



Advisory Council Meeting

Saturday, November 19th, 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 to 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	
Elsa Younes	Vice-President of Internal Affairs	x
Sabrina Dubreuil	Vice-President of Marketing & Communications	x
Chloe Law	Vice-President of Social Affairs	
Maria Amezcua	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	
Matteo Mazzone	SpaceConcordia	x
Catherine	CSME	x



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Isabelle Bacon	CSCE	x
Emily Winiker	Co-President of cubes	x
Ariane Drouin	President of Eng-games	
Tiya	Representative of GCES	x
Vatsa	Representative of HackConcordia	x
Lina Ismail	President of IEEE	x
Anthony Montanaro	IISE	x
Ziad Kabbani	SAE	x
Tommy	SCS	
Anastasia	UAV Concordia	
Marissa Profetto	President of WIE	x
Toby	ASHRAE Concordia	x



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2. SUMMARY OF MOTIONS

Motion	Motion	Result
20221119-1	Isabelle, seconded by Marissa, motions to approve Saaim as chair for this meeting of the Board of Directors.	Passed in unanimity
20221119-2	Isabelle, seconded by Matteo, motions to approve Ahmad as secretary for this meeting of the Board of Directors.	Passed in unanimity
20221119-3	Isabelle, seconded by Matteo, motions to approve the agenda.	Passed in unanimity
20221119-4	Isabelle, seconded by Vatsa, motions to approve the agenda.	Passed in unanimity
20221119-5	Ziad, seconded by Isabelle, motion to appoint Emily, Anthony, and Vatsa as the councilors to the competition fund committee.	Passed in unanimity
20221119-6	Ziad, seconded by Isabell, motion to accept this proposal.	Passed in unanimity
20221119-7	Matteo, seconded by Isabelle, motion to have SAE to present their policy to BOD.	Passed in unanimity



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3. PROCEDURES

3.1. Opening of the meeting

Meeting opened at 1PM

3.2. Approval of the Chair

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

20221119-1 Passed in unanimity

3.3. Approval of the Secretary

Isabelle, seconded by Matteo, 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

Isabelle, seconded by Matteo, motions to approve the agenda.

20220821-3 Passed in unanimity

3.4. Approval of the past minutes

Isabelle, seconded by Vatsa, motions to approve the agenda.

20220821-4 Passed in unanimity



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4. EXTERNAL PRESENTATIONS

4.1 ENUF Presentation

Kerolos Riad: Essentially we started a group in 2016 with the goal of helping the 50,000 member community to learn how to sort and reduce compost waste. Ever since we started, annual composting at Concordia has doubled and annual overall waste has decreased by 16% per person. Why we feel so strongly about this is because half of our institutions, like Concordia and pretty much any kind of residential area, fill landfills of garbage every year when it can be organic and can be composite instead. And it's a very much Canadian problem. We generate the most waste per capita than any other country in the world and it's very interconnected with the climate crisis. So our proposition is that waste reduction and composting should become priority one in every organization, and our focus is in terms of working with the concrete community like with the ECA is around education and our approach is coming from the fact that awareness efforts to culture changes like vaccines had immediately. And what that means is that we cannot have 10 people going perfectly zero waste and hope to make an impact and said we want to talk to as many people as humanly possible. I just want to talk about a few ways that were available as a resource to you to be able to conduct that broad impact education runway sorting. But before we start I want to mention that only the CSU had a sustainability policy. Now, all umbrella associations including the ECA have adopted sustainability policies and that's thanks to many of the champions that have taken that message to heart and have done the hard work of drafting those policies, building by end and having them approved through council. Julia here worked on the ECA sustainability policy and we are really thankful for that! Now, our first contract with the CSU, we committed to hiring five Concordia students part time, in part because we want to make sure that whatever investment that the CSU gave us returns its value and show results. We hired like 10 during our first contract and many were internships too. We just renewed our contract last year for three more years to continue providing our



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services and our resources to everybody in the community, and really the way that we feel proud is that our broadest impact is through a pay team of waste ambassadors. So we don't have volunteers, everybody's paid a living wage. My main goal today is to call on you to ask for our waste ambassadors in your events. You can just let me know when and where your event is by email or you can message me on our social media and so on. Since we started in 2016, actually started collecting data in 2019 then over 60,000 people attended events where waste ambassadors are present, and we also work outside of Concordia as well. Here is a team video presentation... I have had so many occasions where let's say an event organizer buys 100 lunch boxes And then the event participants eat 70 of them and then they have, let's say 30 lunch boxes that are left at the end of the day that are untouched unopened, perfectly edible food. And then the organizers come to me saying, what do I do with this? And usually the best I can do is eat one. So what we're trying to do right now is to set up community fridges at the Hive so that the waist ambassadors or in the event on site can take those on open lunch boxes, put them in the community fridges that they're available for free to the rest of the community. So the survey, by Mclean University by sorry, by Maclean's Newspaper, where 40% of the response said that they have to choose between paying tuition and buying enough food. So 40% of the university population suffers from some degree of food and security, which means that they don't have reliable access to healthy food. And the reality is that we waste 58% of the food we produce here in Canada, we throw away more food than we eat. So obviously none of this makes any sense. And I think we need to be able to make sure that the surplus food that we have at events at Concordia stays within the Concordia community and serves the students. A few notes here on organizing sustainable events. So when it comes to food sourcing, I recommend that you look for local supplies on, you know, favorite plant based reduced packaging to reduce waste, also reducing some of the cutlery and some of the containers. There are different projects that come here. They can provide reasonable containers like the dish projects, if you're having problems getting reasonable containers from this project, we're also working on a partnership with a new spin off called RETOURNZY. They're a nonprofit that is able to provide reasonable cutlery for events and we're right now, we're negotiating with them to make sure that we're able to actually extend a discount to organizers as well. Now for outside Concordia events: one of the things that we



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incorporated now is that we're able to rent as well for for by the way, so waste Ambassador always covered in this issue, contract regardless of their own campus or off campus for venues that don't have compost bins were also have now our own compost bins and we have access to a car, our own car where we're able to actually deliver compost bins and compost the whole bags and pick up the organic waste afterwards. This we have to charge for because it was not it was not available during the time where we wrote our CSU contract. but it is something that's available if you're having to do an off campus event and you don't have accomplishments, we're able to support you there too. I also encourage you to think about accessibility and and one way to do that is look at public transportation and highlight within your promotion material what how people can access go to that venue via public transportation. I wanted to integrate some of that and my advice is to start with what's possible, take one new step at each event and remember we're always here to help, we're here to support you in any and every way we can. It's really important to reach those communities that are your circles and your communities so that you have the sustainability message echoing across beyond just our own bubbles. what we're learning is that when we help people take the first small step of sorting their waste, it takes a bigger steps of reducing their weight on their own and and I think we can only do that if we work together so too, I really appreciate your time and I hope I didn't talk for too long.

5. RETURNING BUSINESS

N/A



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6. NEW BUSINESS

6.1 Competitions Fund Committee Appointment

Sierra: So similar to the design team fund, the competitions fund is responsible for overseeing the distribution of funds for the competition fund, and as for the policy, we need three advisory councilors to sit on the committee.

Vatsa: What's the time commitment for this role?

Sierra: probably a meeting once or twice a month for a couple of hours.

Esinti: So as you all know, we already chose the committee for design team fund, that one was to choose the teams to go get the funds to compete in a competition for the design teams and this one is to give the funds for the societies who will be hosting competitions. And you will be mainly busy after the application period. So I would say specifically October to a maximum december. And for winter the same thing from February to March ish this year. The policy started a bit late. The application deadline was the end of october So now we should have the committee ASA and start discussing who will get the funds.

Ziad, seconded by Isabelle, motion to appoint Emily, Anthony, and Vatsa as the councilors to the competition fund committee.
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20220821-5 Passed in unanimity



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6.2 Society Fee levy for Space Concordia

Matteo: So I just want to briefly say what the levy is just for those who aren't familiar. So a levy is added onto your tuition. That is relative to the amount of credits being taken. Students can opt out at the beginning of the semester. So my proposal is a 45 cent fee levy for credit for regular ECA members, this is similar to for example the design team fund levy. This would yield approximately \$40,000 per semester for fall and winter and around \$15,000 for the summer. And so you may be asking why does space Concordia need this much money? Well space Concordia is making a name for Concordia in the aerospace industry and our projects are some of the most daunting ever attempted by undergrads. Some of our projects are: So we have our rocketry team which is building the most powerful student liquid rocket in the world. It's in the cage in the H building, currently being assembled. We also have our spacecraft division which has a contract with the CSA to build three cube sets every two years. These cube sets are launched into orbit by SpaceX and we represent probably one of the top three universities in Canada to be sending our cube sets into space. We also have our robotics division which has a rover that goes to competitions every year all around the globe. This past September they were in Poland, we were the only team representing Canada at the European rover competition. Finally our last division, Space health. They're working on a revolutionary CpR machine that can be used in space. So we've been allocated \$24,000 for this year As a budget. However we have over \$110,000 for the purchases. So these two numbers don't really add up and you might be like oh how did you guys purchase this much? It's all through sponsors. We either get cash or materials. So what would this be levy to use for it? It would be used as a buffer to buffer sponsorship money so that we can prepare like purchases way in advance and properly plan out our budget. So for example, let's say we get \$24,000 but we need \$50,000 for a purchase. Well we have to wait for like another \$25,000 in sponsorships to come in and in the meantime our team is at a complete halt. They're all looking for sponsorships but it can take like 2-3 months to find enough money. This fee levy would allow space to remain a top competitor in the aerospace industry and I think it will go a long way to help the team. How will it benefit other societies? So while we don't receive enough money to cover all our expenses. If we were to receive this, we would be willing to cut down our budget request from the ECA by more than half. This would allow the money to be redistributed to the other societies and go and cover their expenses. Also space Concordia received almost more than half of the design team fund for the fall and only three of our four applications were accepted. So there's a few concerns that have been brought up. The first one is the university and the CSU like they would be against a fuel



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levy for society. I don't think this would be the case because over the past year I've been maintaining a very good relationship with Concordia Graham Kerr. He came to visit the Cage with a few of his vice presidents last week and they were extremely impressed. They had no idea that there was a 45 ft rocket being assembled under the age building. Also Gina Cody will be visiting the cage next week. It was also mentioned previously that Remy was looking into a fuel levy for all societies. I think this is kind of a band aid solution. I would grant more money to the societies. But at the end of the day, like if it were split by member accounts, most of the societies would still not get as much funding as they need. Whereas if for example the bigger societies had their own levy, it would allow funding to be better distributed among all the societies.

Sierra: When we initially meant about creating a levy for space, I mentioned that a policy would need to be in place to govern the distribution of funds. So I was wondering what progress has been made on that end, and also if you had spoken to David Baker about the logistics of this process. Ultimately, even if we pass the fee levy at referendum, it has to be approved by the university to come into effect.

Matteo: I haven't spoken with David Baker yet however, we do have a plan basically to administer the funds. It would be kind of like the design team fund where we would pitch our budget for the year and then the funds would be allocated based on those numbers. I was hoping to get the advisory council's approval to then present a policy to BOD. I can present it now.

Ziad, seconded by Isabell, motion to accept this proposal.
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20220821-6 Passed in unanimity



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6.3 Discussion On Fee Levy for Concordia SAE

Ziad: So in the same spirit of space Concordia essentially, we would like to have a society levy that is specific to us. So the details of the request in itself is 45 cents per credit for regular ECA members as usual with all other fee levies and that sort of thing that can opt out and it averages a route to like 40 grand for regular semesters that being befall in the winter and 15 grand in total for the summer. So to begin with, why do we need this? Well we already do a lot of sponsorship outreach and we do have an entire division dedicated to those that are all JMSB students and their job is getting sponsorships both in kind, whether that services or materials or just purely funds from different sponsors. They've reached out to within the past month, I'm pretty sure at least over 30 companies and that excludes all of the sponsors that individual teams reach out to. So we already do a lot of sponsorship coverage and just in the whole field, but the competitions are becoming more and more competitive and what we realized is that we need more budget to match that competitiveness because as you can see in the main usage, increasing teams, budgets would allow us the prototype and increased testing sessions. So, a big reason why we don't really come up with prototypes right now is simply, we do not have the funds to do that. So when it comes to advanced systems control systems, all that sort of stuff that we would be developing in house, it usually ends up being either a capstone project or the first half for the 1st, 3rd start of the capstone project and is then developed by the team in the next coming years. The reason for that is simply because we don't have the budget to be able to prototype for these sort of really big complicated projects that yeah, you can design and theory and hope that it works. But no matter how accurate your design, maybe in the end when you come to applying it on the vehicle or the plane or whatever it may be, odds are changes are gonna have to happen, especially if you want to start making it better. Also there can be unexpected things happen, for example, they change the rules for our baja competition, which means that we have to buy an entirely new engine and we can't have our frame made like we can't pay people to make our frame for us. We have to manufacture it all in house. So it means we have to buy new equipment, we need to be able to manufacture the frame. so just manufacturing equipment, for example, big



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expenditures, any other sort of update of our equipment. Whether that's our tools, measuring tools, all that sort of stuff that we do need and our equipment is currently pretty outdated. So companies, some companies let us use their equipment to do whatever it is that we need to be doing. But, moving forward, we can't keep relying on them solely because the scope of our project is gonna have to become way too big if we want to stay competitive. We are raking high in our comps like Baja ranks 7th worldwide, Aero ranked third I believe worldwide. Our connect teams keep ranking first and all of their competitions. But moving forward, the teams are really picking up what it is they're doing and we're dealing with teams that have three times the budget that we currently work with. Definitely moving forward, Concordia SAE does want to operate a lot more like an engineering company and less of a get it done sort of deal that it has been in the previous years, we want to give the students an engineering experience in an engineering program. Right now the only real outreach events we are able to spend money on are the lizard lounges. If that counts for recruitment, we do have Auto X. Every year where we invite all of our sponsors and we book a room and that sort of stuff. We try to get those funds sponsored as well simply because we don't really have the budget for those sorts of things realistically because anything we would usually spend on outreach events and marketing ends up taking away from our team budgets which are already extremely tight. I don't think there's even been a year where teams have spent less than what they had. And so potentially we could be reducing the initial budget required from the ECA; those funds could be bust down across the other teams.

Emily: So I want to ask Matteo and Ziad. Coming from building engineering, I have no stack in SAE or Space. How will you encourage building and civil engineering to join you guys when we don't know much even.

Matteo: I feel like space is regarded as "oh you have to be in MECH or AERO to participate." But all of PM's are civil engineers. That's what you guys do, you do grant charts, timelines, it's most mostly what you do planning and that's where you guys are helpful in Space Concordia.



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Emily: What % of people aren't from MECH or AERO in total?

Matteo: We are 80% engineers, I'd say a good 15-20% are civil.

Ziad: So I guess first we operate on a much smaller scale relative to what they do engineering wise, which is why earlier I mentioned we want to operate more as an engineering company. And so that would be when we would introduce a lot more industrial engineers for example, because right now we don't have that many. We have a handful that I'm aware of. But in the end for both technical work and administrative work we accept pretty much anymore regardless of what program you're in. Like we have computer engineering students that might be doing next up. We have people that might be doing next up and the opposite as well. And so essentially what we kind of work on is we teach everyone everything on the spot. We don't really rely on the courses you get taught, you know, in your program to be able to do what it is you need to do except the really high level stuff of course capstone and that sort of thing. But yes, so essentially anyone can join and anyone can do anything like I know baja for example, they have a JMSB member that just joined to do technical work.

Emily: You mentioned that SAE works on a smaller scale than space, would the funding be similar?

Ziad: Well yea, so for example Formula C is working on a battery pack, the cells themselves cost 10k, would need 30k for a proper one. Formula is expecting 90k, Aero is another 40k, our new team (connect) is starting to act up.

Sierra: I want to ask the same questions as Matteo. Did you speak with David Baker and what are your plans for writing the policy?

Ziad: So writing a policy, we're planning on basing it essentially like the design team feels heavy but more so within our society. So the teams would have to go through essentially the same process and then the council would discuss how the money will be bust down across the teams. we do not have a draft of the policy simply because we



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wanted to present this advisory council and figure out if it's something that we'd be able to do before drafting a policy but if people would like a policy of course we're gonna come up with one anyways that will be shared to everyone eventually because it will be made so and no I have not spoken to David baker yet.

Matteo, seconded by Isabelle, motion to have SAE to present their policy to BOD.

20220821-7 Passed in unanimity

7. ANNOUNCEMENTS & VERBAL REPORTS

Mohammed Saaim: no announcements

Ahmad Obeid: no announcements

Sierra Campbell: Go sign up for the email writing workshop and the ECA wiki will be relaunching soon. We've been working around it to get all the proper trainings in there as well as all of the bot approved budgets and mandate reports so you can't access it on the website currently but it's still being updated so it reflects the full picture of our operations but good progress and I'm excited to have it launch fully soon.

Marissa: where is VP finance?

Mohammed: He isn't here unfortunately.

Tharushi Rathnayaka: Iron ring tomorrow!!



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Esinti Baskak: no announcements

Zoe Mitchell: no announcements

Elsa Younes: no announcements

Sabrina Dubreuil: I'm in Winnipeg right now, having fun!

Maria Amezquita: no announcements

Doan Gia Huy Vu: no announcements

Seif Bedair: no announcements

Mert Kaan Kaseler: Have a nice weekend.

Marina Ghali: no announcements

Catherine: no announcements

Marc: no announcements

Isabelle Bacon: no announcements

Emily Winiker: Don't miss on friday ugly sweater ugly christmas sweater competition. Bring all your friends. It's gonna be a party at Mckibben starting at six.

Nora: no announcements

Ariane Drouin: no announcements



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Tiya: Yeah, GCS is hosting entrepreneurship week next week. It's a lot of workshops with startup founders so if you wanna come check out our social!

Vatsa: No major announcements from Hack except that ConiHack is back and would really appreciate everyone's help in promoting that event. So I'll be sending an email later today.

Lina Ismail: no announcements

Anthony Montanaro: no announcements

Ziad Kabbani: no announcements

Toby: no announcements

Matteo Mazzone: no announcements

Marissa Profetto: no announcements

8. ADJOURNMENT

Vatsa, seconded by Isabelle, motion to adjourn the meeting.

Meeting adjourned at :pm