



## **Board of Directors Meeting**

Sunday, September 25th, 2022

B-annex, Concordia University, Montreal, Canada

<b>1. ATTENDANCE</b>	<b>3</b>
<b>2. SUMMARY OF MOTIONS</b>	<b>4</b>
<b>3. PROCEDURES</b>	<b>6</b>
3.1. Opening of the meeting	
3.2. Approval of the Chair	
3.3. Approval of the Secretary	
3.4. Approval of the Agenda	
3.5. Approval of Previous BOD's Minutes	
3.6. Approval of (7/24) BOD's Minutes	
<b>4. EXTERNAL PRESENTATIONS</b>	<b>7</b>
N/A	
<b>5. RETURNING BUSINESS</b>	<b>7</b>
5.1 Stolen and Broken Objects (previously tabled on June 28th)	
5.2 Potential Honorarium of Member Association Presidents (previously tabled on July 24th)	
<b>6. NEW BUSINESS</b>	<b>11</b>
6.1 Approval of Troitsky Photoshoot budget	
6.2 Approve Tracy Khawand as Director of Hackathon of Engweek Committee	
6.3 Approve Lama Azzam as Director of Rules and Regulations of Engweek Committee	
6.4 Approval of Competition Fund Policy	
6.5 Appointment of Rukhsar Bakhsh as Director of Financial Affairs	
6.6 Halloween budget	
6.7 Frosh donation	
6.8 Approval of Alcohol Policy.	
6.9 CELC Fees and Selection	



## **Board of Directors Meeting**

Sunday, September 25th, 2022

B-annex, Concordia University, Montreal, Canada

6.10 Review of Council Motion - Present and Revise ENGGAMES Budget in BOD

6.11 Review of Council Motion - Approve IEEE Budget

6.12 Review of Council Motion - BOD to consider the new lines for the CSCE budget taking note that the situation this year is very different from previous years

6.14 Review of Council Motion - Assign Esinti to Committee

6.15 Review of Council Motion - Assign Matteo, Emily, and Ziad to DTFC

**7. ANNOUNCEMENTS & VERBAL REPORTS 23**

**8. ADJOURNMENT 25**



## Board of Directors Meeting

Sunday, September 25th, 2022

B-annex, Concordia University, Montreal, Canada

### 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	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
Fadi Hussain	Independent Representative	
Marina Ghali	Independent Representative	
Kayla Charky	Sage	
Erman Akman	Sage	X



## Board of Directors Meeting

Sunday, September 25th, 2022

B-annex, Concordia University, Montreal, Canada

## 2. SUMMARY OF MOTIONS

Motion	Motion	Result
20220925-1	Elsa, seconded by Zoe, motions to approve Saaïm as chair for this meeting of the Board of Directors.	Passed in unanimity
20220925-2	Sabrina, seconded by Seif, motions to approve Ahmad as secretary for this meeting of the Board of Directors.	Passed in unanimity
20220925-3	Chloe, seconded by Remi, motions to approve the agenda.	Passed in unanimity
20220925-4	Thairushi, seconded by Esinti, motions to approve the previous BOD's minutes.	Passed in unanimity
20220925-5	Remi, seconded by Maria, motions to approve the 7/24 BOD's minutes.	Passed in unanimity
20220925-6	Remi, seconded by Chloe, motion to send the damage report to the university.	Passed in unanimity
20220925-7	Esinti, seconded by Remi, motion to approve the photoshoot budget.	Passed in unanimity
20220925-8	Esinti, seconded by Sabrina, motion to approve Tracy Khawand as Director of Hackathon of Engweek Committee.	Passed in unanimity
20220925-9	Esinti, seconded by Sabrina, motion to Director of Rules and Regulations of Engweek Committee.	Passed in unanimity
20220925-10	Remi, seconded by Elsa, motion to Rukhsar Bakhsh as Director of Financial Affairs.	Passed in unanimity
20220925-11	Remi, seconded by Elsa, motion to Rukhsar	Passed in unanimity



## Board of Directors Meeting

Sunday, September 25th, 2022

B-annex, Concordia University, Montreal, Canada

	Bakhsh as Director of Financial Affairs.	
20220925-12	Chloe, seconded by Remi, motion to approve Halloween budget.	Passed in unanimity
20220925-13	Chloe, seconded by Remi, motion to donate 150 dollars.	Passed in unanimity
20220925-14	Remi, seconded by Elsa, motion to Approval of Alcohol Policy.	Passed in unanimity
20220925-15	Remi, seconded by Sabrina, motion to pass the CELC budget for 4 delegates.	Passed in unanimity
20220925-16	Remi, seconded by Chloe, motion to give 100\$ for Eng-games Concordia for sports.	Passed in unanimity
20220925-17	Remi, seconded by Chloe, motion to table Review of Council Motion - Present and Revise ENGGAMES Budget in BOD.	Passed in unanimity
20220925-18	Remi, seconded by Elsa, motion to approve the lines presented.	Passed in unanimity
20220925-19	Remi, seconded by Seif, motion to table this discussion.	Passed in unanimity
20220925-20	Esinti, seconded by Seif, motion to Assign Esinti to Committee.	Passed in unanimity
20220925-21	Elsa, seconded by Seif, motion to Assign Matteo, Emily, and Ziad to DTFC.	Passed in unanimity



## Board of Directors Meeting

Sunday, September 25th, 2022

B-annex, Concordia University, Montreal, Canada

### 3. PROCEDURES

#### 3.1. Opening of the meeting

Meeting opened at 7:03PM

#### 3.2. Approval of the Chair

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

20220925-1 Passed in unanimity

#### 3.3. Approval of the Secretary

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

20220925-2 Passed in unanimity

#### 3.4. Approval of the Agenda

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

20220925-3 Passed in unanimity

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

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

20220925-4 Passed in unanimity



## Board of Directors Meeting

Sunday, September 25th, 2022

B-annex, Concordia University, Montreal, Canada

### 3.5. Approval of (7/24) BOD's Minutes

Remi, seconded by Maria, motions to approve the 7/24 BOD's minutes.

20220925-5 Passed in unanimity

## 4. EXTERNAL PRESENTATIONS

N/A

## 5. RETURNING BUSINESS

### 5.1 Stolen and Broken Objects (previously tabled on June 28th)

Sierra: I asked all the member association presidents to send information about the damaged costs. Here is a list of the approximate materials and costs for Enggames, SAE, and WIE. Some things were damaged, some things could not be maintained.

Erman: If the money is coming from the university then just give them the money.

Remi: IS this just for B-Annex and societies?

Sierra: yes

Erman: Just get the list and send it to the university, doesn't matter if we discuss or not

Remi, seconded by Chloe, motion to send the damage report to the university.

20220925-6 Passed in unanimity



## **Board of Directors Meeting**

Sunday, September 25th, 2022

B-annex, Concordia University, Montreal, Canada

### 5.2 Potential Honorarium of Member Association Presidents (previously tabled on July 24th)

Sierra: The policy committee is working on the Honorarium policy, we brought this in the 07/24 BOD but Remi wasn't here so we tabled it.

Remi: how far did the discussion go?

Sierra: We discussed 150\$ gift cards I believe.

Esinti: I think it was 100 but I am not sure let me check.

Seif: let's rediscuss if we don't remember.

Esinti: it was 150\$

Sierra: The policy right now says to make the president eligible, the MA needs to have an election procedure written, it consists of all ECA students to vote. In case of the internal officer they cant –, it needs to be publicated

Remi: Are you asking for the opinion on the policy or motion for it?

Sierra: we won't make a motion now, we will just discuss it

Esinti: Basically any society other than GCS isn't qualified since the others don't do elections, this is why the policy isn't in motion right now

Erman: we are giving every VP around 2500\$ so I don't think it's a good idea

Seif: does every society have their own honorarium?





## **Board of Directors Meeting**

Sunday, September 25th, 2022

B-annex, Concordia University, Montreal, Canada

Sierra: no

Sabrina: I don't think societies are willing to change their election procedures just for 150\$

Esinti: it is also a way to encourage society to have an election procedure. At the same time it is better to have an open election with all engineering students. Execs ECA isn't close to what other members of the societies are putting.

Sierra: The ECA BOD has more legal responsibility because we are registered non-profit.

Erman: I don't think they will bother to change the procedure for 150\$, because it's not enough money.

Sierra: I think this number was just thrown out at the time, we can increase it if their mandate report is very good

Esinti: We can change the procedure and requirements, for example we make them submit a mandate report that is reviewed by the BOD to see if it's enough and transfer the knowledge to the new president, we could also discuss if we should add an election procedure.

Zoe: We should remember that giving the president money isn't simple, like if they were just voted by a small group then it's not fair and they don't deserve it.

Seif: Alright, first we need to know the point of the policy? So that we know what to do after that.

Esinti: I agree with Zoe, we can do that, like we can increase the amount but also they make a mandate report because some presidents don't build as much as the others.



## **Board of Directors Meeting**

Sunday, September 25th, 2022

B-annex, Concordia University, Montreal, Canada

Elsa: So the amount we give them depends on what they did?

Remi: I don't think we can do that and that's not what was being discussed

Esinti: We can increase the amount but it depends on the effort they put in and knowledge transfer and all that. We wouldn't give them 500 dollars just because they had an election for 5 people.

Erman: If you want the BOD to decide if we give them money or not, it will be trouble. The BOD should write the criteria of what they are expecting, then based on that if they meet the criteria, we give them the money.

Seif: Yes, so if they didn't submit a good mandate report, like they didn't fit the criteria, then they won't get the money. This is something we can do in the BOD as well.

Sabrina: Will it be like if you don't submit one, you will automatically not get the money?

Esinti: I agree. That way we will be able to keep a good history tab on the societies, and for us we could see what events the societies organized and be more aware of what our societies do.

Erman: So the 2 criteria is to make a mandate report and have an election? That's alright with me but the job should be given at least 500\$ for people to care.

Remi: If you want to give 500 to every president then that's 6% of the budget we give to societies.

Esinti: Those 500 dollars can be used differently, for example wine and cheese is the most expensive event, they could use that there.

Erman: Are we having more budget difficulties since we have an extra society this year?



## Board of Directors Meeting

Sunday, September 25th, 2022

B-annex, Concordia University, Montreal, Canada

Remi: We went over budget on societies last year.

Erman: This will have to make a fee-levy increase.

Remi: About that, at the finance summit we are trying to make a separate fee-levy for each society. So it should reach BOD at some point.

Esinti: They shouldn't be doing the job for the money, it should be a "thank you" thing. When we started we weren't given anything.

Erman: If Remi is working on individual fee-levies then it should be part of it. I want to motion to table this.

Remi: The budget for societies last year was 120k\$, at the end of the year we spent 180k\$ on societies. Right now, I say an amount that is nice is 175k\$, financially is more stable.

## 6. NEW BUSINESS

### 6.1 Approval of Troitsky Photoshoot budget

Esinti: Every year we have a new team for Troitsky. I asked several photographers and the best price I got for a photoshoot was 200\$ for 2 hours, we will also have 50\$ for food.

Remi: The standard budget for photoshoots is 300\$ so that's good.

Esinti, seconded by Remi, motion to approve the photoshoot budget.
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20220925-7 Passed in unanimity



## **Board of Directors Meeting**

Sunday, September 25th, 2022

B-annex, Concordia University, Montreal, Canada

### **6.2 Approve Tracy Khawand as Director of Hackathon of Engweek Committee**

Esinti: Tracy is part of enggames, she is interested in competitions, she would be in englompics.

Esinti, seconded by Sabrina, motion to approve Tracy Khawand as Director of Hackathon of Engweek Committee.

20220925-8 Passed in unanimity

### **6.3 Approve Lama Azzam as Director of Rules and Regulations of Engweek Committee**

Esinti: lama was part of the Frosh committee, everyone knows her and she takes care of her responsibilities.

Esinti, seconded by Sabrina, motion to Director of Rules and Regulations of Engweek Committee.

20220925-9 Passed in unanimity



## Board of Directors Meeting

Sunday, September 25th, 2022

B-annex, Concordia University, Montreal, Canada

### 6.4 Approval of Competition Fund Policy

Esinti: We have a design team fee levy and competition that was last year. This year we are working on the policy for it to make sure our societies have access to these funds. I had a meeting with the societies to discuss how to make modifications on the DTFL in terms of timeline and procedure, as a committee we wrote the policy you can see here. The purpose of this fund is to give the societies more funds so they can have competitions with more budget, for example 10 cents per credit for students. Member associations are eligible to apply for this fund. So if they didn't have their competition earlier they can have it this year. The timeline is similar to the DTFL but delayed a bit for the committee to approve. It will start October 1st, the application will be sent by Sierra, and the email address will be the same as the DTFL.

Esinti, seconded by Maria, motion to Approval of Competition Fund Policy.

20220925-10 Passed in unanimity

### 6.5 Appointment of Rukhsar Bakhsh as Director of Financial Affairs

Remi: She is a 4th year in Aerospace Engineering. I think she is in Concordia Rocketry. First impression: great personality and is motivated, wants to get involved. We needed a director in the Finance Department so this is helpful.

Remi, seconded by Elsa, motion to Rukhsar Bakhsh as Director of Financial Affairs.

20220925-11 Passed in unanimity



## **Board of Directors Meeting**

Sunday, September 25th, 2022

B-annex, Concordia University, Montreal, Canada

### **6.6 Halloween budget**

Chloe: Here is an excel sheet of the costs and revenues. It should be 25k for the event. The event fee is 7.5k and then we have alcohol, etc. There should be a total of 500 people, but we are allowed 10% overbooking. We will be paying for the following bottles, and there are deals on the night as well as it is an open bar event so people will show up. For ECA we need to pay 3k from our pocket (out of budget).

Sabrina: When and where is this?

Chloe: Thursday 27th at Muzique.

Remi: If not all tickets are sold how will we deal with the loss?

Chloe: I think we should do like Beach Club, we split by ratio. Another option is selling by tier (the higher the tier the more expensive). We could discuss how much every society will spend. In this sense we can estimate how much each association owes us or just split by proportion.

Remi: Now that I am looking at this, there is no way there is a loss.

Chloe: using the tier list function, we can keep track and see who spent what.

Remi: How will you prevent the students from stealing the ECA student profit.

Chloe: I can't.

Elsa: We could just scan student IDs.

Erman: We can create 3 different links to make it harder for them to find other's.



## Board of Directors Meeting

Sunday, September 25th, 2022

B-annex, Concordia University, Montreal, Canada

Sierra: If we need to check IDs, it will be annoying. I had to do that and it's time consuming, Frosh had just 50 applications but still took time. I think having a general ticket is better for event organizers.

Remi: There is the benefit that if we don't sell enough then students can overflow onto our stuff, I guess.

Chloe: I also wanted to split them and make different links with passwords. I just want to remind you, I am just trying to approve the budget right now, not the way to sell it.

Sabrina: If we make different tickets and make links for them. If we post the wrong link then it will be a problem. I think it should be on one platform.

Chloe: Yes that makes sense, but that's another story.

Chloe, seconded by Remi, motion to approve Halloween budget.

20220925-12 Passed in unanimity

### 6.7 Frosh donation

Chloe: We are requested to donate like 20 dollars per box, donation but it has to be approved by the BOD.

Remi: I think it's fine, it's just a few boxes. How much do you want to donate?

Chloe: 150 dollars.

Chloe, seconded by Remi, motion to donate 150 dollars.

20220925-13 Passed in unanimity



## **Board of Directors Meeting**

Sunday, September 25th, 2022

B-annex, Concordia University, Montreal, Canada

### **6.8 Approval of Alcohol Policy.**

Sierra: We are in-person again and we can do lizard lounges. We need to promote the safe consumption of alcohol, the policy committee has worked on the Alcohol Policy. Here is a quick rundown of the policy: we can't promote or host events without a permit, they need to take the safe serve, the staff cant drink during their shifts, you can't drink in the ECA office, B-annex, and MU-annex.

The lizard lounge section says what the societies need to do. Once the dean of office students get permission to have alcohol they then need to give it to the ECA president for notice. There should be food, drinks, and water available for the attendees. Staff need to be at the entrance and exit to make sure alcohol doesn't get out. After the events alcohol should be in storage at all times. There is a policy compliance that is expected to be agreed on.

Sabrina: Does that mean we can't drink at all at events, or just not in B-annex?

Sierra: You just can't drink at b-annex to "chill" without an event permit. Does anyone have any questions?

Erman: Isn't this part of safe service? Why are we repeating this?

Sierra: Because there have been violations, so we need to be more strict about this.

Remi: You have been talking about employees and individuals, shouldn't point C5 include everyone, even volunteers?

Sierra: Sure.

Esinti: What do you mean volunteers?

Remi: Bartenders for example.





## **Board of Directors Meeting**

Sunday, September 25th, 2022

B-annex, Concordia University, Montreal, Canada

Erman: Its employees that are doing their duties. Still on duty.

Mert: In the events we organize, like Dusted and Beach Club, can we drink?

Sierra: Yes

Erman: Do we sign contracts with volunteer services?

Remi: no

Elsa: part D2 already says that C5 is illegal

Erman: I was going to say the same thing. These things are already in the by-laws and the safe-serve program.

Esinti: If you see C5 and D2 part a, we don't include the office manager, and at another point we do include them. They can't drink at work, but they can on their break. I am just stating the fact that they are different things. We have 2 different employees, B-annex and ECA office. The second point (for B-annex employees) means that they can go out and drink then come back.

Remi, seconded by Elsa, motion to Approval of Alcohol Policy.
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20220925-14 Passed in unanimity



## **Board of Directors Meeting**

Sunday, September 25th, 2022

B-annex, Concordia University, Montreal, Canada

### **6.9 CELC Fees and Selection**

Zoe: CELC is the biggest engineering conference, 6 days long. We have to do the pre-registration due Friday, I'll show you the diagrams one for sending 4 delegates, and one for 5 delegates. Here is a list with the delegates and their prices. This includes the transportation fees, which will total 4 delegates for 5.5k and 5 for approximately 7k. I want to ask which to approve of 4 or 5?

Sabrina: Is the round-trip per person?

Zoe: Yes, it's for going to the event and back. We did the total registration fees times the trip cost. The pre-delegate registration is basically saying the ECA will send that many delegates, we don't need to pay anything yet.

Remi: I would be more comfortable with getting a better price for the transportation cost.

Zoe: I rounded up the average, so it's better to be under-budget than over. The registration cost includes hotel and food. I didn't have time to contact a travel agent so this is from me.

Huuy: Can the price for the transportation be 700 max?

Zoe: I can try.

Remi: Is this the same as before COVID?

Zoe: I tried to base it on that. The reason I chose 800 is because it's the highest I saw, so I put it to be safe. The trip will be from January 2nd to January 8th, the price includes transportation and food.



## **Board of Directors Meeting**

Sunday, September 25th, 2022

B-annex, Concordia University, Montreal, Canada

Esinti: About the selection, how will you decide the people?

Zoe: I would like to not send ECA members, I don't need to think about it much now but since we use student money I want to try to send 2nd year students.

Remi: So you need to give the names on friday?

Zoe: We don't have to give the names but the amount of delegates. The pre delegate indicates the final number of students you will send. Delegate registration will be the selection, including yourself.

Seif: are we discussing the selection or...?

Zoe: no, just how many delegates we will send.

Remi, seconded by Sabrina, motion to pass the CELC budget for 4 delegates.
--

20220925-15 Passed in unanimity

## **6.10 Review of Council Motion - Present and Revise ENGGAMES Budget in BOD**

Remi: This year the competition was taking part in Quebec, they wanted transportation fees. We never had to provide transportation budgets. I wasn't going to propose adding transportation fees to Quebec.

Erman: The problem is that apparently the budget presented at the BOD isn't the same. Even if you changed it, we should at least see it.

Remi: The BOD was able to see that in the proposals that were sent to the board, but I think their VP finance was confused that not everything was presented exactly. Which is



## Board of Directors Meeting

Sunday, September 25th, 2022

B-annex, Concordia University, Montreal, Canada

normal, I filter out lines and check them. We can't give them everything, but we give everything we can.

Erman: I get it that you need to make these decisions but the BOD should see everything without filtering.

Remi: the BOD received all the society proposals.

Esinti: Remi first sent the proposals, later on I asked if he could send the details and he sent it to everyone.

Erman: I remember they were asking about the equal opportunity subsidy

Remi: It wasn't given to the beach line though. They said that they wanted people with less money to go, but in the end they are going to use it for other purposes not meant to be as written.

Seif: why specifically was the transportation presented this time

Remi: We don't usually pay for buses, we can but we don't. If they apply for the design team fee-levy then they will have lots of money to use since they doubled the design team fee-levy. They were able to budget both their competition using the design fund.

Remi: I guess the one we can review is the line for sports, how much are they asking for?

Sierra: 100\$

Remi, seconded by Chloe, motion to give 100\$ for Eng-games Concordia for sports.

20220925-16 Passed in unanimity



## **Board of Directors Meeting**

Sunday, September 25th, 2022

B-annex, Concordia University, Montreal, Canada

Sierra: about the entrepreneurial competition, they have 1.7k budget on it

Sabrina: the competition didn't happen last year though

Remi: they did still spend 2k, on wine and cheese. I don't think we need to increase the competition budget.

Esinti: is the competition hosted or the actual competition that they attend?

Remi: It is an actual competition. It's a competition that didn't happen but was in preparation for a month. Expenses happened but they didn't actually do it.

Esinti: Can you scroll up? I'm not sure if it's the actual competition or...

Remi: Not, they could use the money for both as long as it's on paper. It is possible for them to use it for both.

Zoe: Which conference specifically are they talking about on this line? Because there are 4 in a year, 2 already happened, 1 will happen soon, and the last should be after enggames. Why do they need 500\$?

Sabrina: It might be something just for enggames.

Zoe: Is there a fee breakdown for the 500 dollars?

Remi: Can we table this?

Remi, seconded by Chloe, motion to table Review of Council Motion - Present and Revise ENGGAMES Budget in BOD.
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20220925-17 Passed in unanimity



## Board of Directors Meeting

Sunday, September 25th, 2022

B-annex, Concordia University, Montreal, Canada

### 6.11 Review of Council Motion - Approve IEEE Budget

Remi: Here is the proposed budget for IEEE, I just gave them what they did not use last year. I made the lines a bit vague so they have a bit of freedom. We already approved their base budget, I basically just added a bit more.

Sabrina: I don't know anything about arduino, is it really that expensive?

Seif: yes it is, it depends how much they want to get but still

Sierra: Does it make sense that they requested 500\$ for this line?

Seif: is there a breakdown for why they requested it?

Remi: Based on the breakdown... I want to have a meeting with them, but we can agree on the other lines (what i presented).

Remi, seconded by Elsa, motion to approve the lines presented.

20220925-18 Passed in unanimity

6.12 Review of Council Motion - BOD to consider the new lines for the CSCE budget taking note that the situation this year is very different from previous years

-Getting the documents and reviewing them quickly-

Remi: Some of it (documents and its info) is kind of there. I can say what is what just by looking at it... I'd like to table this point to go throw this.

Remi, seconded by Seif, motion to table this discussion.

20220925-19 Passed in unanimity



## Board of Directors Meeting

Sunday, September 25th, 2022

B-annex, Concordia University, Montreal, Canada

### 6.14 Review of Council Motion - Assign Esinti to DTF Committee

Sabrina: Since her mandate ends in January, I don't think we should approve this. It would make more sense to have someone else to go instead.

Sierra: I think the responsibilities of this new committee are straight-forward and easy. If there is a transfer of knowledge then it shouldn't be that hard.

Esinti, seconded by Seif, motion to Assign Esinti to Committee.

20220925-20 Passed in unanimity

### 6.15 Review of Council Motion - Assign Matteo, Emily, and Ziad to DTFC

Elsa: Since these people from the societies agreed to be part of the DTFC I motion to approve them.

Elsa, seconded by Seif, motion to Assign Matteo, Emily, and Ziad to DTFC.

20220925-21 Passed in unanimity

## 7. ANNOUNCEMENTS & VERBAL REPORTS

Mohammed Saaim: I just need to say Kayla has 4 absences, the by-laws say that they will no longer be part of the ECA. So it's actually, 2 absences then you are not part of the ECA. There are a couple that missed 2 meetings. Even if it is per



## **Board of Directors Meeting**

Sunday, September 25th, 2022

B-annex, Concordia University, Montreal, Canada

semester, Kayla missed 3 last semester. I didn't give her a warning, that's my mistake, so you guys think I should just warn her for now?

Everyone: yes

Ahmad Obeid: I still didn't eat breakfast, I just had a couple of things throughout the day so I was busy but all is well. It was a nice meeting though.

Sierra Campbell: The ECA blood drive will be available on October 28th. You will need to book in advance and check the eligibility requirements. Other than that, I have been working on the ECA wiki, all the information will be available on the google drive. I am happy the alcohol policy got approved. The finance policy was annoying. Hopefully we get a crewment get along event.

Tharushi Rathnayaka: If you didn't know, we are making a google internship conference if you want to come! There is also the Iron Ring.

Esinti Baskak: We have a photoshoot coming up for Troitsky. Most importantly we have englympics coming up, please attend. We will have a competition in Concordia the first week of november. After that we will have CQI so join me!

Zoe Mitchell: If there is anything with VP academics, let me know we might be able to do some advocacy stuff. I will start pre-registration as we said in the meeting.

Elsa Younes: I have been booking rooms for societies, check them out, and participating in their events.

Sabrina Dubreuil: I have to help with sponsorship packages, I am finishing the Troitsky logo. I will start marketing with people for halloween. I need to do things on the 8th floor, figure out the TV and everything.





## Board of Directors Meeting

Sunday, September 25th, 2022

B-annex, Concordia University, Montreal, Canada

Chloe Law: Halloween is coming up, be there.

Sabrina: By the way, do I need to do the marketing?

Chloe: yes

Maria Amezcua: I don't have much to say

Doan Gia Huy Vu: I am working now on Troitsky script, and it's basically done. It's actually pretty good.

Seif Bedair: we will spread word about the ECA, we will update the bank exam too. I also had a meeting with the chair with our department about our course sequences.

Mert Kaan Kaseler: This was a great BOD, I had fun.

Erman Akman: CQI is better than Timo.

Esinti: Next weekend we have the CQI chalet with Erman, more information about that and the programming comps later.

## 8. ADJOURNMENT

Zoe, seconded by Chloe, motion to adjourn the meeting.

*Meeting adjourned at 9pm*