

Saturday, April 8th, 2023

B-annex meeting, Concordia University, Montreal, Canada

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1. ATTENDANCE

Name	Role	Present
Mohammed Saaim	Chairperson of the Board	Х
Ahmad Obeid	Secretary of the Board	Х
Sierra Campbell	President	Х
Tharushi Rathnayaka	Vice-President of Academic Affairs	Х
Esinti Baskak	Vice-President of Sports and Competitions	Х
Zoe Mitchell	Vice-President of External Affairs	Х
Mohammed Bedair	Vice-President of Financial Affairs	Х
Elsa Younes	Vice-President of Internal Affairs	Х
Sabrina Dubreuil	Vice-President of Marketing & Communications	Х
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	х
Mert Kaan Kaseler	Mechanical & Industrial Engineering (MIE) Representative	
Abdulhakim	Independent Representative	
Chelsea Wan	Independent Representative	Х
Erman Akman	Sage	Х
Remi Jonathan Choquette	Sage	



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2. SUMMARY OF MOTIONS

Motion	Motion	Result
20230408-1	Zoe, seconded by Mohamed, motions to approve Saaim as chair for this meeting of the Board of Directors.	Passed in unanimity
20230408-2	Zoe, seconded by Seif, motions to approve Ahmad as secretary for this meeting of the Board of Directors.	Passed in unanimity
20230408-3	Elsa, seconded by Seif, motions to approve the agenda.	Passed in unanimity
20230408-4	Mohamed, seconded by Maria, motion to amend the following budget lines of the ECA annual operating budget: Troitsky budget line to \$5000 office budget line to 11,400\$ B-annex to 5000\$	Passed in unanimity
20230408-5	Mohamed, seconded by Seif, motion to amend the previous motion: Granting Troitsky budget line an extra 5000\$.	Passed in unanimity
20230408-6	Mohamed, seconded by Seif, motion to change these specific society lines as per the document.	Passed in unanimity
20230408-7	Sierra, seconded by Mohamed, motion to adopt the finance policy.	Passed in unanimity
20230408-8	Sierra, seconded by Zoe, motion to adopt the marketing committee policy.	Passed in unanimity



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20230408-9	Sierra, seconded by Seif, motion to host the ECA AGM on April 29th with the following items being placed on the agenda: Chief Election Officer Report, Interim Financial Statements, Appointment of Auditors, Year End Executive Report, and Strategic Plan.	Passed in unanimity
20230408-10	Esinti, seconded by Seif, motion to remove clause 4.6 executive membership: The president of the new society must only be an executive of the new association.	Rejected by voting
20230408-11	Sierra, seconded by Elsa, motion to amend the previous motion to make a new clause 4.8 be "An existing subsociety, division, current running initiative or previously registered Member Association with a returning executive officer may be eligible for skipping Year 0 subject to Advisory Council approval at their initial presentation."	Passed in unanimity
20230408-12	Sierra, seconded by Seif, motion to approve ASHRAE to become a recognized Member Association under the ECA.	Passed in unanimity



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3. PROCEDURES

3.1. Opening of the meeting

Meeting opened at 1: PM

3.2. Approval of the Chair

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

20230408-1 Passed in unanimity

3.3. Approval of the Secretary

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

20230408-2 Passed in unanimity

3.4. Approval of the Agenda

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

20230408-3 Passed in unanimity



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4. EXTERNAL PRESENTATIONS

5. RETURNING BUSINESS

6. NEW BUSINESS

6.1 Society Budgets Review

Mohamed Bedair: We have had a 50k increase from the university this year. We allocated 5k\$ for Troitsky, this is the only funding they will get from the ECA. Extra 3k\$ for the B-annex for a new projector and sound system. These investments are subject to change depending on what you think. Also when I looked at the speaker systems Elsa told me the amplifier is overheating, which is expensive to replace so it could take a lot of the budget. Let me know your thoughts.

Erman: I have been working on new speakers, 700\$ for an amplifier? You can definitely find one that is 100\$...

Mohamed: I was looking for one with bluetooth, sony, yamaha....

Erman: We don't need a club, it's alright. I will look at it. For a projector, I'm not sure.

Elsa: 2k\$ for a projector screen from the university is reserved for insurance and things like that.



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Erman: If you want an amplifier, 1k\$ is too much, but for the overall sound system it should be enough.

Mohamed: This isn't a normal projector screen, it has a remote control too.

Erman: to be honest, if we can get our own projector screen it would be better.

Tharushi: I used the office computer a lot and it's really slow but I think the B-annex one is getting really old. The computer where you print stuff.

Esinti: i didn't find anything bad with it

Mohamed: Well, I find it horribly slow. Well, if you don't want to spend it on a computer then what do you want to spend it on?

Zoe: storage maybe?

Mohamed: That's B-annex too I think.

Esinti: what happens when a society finishes their first year? Would it be good to invest in society rooms? I know we give them 100\$ as society expenses, but do we give them something along the room?

Elsa: if they need anything extra it would be presented in their budget approval time.

Esinti: like IISE, they have tables and things in the rooms, when societies get rooms will they get things like that too?

Elsa: That's a special case because we don't get many new societies, but most likely they will get an empty office since an old society went out and took their stuff with them. My other point for Erman, it sucks that we can't get our own since it has to be from the



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university, but at the same time we have monthly visits from them so if they find out they will hate it. I will see if I can get a cheaper screen from them though.

Seif: could we instead remove a specific component from the computer?

Mohamed: the computer is an OLEN-1, they're not upgradable.

Erman: We can send all the extra money to B-annex to be honest, there are many things that can be upgraded. The question is, aren't we moving to a new Annex?

Elsa: it should be in the summer...

Mohamed: I think it will go to CSGA

Sierra: we will not have 2 lounges, we will stay in the B-annex. I think only 4 societies will change.

Mohamed, seconded by Maria, motion to amend the following budget lines of the ECA annual operating budget:

- Troitsky budget line to \$5000
- office budget line to 11,400\$
- B-annex to 5000\$

20230408-4 Passed in unanimity

Esinti: when Remi left, he gave me an approved budget but I don't have it.

Mohamed: he doesn't have the power to do that, i found out this problem recently, the BOD has to approve it.

Sierra: that was really misleading and i'm sorry to Esitni, I wasn't aware that took place and those totals aren't passed, and I think outside this meeting we will talk about the Troitsky budgets



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Esinti: alright, because I have based my budget on his numbers which do not match the ECA's.

Mohamed, seconded by Seif, motion to amend the previous motion:

Granting Troitsky budget line an extra 5000\$.

20230408-5 Passed in unanimity

Erman: if some extra expenses show up from Troitsky we need to get some of our tax back.

Sierra: That is just a tax refund in general, but it does exist.

Erman: For example for Troitsky, there is 6k\$ more, I'm pretty sure taxes can cover that.

Esinti: Today from the Space Concordia robotics division, they will need some extra funding since they are in the finals. If there are any funds missing can we add some portion on them? It might be adjusted. Mohamed, are we missing 6k?

Mohamed: im keeping it as a safety net.

Zoe: Did they have the dog therapy event already or not?

Mohamed: For CSCE, I believe the money is going to be used for the new social event... I do remember that CSCE didn't need extra money but since we are giving extra for everyone we wanted to give them something too. I think we were supposed to discuss WIE.

Esinti: For the CSCE event line, is it actual CSCE or a division of it?

Mohamed: This was tasked in the BOD before for all societies to host social events, so it's for the society as a whole, division or the actual.

Elsa: if they have 1 month to host it, but they don't then we get it back right?

Mohamed: yea, so if they don't do it then we keep it.



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Sierra: We wanted to host their conference budget but I don't think that's necessary. The thing is they host the most social events than any other society.

Mohamed: So we allocate the 1k\$ to their social events?

Sierra: 1k\$ is a bit much but we can increase it.

Mohamed: So we can increase 150\$ per event.

	A	В	с	D	E	F	G	н	I.	J	к
5	CSCE	Social Events	16	100	500	-400	Dog therapy and sustainability event	baja	22520	80000	0.2815
6	CSME	3D Printing	9	2300	3000	-700	Closer to what was requested				
7	CUBES	Wine and Cheese	7	500	1000	-500	They hosted two wine and cheese events	aerodesign	13820	42000	0.329047619
8	Enggames	Entrep	10	1500	2000	-500	Closer to what was requested	aeroconnect	2980	10500	0.2838095238
9	Enggames	Machine	11	4500	5500	-1000	Working on it atm	formula	20000	85000	0.2352941176
10	GCES	Calendar Events	10	300	1000	-700	Closer to what was requested				
11	Hack Concordia	Social Events	11	100	200	-100	CSU event				
12	IEEE	Lab Equipment	17	0	1500	-1500	New line aligns with proposal				
13	IISE	Office Supplies	8	100	200	-100	They need a new banner				
14	IISE	Social Events	14	100	200	-100	There are a lot of workshops they have hosted				
15	SAE	Aerodesign	10	8000	11000	-3000)				
16	SAE	Baja	9	8000	15000	-7000	Closer to what was requested				
17	SAE	Formula	11	18000	20000	-2000	Closer to what was requested				
18	SAE	Facilities	17	0	2000	-2000	New line aligns with proposal, inclusive of IT				
19	SCS	CS Games	12	0	500	-500	They sent a team for the first time, will assist in some expenses				
20	Space Concordia	Rocketry	9	13500	18500	-5000	Closer to what was requested				
21	Space Concordia	Spacecraft	10	8000	12000	-4000	Closer to what was requested				
22	Space Concordia	Robotics	11	2000	3000	-1000	Closer to what was requested				
23	UAV	USC	9	3000	4500	-1500	Closer to what was requested				
24	WIE	Social Events	17	100	800	-700	They host the most social events of any society				
25					Total	-43200)				

Fig 1: APPENDIX AT THE END FOR FINALIZED VERSION

Mohamed, seconded by Seif, motion to change these specific society lines as per the document.

20230408-6 Passed in unanimity



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6.2 Finance Policy

Sierra: This is going to be the initial version we are reviewing today.

We need to uphold transparency in our financial affairs. Accounting practices that we use on each fee-levy, these are reflected as separate, into and fees charged to the ECA by concordia, financial signing officers are the President and VP finance. We need to keep a clear sheet of our finances. This policy also forces us to hire a bookkeeper and Office manager. Invoices need to display proper information. We can terminate whoever isn't keeping the financial documents well. The VP finance prepares ECA budget and other event budgets, the budgets need to have expected expenses. The ECA annual budget needs to be ready by June, so every society needs to place their budget so we have a clear budget. If they overspend their budget line, the extra cost will be covered by their sponsors and profits. If they don't submit a budget request they will get a base budget which is subject to change. If they want a new budget line, they will point it to the VP finance to be in the BOD later. MAs should be tracking their own financial records too to make sure everything lines up. Direct payments, this is just renaming things we already do. All financial documents are to be sent to this specific one email. We will do our best to make an emergency short notice payment but we can't guarantee anything. Reimbursements are basically the same, the individual making the request must come in person, if they need to do it online then they need a valid reason and we can refuse it too. Also, if i paid for something in october, i have 2 weeks window into the Winter semester to ask for reimbursement.

Zoe: Is it in the summer as well?

Sierra: We are treating summer as a whole.

Still need the same banking details, for example, CSCE has a Troitsky team, they don't need to make a special request, we can just directly transfer them, but we are just recording the deducted. If You book a room on campus and it costs money, confirm with the VP finance how much they need to pay exactly, if not done in time then your booking is void. There shouldn't be issues with societies filling in the.

If they don't return ECA equipment they will be charged, same thing if they damage it. Taxable goods need to have the tax applied to the total cost, for example iron ring we don't profit from them, but if we do profit from something then we need to include them. Petty cash, reimbursement under 50\$ is cash.

Seif: why is it necessary to make it zeffy to the ticketed sales?



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Sierra: those fees exist on zeffy because they don't charge fees

Sief: if a better service is created, is it subject to change?

Sierra: I don't think it will change any time soon, but if it does exist then we probably can do something.

All these things are recorded, and we treat gift cards the same way. The procedure we follow is written down.

Square Card, each MA and ECA has a square card, they are for payments to represent their perspective society. If you don't submit bi-weekly report then your card is void. If you provide/receive an invoice during the bi-weekly report then it is void.

Financial Blacklist: these are for a list of people that can't spend from the ECA money, it is an anonymous list only the VP finance can see it and we discuss this in closed session.

Seif: It was written only the VP finance and president can access it, but doesnt the BOD approve adding them?

Sierra: it's up to the BOD, but this is across mandates, there are old and recent problems.

Sierra, seconded by Mohamed, motion to adopt the finance policy.

20230408-7 Passed in unanimity



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Marketing Committee Policy

Sierra: it started a while ago but not implemented yet. I talked with Chloe about this. Expanding the committee to help the VP marketing. The VP marketing oversees everything, manages social media, draft posting schedules for MA affairs, designing and ordering merchandise. Helps respond to messages on social media, and more, the list is in the document.

Elsa: Sometimes we get emails on info of people from other departments to share their events. We can't do much but would they be responsible to answer to these?

Sierra: It's up to the VP marketing, it is subjective but there is some benefit to work with other student groups for sure.

Seif: it's mainly about the boarding, wouldn't it be clear if its the VP marketing and 3 appointed positions. The wording bothers me, it's like it doesn't have to be VP marketing of the ECA and 3 other people.

Sierra, seconded by Zoe, motion to adopt the marketing committee policy.

20230408-5 Passed in unanimity



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Annual General Meeting

Sierra: we need to have it before April where we all leave, I am thinking April 29th.

Zoe: What do we do at the meeting?

Sierra: There are minimum articles that we need to put on the agenda, we invite everyone and go through the meeting like any other, we present our interim financial statements and appoint an auditor for the statements and we summarize what we did in the past year.

Zoe: Who has speaking rights?

Sierra: regular ECA members. It's like this, but with everyone.

Zoe: what if we make it, for a society to get funding, they send a representative to the AGM instead of everyone.

Sierra: we could amend the by-law

Zoe: Is it worth it?

Seif: I think so, since if we don't hit quorum...

Sierra, seconded by Seif, motion to host the ECA AGM on April 29th with the following items being placed on the agenda: Chief Election Officer Report, Interim Financial Statements, Appointment of Auditors, Year End Executive Report, and Strategic Plan.

20230408-9 Passed in unanimity



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Modification on Society Creation Policy

Esinti: This was initially discussed in one of the new society meetings, I would like to propose 2 changes, one being changed in the AC meeting.

- The president of the new society can only be an executive of the new association. I think this doesn't make sense, they need to be included in other events so they can learn.
- 2) The existence of society, division, or any currently running initiative may be eligible to skip year 0, subject to advisory council approval at their initial presentation.

Sierra: I think 4.3 we will discuss in the next BOD, for 4.6 I think it is built on the idea that they need to have leadership skills. I think this clause in particular ensures that they are committed, i think some clubs will suffer if they let someone handle 2 club jobs.

Esinti: First of all, it was me being too busy to explain why it hasn't been brought up at all. As a person who has been part of more than 1 society, it is extremely important to be part of many societies to gain more experience and learn from them. I know someone who is in their first year and wants to start a new society, but since their program is 3 years it isn't fair.

Zoe: I don't know how that is related to the fact of safeguarding the future. Anyone who wants to make a society wouldn't come from nowhere, it's like the experience side vs the dedication side. I was thinking this point was about the dedication to a society and leading a new society.

Esinti: the way people manage their time depends on them. Someone can work, study, and do ECA when others don't. It shouldn't be something that ECA should be deciding whether or not they can be part of multiple societies.

Mohamed Saiim: in the last AC meeting, they understand the reason why Troitsky wants to skip year 0, but they think it would be unfair. So unless a new rule is made everyone will take year 0.

Mohamed: when you refer to societies does that also mean ECA?



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Seif: in our bylaws, you can't be a BOD member and an executive of a society at the same time. Can we focus on 1 of the points? Let's stick with the 4.6 point.

Sabrina: I think people are pretty good at managing time, unless you are in like 4-5 societies and you decided to be a president then i dont think a problem will happen.

Elsa: starting a new society is more work than normal, being a president of an already established society. I also agree on the fact that we shouldn't choose for them, but also sometimes you think you are able but it doesn't work out.

Sierra: this clause is only for their very-first year as an official society. It is the responsibility of the ECA to ensure the health of its members too. It needs to be a leader that fully dedicates their time.

Esinti: That's ECA making sure their societies are functioning well, but even the ECA execs can't do their own things. This conversation can go in many different ways, we can't really know if someone is successful until they try. You could have someone who has experience in this, but you are limiting that by giving it to someone who isn't active in any society. Again I want to point out that many people in this meeting do not have experience in other societies.

Seif: what if we make the societies that already exist skip this rule?

Sabrina: Well, if you skip year 0, I'm confused on what the eligibility would be?

Seif: the way I understand is that the president of that society can only be an executive of that society, but that only applies to year 0. So I'm asking that, can we make it that for already existing societies the president can be executive for other societies during that year 0 since they already know the workload.

Elsa: It's not like it's going to be a random person that wants to make a new society. Still we can't just trust anyone, the society could die then come back and repeat and the other society might take a hit.

Erman: To be honest, if the president is bad, it is the VPs' job to cover for them. IEEE was actually about to die but the ECA didn't care because it was IEEE's problem. We also aren't spending money on them in year 0 so it doesn't matter. I agree with Esinti.



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Esinti, seconded by Seif, motion to remove clause 4.6 executive membership: The president of the new society must only be an executive of the new association.

No: 7

Yes: 3

Abstain: 2

Esinti: i was told to abstain

20230408-10 Rejected by vote

Review of Council Motion - Motion to add "Existing subsociety, division, or current running initiative may be eligible for skipping year zero subject to advisory council approval at their initial presentation." Clause

Esinti: If IEEE wanted to come back in a couple of years, can they also skip year 0.

Zoe: i dont think a society that died would come back and try again, but within x amount of years you can skip year 0, but after that you don't have the experience to go back on.

Sabrina: I agree with everyone, it should be in a certain amount of time, but also it can be completely new executives.

Seif: for me it's kind of like, "mcgill has IEEE so i want an IEEE ", maybe we shouldnt bind it to a certain number of years, but we should have at least 1 executive of a previous society.



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Mohamed: It shouldn't be the number of years, some of the past executives have in depth knowledge. It has to be present in the office a lot.

Seif: say in a society like Space, they went but came back, there are still people who knows its inside outs

Mohamed: it depends on the society

Seif: I think it should be up to the advisory council. Like I could be a great internal executive but I have no idea what on earth they are doing in robotics.

Esinti motions to amend 4.3 to "Existing subsociety, division, or current running initiative may be eligible for skipping year 0 subject to advisory council approval at their initial presentation."

Sierra, seconded by Elsa, motion to amend the previous motion to make a new clause 4.8 be "An existing subsociety, division, current running initiative or previously registered Member Association with a returning executive officer may be eligible for skipping Year 0 subject to Advisory Council approval at their initial presentation."

20230408-11 Passed in unanimity

Review of Council Motion - ASHRAE

Elsa: Toby presented for ASHRAE, the verdict was that they wanted to go to BOD, and the Councillors approved. What do you guys think? All it needs is BOD approval.

Tharushi: He showed what they did, some were criticizing, at the end though they kind of all agreed.



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Elsa: I will share what they accomplished, and what we recommend them to do to improve.

Esinti: Even though ASHRAE wasn't involved in student life, the way ASHRAE was managed wasn't as well as other societies. They don't have as much experience, they do have many good events though, if managed more well with a more experienced president, they might be more involved with student life so i think they should have the opportunity to start a new society.

Tharushi: some were arguing that what is the point of ASHRAE when CUBES exist but then they agreed that ASHRAE has its purposes.

Sabrina: They could improve a lot for marketing, apparently they have 3 people only and I never heard of their events. I think they need to be more known.

Seif: Does anyone have arguments against it? If not we can just vote or motion.

Elsa: for marketing, it is lacking and they need to collaborate with other societies, the posts themselves are good but they just need to reach more people.

Sierra, seconded by Seif, motion to approve ASHRAE to become a recognized Member Association under the ECA.

Elsa called for a vote

Yes: ALL

20230206-5 Passed in unanimity



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7. ANNOUNCEMENTS & VERBAL REPORTS

Mohammed Saaim: no announcements

Ahmad Obeid: nothing much, good luck on your exams

Sierra Campbell: exams coming up, excited for iron ring, the current first draft of the strategic plan is on slack.

Tharushi Rathnayaka: Working on iron ring, if you could help me on April 14th to set things up that would be great.

Esinti Baskak: Eng-week is done, and was really successful. I hope next year VP comps gives the same initiatives. Thanks to those who participated and helped.

Zoe Mitchell: excited for Iron ring, i will sit on my school spirit.

Mohamed Bedair: finance policy finally passed

Elsa Younes: we will get bin stations for upstairs and downstairs in the B-annex. Accessing the lounge to throw trash was an issue for custodial services, EngGames and CSME also got us points and Sharon for the zero waste challenge, and came excited for the Iron ring.

Sabrina Dubreuil: no announcements

Maria Amezquita: I hope to see you in the Iron ring.

Doan Gia Huy Vu: looking forward to the iron ring, and good luck on exams.



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Seif Bedair: iron ring, lets gooo. Please join the slack and I know where most of you live.

Chelsea: movie night on Monday 8pm!!

Seif: Maybe we can make it to the AGM afterparty, April 29th.



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8. APPENDIX

Figure 1:

Society	Budget Line	Line No	Current Amount	Adjusted Amount	Net Increase
ECA	Troitsky	6	120000	125000	5000
ECA	Office	10	10000	11400	1400
ECA	B-Annex	14	500	5000	4500
CSCE	Social Events	16	100	500	400
CSME	3D Printing	9	2300	3000	700
CUBES	Wine and Cheese	7	500	1000	500
Enggames	Entrep	10	1500	2000	500
Enggames	Machine	11	4500	5500	1000
GCES	Calendar Events	10	300	1000	700
Hack Concordia	Social Events	11	100	200	100
IEEE	Lab Equipment	17	0	1500	1500
IISE	Office Supplies	8	100	200	100
IISE	Social Events	14	100	200	100
SAE	Aerodesign	10	8000	11000	3000
SAE	Baja	9	8000	15000	7000
SAE	Formula	11	18000	20000	2000
SAE	Facilities	17	0	2000	2000
SCS	CS Games	12	0	500	500
Space Concordia	Rocketry	9	13500	18500	5000
Space Concordia	Spacecraft	10	8000	12000	4000
Space Concordia	Robotics	11	2000	3000	1000
UAV	USC	9	3000	4500	1500
WIE	Social Events	17	100	800	700
				Total	43200

9. ADJOURNMENT

Seif, seconded by Elsa, motion to adjourn the meeting.

Meeting adjourned at 4:06pm