I am trying to get sponsors for lunch, and I want to discuss venues for dinner. I will definitely try to limit food and social event budgets. The minimum I can reach for food is 23k though, so I will need your help Sierra. I will have to see how I can adjust but basically my goal is to minimize the prices as much as possible.

Remi: So then, the ECA original funding is 105k, and if it increases then that's a deficit? That 12k revenue from ECA isn't correct.

Esinti: So I put 0 for ECA?

Remi: Yes, how are you calculating external funding? If you are putting in an external funding then do you not want other fundings? You have to elaborate on that.

Esinti: this was the number that I had, i didn't make changes. I didn't change the roles.

Remi: Well the ECA isn't a revenue, because we are the ECA. Your expenses are basically the ECA's contribution.

Esinti: I saw ECA in Erman's budget last year so I based it off of it, I don't know.

Sierra: Those of us attending CQI, we had to fill in an application of some sort, will you do the same?

Esinti: Well that was mostly for sponsors for CQI. If the BOD wants, I can ask them to sign a document like that too. So I added these numbers as well to the budget. Well in the end, the expenses should be lower than this, i know now it's a big amount.

Remi: Let's just make sure we understand what document you are basing this on. Are you basing yourself from the total amount or what you think? What was the original approved budget?





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Esinti: 200k

Remi: What's the total expenses? Highlight from C5 to C23, then at the bottom it should give the sum. Where did you get these numbers from? Also the number of people is different in your budget.

Esinti: Then I will remove this and put the number that Sierra got from that and put it here. (yes writing sentences with long numbers isnt easy, specially when they literally say "this" and "here" - Ahmad Obeid).

Sabrina: I was planning on getting patches and T-shirts for everyone, I didn't do the calculations yet but it might be 9k.

Remi: the pen isn't making any difference, you don't need any other too.

Sabrina: I saw a company that makes T-shirts that might take sponsors so I want to talk to them.

Esinti: there will be a photographer there at 12h for 125\$/h.

Remi: for voltaic that's 12k.

Sierra: I never attended Troitsky in person Troitsky, but I think it would be good to get a photographer for each group. Maybe it's better to have voltaic there. I would say bridge building is more important to have a photographer.

Remi: if we calculate 32h for photography, it's over budget. It will be 3k.

Sierra: It will be 12h on Saturday.

Remi: At this point, I think we established 3k is around what it would amount to.

Sierra: I calculated 2k for photography.



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Remi: So for your budget, the total tickets you said is 97355\$.

Remi, seconded by Sierra, motion to pass this Troitsky budget.

20220821-10 Passed in unanimity

### 6.6 Approval of CQI Budget

Esinti: Registration is 8.4k, still not 100% confirmed. I added honorarium/gifts just in case for later. 1k for food and stuff, CEC expenses is 6k.

Remi: The budget i shared for the 20k did not include the sponsorship for the team, i will check on that but also I won't be commenting or motioning for this budget since I will be in this comp, I will only provide facts.

Remi: Again ECA isn't a revenue, but CCSL is.

Esinti: we are only missing Arine's expense form. I requested a total of 960\$ from CCSL, but I don't know how to include it.

Remi: we approved 20k for CQI in the past. Essentially in all your budgets you need to have a 3rd line which is the "net". Your last line would be net expense 20k or net income -20k.

Tharushi, seconded by Elsa, motion to approve CQI budget.

Sierra called for a vote.



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YES: 5, ABSTAIN: 4

CQI budget approved

20220821-11 Passed in unanimity

### 6.7 Approval of Constance PREVOT as Director of logistics in Engweek Committee

Esinti: she is very enrolled in hackathons, she is really interested. She had an interview in BOD and I want to see her in my team. She will help me with Engweek and sponsorship.

Esinti, seconded by Elsa, motion to approve her as Director of logistics in the Engweek Committee.

20220821-12 Passed in unanimity

### 6.8 Approval of Khaled Matloub as Director of rules and regulations in the Engweek committee.

Esinti: He is really active, I think he will be a good fit for the ECA team. He can do things that I'm not comfortable with. I think he will be a good person for the computer and electrical parts too.

Esinti, seconded by Sabrina, motion to approve Khaled Matloub as Director of rules and regulations in the Engweek committee.

20220821-13 Passed in unanimity



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

Mohammed Saaim: No announcements specifically, I just wanted to ask: I know CASA has a career fair, so I am wondering if the ECA has one too?

Sierra: Yeah, I have been telling our team to work on it since september.

Ahmad Obeid: I just wanted to say that I would have loved to go out with everyone but then half of you are out of the country. I'm still open during the break, but we should definitely do something in the Winter.

Sierra Champbell: This month was so busy and stressful. It will be a nice week of break. Hopefully flights are canceled. Looking forward to the new year, it will be the last 4 months of our mandate.

Tharushi Rathnayaka: We are getting ready for the Frosh department orientation.

Esinti Baskak: CQI is soon, very excited, I will prepare the delegation. Troitsky hopefully we get more sponsors and connections.

Remi Jonathan Choquette: If you want to set your vacation emails, tell me.

Elsa Younes: Looking forward to Frosh. Doing the usual internal tasks, today was stressful because everyone decided to book stuff last minute. Everything is a mess, like IEEE, WIE, and all that. Anyways, hopefully by tomorrow i'll actually be on break. If you are in the city, I would need help cleaning the B-annex again. We just need like one day to go over the things, i will make a poll for the date.



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Sabrina Dubreuil: Enggames coming up, i finished Frosh swag, about to start marketing soon.

Maria Amezquita:

Doan Gia Huy Vu: Right now, I'm doing my individual workshop which might happen on the 24th. I prepared the slides already. I think I might find a potential sponsor for the ECA but that's a discussion for later.

Seif Bedair: nothing much, just going to do the job search in 3 weeks.

Mert Kaan Kaseler: I'm organizing a consulting networking event for february. I wanted to say is, it would be good to have a BOD before February because I have a small budget.

## 8. ADJOURNMENT

Seif, seconded by Tharushi, motion to adjourn the meeting.
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*Meeting adjourned at 8:49pm*