



Board of Directors Meeting

Monday, February 6th, 2022

B-annex, Concordia University, Montreal, Canada

1. ATTENDANCE	3
2. SUMMARY OF MOTIONS	4
3. PROCEDURES	5
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	
4. EXTERNAL PRESENTATIONS	6
4.1 Akshit Kapoor - 5:45PM	
4.2 Jainam Shah - 5:55PM	
4.3 Robayth Shahrin - 6:05PM	
4.4 Christian Taboada - 6:15PM	
4.5 Matin Mansour - 6:25PM	
5. RETURNING BUSINESS	8
N/A	
6. NEW BUSINESS	9
6.1 Appointment of Chief Elections Officer	
6.2 Incorporation Discovery	
6.3 Understanding Conflict of Interest	
6.4 Discussion regarding mandatory Lizard Lounge per semester per society	
6.5 Discussion regarding the guest list for ECA Banquet	
6.6 Approval of CEC Budget	
6.7 Confirmation of the School Spirit Item Survey	
6.8 Approval of the ECA signature on a CREIQ letter of approval	



Board of Directors Meeting

Monday, February 6th, 2022

B-annex, Concordia University, Montreal, Canada

7. ANNOUNCEMENTS & VERBAL REPORTS

8. ADJOURNMENT



Board of Directors Meeting

Monday, February 6th, 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	
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	x
Chelsea Wan	Independent Representative	
Erman Akman	Sage	x



Board of Directors Meeting

Monday, February 6th, 2022

B-annex, Concordia University, Montreal, Canada

2. SUMMARY OF MOTIONS

Motion	Motion	Result
20230206-1	Seif, seconded by Elsa, motions to approve Saa'im as chair for this meeting of the Board of Directors.	Passed in unanimity
20230206-2	Seif, seconded by Zoe, motions to approve Ahmad as secretary for this meeting of the Board of Directors.	Passed in unanimity
20230206-3	Sierra, seconded by Adam, motions to approve the agenda.	Passed in unanimity
20230206-4	Elsa, seconded by Sierra, motions to table the previous BOD's minutes.	Passed in unanimity
20230206-5	Motion to appoint Christian as Chief Elections Officer passed	Passed in vote
20230206-6	Sierra, seconded by Adam, motion that all member associations must host a lizard lounge during the Winter 2023 semester.	Passed in unanimity
20230206-7	Chloe, seconded by Elsa, motion to change the fee from 15\$ to 20\$.	Passed in unanimity
20230206-8	Remi amends to approve a budget of 6346.75\$ for CEC	Passed in unanimity
20230206-9	Remi, seconded by Adam, motion to accept this School Spirit Item Survey.	Passed in unanimity
20230206-10	Zoe, seconded by Sief, motion to approve the letter of support with the signature of all BOD members.	Passed in unanimity



Board of Directors Meeting

Monday, February 6th, 2022

B-annex, Concordia University, Montreal, Canada

3. PROCEDURES

3.1. Opening of the meeting

Meeting opened at 5:50PM

3.2. Approval of the Chair

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

20230206-1 Passed in unanimity

3.3. Approval of the Secretary

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

20230206-2 Passed in unanimity

3.4. Approval of the Agenda

Sierra, seconded by Adam, motions to approve the agenda.

20230206-3 Passed in unanimity

3.5. Approval of Previous BOD's Minutes

Elsa, seconded by Sierra, motions to table the previous BOD's minutes.

20230206-4 Passed in unanimity



Board of Directors Meeting

Monday, February 6th, 2022

B-annex, Concordia University, Montreal, Canada

4. EXTERNAL PRESENTATIONS

4.1 Akshit Kapoor - 5:45PM

4.2 Jainam Shah - 5:55PM

4.3 Robayth Shahrin - 6:05PM

4.4 Christian Taboada - 6:15PM

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

Christian: I was an elections coordinator last Fall, you might have seen me at halloween parties. My interest in this position is to keep order, ever since in my school to CEGEP to Uni, my goal is to enhance my knowledge, follow the guidelines and make sure it is a great ongoing and off-going process.

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

Christian: Depending on the timeline, there is a time to prepare. I might be able to give 10 to 15h, but during busy timings then probably 20hs.

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

Christian: there have been many issues post-covid, just making sure that the elections are known by the students and student groups should be top priority.

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?

Christian: Last semester there were a lot of contests about students asking about changing positions, we had to resort to voting, whether I agree or not doesn't matter.

Sierra: Do you have a question for us?



Board of Directors Meeting

Monday, February 6th, 2022

B-annex, Concordia University, Montreal, Canada

Christian: how many positions are up for elections from the ECA?

Sierra: 14 positions.

Christian: What was the voter turnout for the ECA last time?

Remi: 6%

4.5 Matin Mansour - 6:25PM

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

Matin: I am studying for a Masters in MECH, I just came to Montreal. When I was studying for my Bachelor, I was a member of the robotics student association. When I was the head of mechanical engineering association, we had to do many activities with different parts of the university for parties, events, and so on.

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

Matin: It depends on the job, but I am free for now. How much do you expect?

Sierra: the busiest point is 10 to 15h.

Matin: That's great.

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

Matin: We need to tell students about the voting and its benefits, they also need to know about who they are voting for.

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?



Board of Directors Meeting

Monday, February 6th, 2022

B-annex, Concordia University, Montreal, Canada

Matin: As I said, when I was in the robotic student association, some of us had some faults so we had to think about the group, not ourselves. We might have differences of opinion but we had to keep it fair in the group.

Sierra: Do you have a question for us?

Matin: you said 10 to 15h weekly, how do you schedule your meetings?

Sierra: Initially, you collect the expression of interest from the candidates and have info sessions explaining the rules and making deadlines for them. You need to make sure they don't break rules and answer all the questions they have. Also you need to make sure all the motions from the BOD are worded correctly, and overall promote it to the student body. Last year, we went to CUTV where it was live and we used facebook.

Matin: Is it a voluntary or paid job?

Sierra: It's voluntary but you have a 750\$ honorarium at the end of the mandate. It will be from now until April 30th.

5. RETURNING BUSINESS

N/A



Board of Directors Meeting

Monday, February 6th, 2022

B-annex, Concordia University, Montreal, Canada

6. NEW BUSINESS

6.1 Appointment of Chief Elections Officer

Remi motions to appoint Christian as Chief Elections Officer.

Vote: 4 abstain, 8 yes

Motion to appoint Christian as Chief Elections Officer passed

20230206-5 passed by vote

Sierra: i abstained because I know him and i encouraged him to apply

Chloe and Elsa and Esinti: We abstain because we are also running.

6.2 Incorporation Discovery

Sierra: In the closed session, we discussed the discovery that the Space Concordia Rocketry Division was incorporated provincially but it was officially dissolved on January 30th. There are no further motions to be made about this.

6.3 Understanding Conflict of Interest

Sierra: It's our responsibility as board members to abstain from conflicts. Does anyone not understand what this means?

Esinti: Can you give an example?

Sierra: pertaining to elections, it's the responsibility of BOD members to abstain because they are also participating in the elections.



Board of Directors Meeting

Monday, February 6th, 2022

B-annex, Concordia University, Montreal, Canada

Sief: when someone breaks the rules and gets disqualified, does the chief election officer do that?

Sierra: yes

6.4 Discussion regarding mandatory Lizard Lounge per semester per society

Chloe: Normally all societies need to host one in the Fall and Winter, but after multiple emails asking societies to book their dates, Hack didn't want to host one.

Sierra: We can mandate them to host the lizard lounge, it's always been a practice so to say to host one and we give them the budget to do that.

Remi: We have the right to change it so they have to do it.

Chloe: But it's not written anywhere that they have to think, how do I go by saying they have to?

Remi: we can force them to change their bylaws and they have 30 days to comply i think

Sierra: We don't need them to change the bylaw, we just need to mandate, like we can motion it now.

Zoe: Are there any other societies that give dis-interest in planning one?

Chloe: Since it's all the Fridays and booked right now, Hack will actually have to host it with someone else or book a non-Friday date.

Sierra, seconded by Adam, motion that all member associations must host a lizard lounge during the Winter 2023 semester.
--

20230206-6 Passed in unanimity



Board of Directors Meeting

Monday, February 6th, 2022

B-annex, Concordia University, Montreal, Canada

6.5 Discussion regarding the guest list for ECA Banquet

Chloe: A few months back we had a discussion about it, we got a budget now and everything and we have a day for May 12th. We need to decide who is on the guest list, some societies like Enggames changed their execs, so who gets to go and who doesn't? Also how much will they pay? But generally we will give meals, open a bar, and we also want to have a photographer.

Sierra: I thought we already discussed the price? I think 25\$. As for who is on it, I think we said it's for those who have finished their mandate, for Enggames it's the people who have left since they finished it.

Chloe: So for the 15\$, it wasn't set in stone. And for the discounted price of the Enggames execs, it didn't happen.

Sierra: I think last time it was 40\$ for registered execs. What I remember is that people who completed their mandate are eligible.

Chloe: Forget about what happened last year, this year, the people who are invited are the people who finished the mandate so for Enggames it's the people that left, not the ones that are still there but not finished.

Sierra: The people who have access to our services, those are the people who can attend. So no, it's the people who paid the fee-levy.

Chloe: So basically, everyone that paid our fee-levy is eligible. About the price, we should give them a little fee if they actually come in since last time it was nearly empty. What would be a fair price for these people?

Elsa: Are directors from societies allowed to be a masters student? Because if they are then they dont pay ECA fee-levy.

Esinti: I guess we need to specify, if they are paying for it then we add them to the list.



Board of Directors Meeting

Monday, February 6th, 2022

B-annex, Concordia University, Montreal, Canada

Remi: we can make a 15\$ fee then reimburse them later on

Sierra: we actually did pass the 15\$ symbolic pass

Remi: no but the 15\$ is to go, i was answering Chloe

Chloe: i think we can reimburse them but it will take time

Remi: when they check in we can reimburse them

Chloe: yeah but you will have to put the numbers manually, it's complicated

Remi: we can say there is a 65\$ deposit and it already includes the entrance fee

Chloe: I don't think people will like that though...

Sierra: we could give accessibility

Chloe: I think we should increase it to 20, if they don't come, they lose 20, if they do then they get food and beverages. I don't remember if the 15 was in motion or not.

Elsa: I don't have access to the list of the people who paid the fee-levy. We could just check directories.

Chloe, seconded by Elsa, motion to change the fee from 15\$ to 20\$.

20230206-7 Passed in unanimity



Board of Directors Meeting

Monday, February 6th, 2022

B-annex, Concordia University, Montreal, Canada

6.6 Approval of CEC Budget

Esinti: In my proposal, I am not requesting anything that wasn't given from the BOD. We already approved a CEC budget of approx 6.2k, here is the breakdown of the expenses: registration, equipment, Swag, honorarium, competitor expenses, and transportation. The participants aren't 100% confirmed but right now we have 8 participants. We won 2nd place in Enggames, and 3rd in CQI but I don't have a way to motivate my participants if they aren't going there as competitors. Were not able to compete in CQI for several reasons, but they are currently working on the product and the budget. They are building everything from scratch and coding. So if they go as observers its cheaper, but the situation changes on how they go.

Remi: First of all you have a registration deposit as revenue but not expense. Why is CQI a revenue for CEC?

Esinti: whatever is left from CQI is for CEC, and as you can see here it's already there. I have carefully spent my budget.

Remi: the budget line for that specific competition confuses CQI and CEC. What I meant is that, whatever money you have left from CQI you add a certain approved amount. Also please expand on who you are sending to CEC.

Esinti: when we paid the CQI fee there was a 50\$ deposit, we will get that from CEC. We will be sending Zana and David for debate. Nadir and James who were there in previous comps. Elida who got covid so she couldn't attend the day before. The 3 people I will add are the 3 main people that were in the enggames team. Gloria, Erman, and Cloadia. These 3 people are under the product itself, I can't take the product without their permission. I will add the chief which is Sabrina since she helped me a lot in many things. I have already registered, I am just waiting for answers from my participants.

Remi: didnt you also participate in the Enggames? Isn't that a conflict of interest?



Board of Directors Meeting

Monday, February 6th, 2022

B-annex, Concordia University, Montreal, Canada

Esinti: no, since the 3 people who own the product are Gloria, Erman, and Clodia.

Zoe: Who is the other girl that got Covid?

Esniti: all these people were in the Entrep team. We wouldn't have this team going to CEC, Elida was part of the team, her name is in the presentation, but she got covid in the end so she did not show up.

Zoe: Who are the actual people you need to send.

Esinti: Those 3 MUST go, like the way it works is that you have 3 people work on the product and others helping you. So the people who actually put effort and names on the product are those 3. If I tell them they can't go to CEC, then they don't have anything to do or benefit from.

Zoe: So you will send 6 people and everyone will pay the fees?

Esinti: yes

Remi: who are the people who qualified

Esinti: everyone except Erman.

Seif: Wait, didn't you say you registered 8 people?

Erman: I was a judge, just for your information because of conflict of interest. I didn't select who goes there, I was there for feedback, but I am allowed to help them as long as I'm fair.

Zoe: Did you ask the CEC organizing committee?



Board of Directors Meeting

Monday, February 6th, 2022

B-annex, Concordia University, Montreal, Canada

Erman: yes, and everyone said they dont mind me participating if i can. After that we have a team of almost 10 people, everyone helped but only 4 goes on stage. During CQI, I didn't compete. We helped James and Elida to design, at the end though Elida got covid so she can't go.

Remi: if you need benefitting for registrations i don't think you can argue for it

Seif: no he wasn't arguing.

Esinti: At the end of the day, no matter what the judges say, it's up to me to send who I want.

Zoe: So there is only 1 team at concordia?

Esinti: there is only 1 team for design at concordia.

Zoe: How many people who are present here have conflict of interest?

Esinti: My point of view is: I want to send the team and make them continue their work since they started from scratch, I did 2 comps that I would believe we have a chance at and I told everyone about it.

Seif: So you have the prototype, but the people who are going need to rebuild it from scratch?

Esinti: yes, because the people who are actually going didn't see how to build it.

Sief: alright and then what about the motivation thing?

Esinti: So the main 3, they will go since they competed. The other 3 that didn't compete for several reasons.



Board of Directors Meeting

Monday, February 6th, 2022

B-annex, Concordia University, Montreal, Canada

Seif: So these 6 are going.

Esinti: yes i sent them messages and everything and registered them but they still didn't pay the fee

Sierra: i feel like that's a risk that you take having other people present it

Sabrina: Well I don't think that's an issue, the main prototype no longer works and it's just like "at least i get to go and watch", there is no point sending a team if they don't have a product.

Remi: Well isn't Sabrina benefiting from going there too? This is kind of circular.

Sabrina: I am not benefiting from it, I am not in the renovation design team. My point wasn't about me.

Esinti: I think there should be a point where we actually cooperate together instead of me working for both of us. Sabrina helped me a lot and used her time. Gloria has to go since it's her product.

Remi: I am not trying to step on any nerves, we are all friends here. Can you explain your revenue?

Esinti: The registration deposit is from CQI, it's going to be coming to our ECA bank account as a refund from the CQI team, because when we registered for CQI we paid a fee plus 50\$ as a deposit. So you can see it as a remaining balance.

Zoe: I understand that you want to give them motivation , but could it be more cost-effective for Gloria to go as a Co-cheff, and Sabrina as an observer?

Esinti: they are pretty much the same thing, they are the same cost.



Board of Directors Meeting

Monday, February 6th, 2022

B-annex, Concordia University, Montreal, Canada

Zoe: So for me for example, I have things like delegat and head-delegate. Are they the same thing as chef and co-chef?

Esinti: the meetings i am having are all mostly in French, maybe Erman knows more.

Zoe: So you don't have an answer of whether some of the participants can participate yet?

Esinti: Since registration is different I had to contact CEC, but the deadline was yesterday and I talked to them last Friday and they responded slowly.

Zoe: some of them are understanding, so I propose you tell them you need it urgently. Maybe we can table this for later.

Esinti: My understanding is that there are 5 participants and 5 chefs. I will do my best to convince them that those 3 people deserve to go.

Zoe: I am not personally comfortable to approve this budget or until CEC says no...

Seif: it will just make a 150\$ difference, they will either go as chefs or observers or participants.

Zoe: For me it doesn't sound fair. I feel we need to reward the people who were there from the start.

Esinti: I just want to say that the comp is in 3 weeks too, so we need to hurry. We need to build the product and get the swag and so on. We need to decide whether the 900\$ are worth it. The 900 will include alcohol and transportation (probably car-pooling). I understand your perspective also, I am not participating.

Erman: I don't care about registration. I know some people are coming from Concordia so it might be better to get transportation.



Board of Directors Meeting

Monday, February 6th, 2022

B-annex, Concordia University, Montreal, Canada

Esinti: I am not responsible for anyone outside of my delegation.

Sabrina: for swag, i will have to rush so i might just need a few hundred

Esinti: there is a very small chance to use a bus.

Esinti, seconded by Seif, motion to approve this budget.

Remi amends to approve a budget of 6249.09

Sierra: What's included in this number?

Remi: It's the last time for CEC's budget. Its what Esinti has to work with in the total.

Esinti: Do I get what I saved from the CQI?

Remi: it means the CEC has more budget.

Remi amends to approve a budget of 6346.75\$ for CEC

20230206-8 Passed in unanimity



Board of Directors Meeting

Monday, February 6th, 2022

B-annex, Concordia University, Montreal, Canada

6.7 Confirmation of the School Spirit Item Survey

Zoe: This is our proposal, and I want to ask if the style is good with you. The kilt that we would use isn't fit for the public, so I got ideas from others and got this sash idea. There are multiple choices in this survey for the design, and there is a question for your opinion.

Erman: How about we ask about how much they would spend on it?

Sierra: I was thinking of adding it to every Frosh bundle.

Seif: we could add an option of "why would you not wear it"?

Erman: In the case we can't give it for free, then it's better to ask how much they would spend.

Sierra: The cost will depend on the material.

Remi, seconded by Adam, motion to accept this School Spirit Item Survey.

20230206-9 Passed in unanimity

6.8 Approval of the ECA signature on a CREIQ letter of approval

Zoe: At that conference I will act as the ambassador, and for that I require a letter of support from my student association. I wasn't given a template for what should be included but they told me a letter format is good. Here it is on the screen. If you have any opinion or suggestions that's welcome. Last year, no one applied to be Quebec ambassador so I think it would be a better image for Concordia.

Sierra: I would use our legal name.

Zoe, seconded by Sief, motion to approve the letter of support with the signature of all BOD members.

20230206-10 Passed in unanimity



Board of Directors Meeting

Monday, February 6th, 2022

B-annex, Concordia University, Montreal, Canada

7. ANNOUNCEMENTS & VERBAL REPORTS

Mohammed Saaim: no announcements

Ahmad Obeid: nothing really to mention, but it's been a nice first meeting in a long time. Good luck with whatever you are doing!

Sierra Campbell: I have been working on the mission statements, I am so busy. Go team!

Tharushi Rathnayaka: just working on setting hospitality survey for

Esinti Baskak: if I miss any of your messages, just come across my meetings

Zoe Mitchell: capstone still kinda sucks, the CR3 got moved to next weekend.

Remi Jonathan Choquette: I will interview the bookkeeper, I will be in the office on Friday and CC my director in emails.

Sabrina Dubreuil: All the swag is on hold for a bit, just helping Troitsky, applying for social events.

Chloe Law: I feel sick, thank you everyone. I just had the last event, the banquet. I am mostly done with it though.

Doan Gia Huy Vu: I know it's late, but happy new year. My sponsorship with IBM, the good news is that they said they will remain interested in ECA to sponsor but the bad news is that the calendar of this event is decided and they have no events in the next 3 months. Also about my workshop, thank you Sabrina, but unfortunately on the



Board of Directors Meeting

Monday, February 6th, 2022

B-annex, Concordia University, Montreal, Canada

day of the event I had to put it off, but I can redo with the help from SCS the only thing we have to do is decide the date. There is a CSS competition tryout.

Seif Bedair: We should have a dedicated workshop and i'm getting excited for Iron ring.

Mert Kaan Kaseler: I was going to say the consulting event turned out well. I will see you at the next event.

Erman Akman: Nothing really but I am having a good interview.

8. ADJOURNMENT

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

Meeting adjourned at 12:31pm