



Board of Directors Meeting

Saturday, June 15th, 2023

B-annex meeting, Concordia University, Montreal, Canada

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1. ATTENDANCE

Name	Role	Present
Saa'im Iktikhab	Chairperson of the Board	x
–	Secretary of the Board	
Elsa Younes	President	x
Tharushi Rathnayaka	Vice-President of Academic Affairs	x
–	Vice-President of Sports and Competitions	
Marissa Profetto	Vice-President of External Affairs	x
Mohamed Bedair	Vice-President of Financial Affairs	x
Seif Bedair	Vice-President of Internal Affairs	x
Chloe Law	Vice-President of Marketing & Communications	x
Shannon King-Richards	Vice-President of Social Affairs	x
Cyrian Kedowide	Building, Civil and Environmental Engineering (BCEE) Representative	x
Jainam Shah	Computer Science & Software Engineering (CSSE) Representative	x
Ahmed Obeid	Electrical & Computer Engineering (ECE) Representative	
Mohamed Saad	Mechanical & Industrial AERO Engineering (MIAE) Representative	
Maria Amezquita	Independent Representative	x
Chelsea Wan	Independent Representative	x
Sierra Campbell	Sage	
–	Sage	



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2. SUMMARY OF MOTIONS

Motion	Motion	Result
20230615-1	Mohamed Bedair, seconded by Tharushi, motions to approve Elsa as chair for this meeting of the Board of Directors	Passed in unanimity
20230615-2	Cyrian, seconded by Mohamed Bedair, motions to approve Seif as secretary for this meeting of the Board of Directors.	Passed in unanimity
20230615-3	Mohamed Bedair, seconded by Seif, motions to approve the agenda.	Passed in unanimity
20230615-4	Jainam, seconded by Marissa, motions to approve the previous BOD's minutes.	Passed in unanimity
20230615-5	Jainam, seconded by Marissa, motions to approve the previous BOD's minutes.	Passed in unanimity
20230615-6	Elsa, seconded by Cyrian, motions to approve the AGM minutes with changes.	Passed in unanimity
20230615-7	Mohamed Bedair, seconded by Marissa, motions to approve the 2023-2024 ECA budget	Passed in unanimity



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3. PROCEDURES

3.1. Opening of the meeting

Meeting opened at 5:30 PM

3.2. Approval of the Chair

Mohamed Bedair, seconded by Tharushi, motions to approve Elsa as chair for this meeting of the Board of Directors.

20230615-1 Passed in unanimity

3.3. Approval of the Secretary

Cyrian, seconded by Mohamed Bedair, motions to approve Seif as secretary for this meeting of the Board of Directors.

20230615-2 Passed in unanimity

3.4. Approval of the Agenda

Mohamed Bedair, seconded by Seif, motions to approve the agenda.

20230615-3 Passed in unanimity

3.5. Approval of Previous BOD's Minutes (April 29, 2023)

Jainam, seconded by Marissa, motions to approve the April 29th, 2023 BOD's minutes.

20230615-4 Passed in unanimity



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3.6. Approval of previous BOD's Minutes

Jainam, seconded by Marissa, motions to approve the previous BOD's minutes.

20230615-5 Passed in unanimity

Elsa, seconded by Cyrian, motions to approve the AGM minutes with changes.

20230615-6 Passed in unanimity

4. EXTERNAL PRESENTATIONS

N/A

5. RETURNING BUSINESS

N/A



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6. NEW BUSINESS

6.1. Approval of the 2023-24 ECA Budget

Mohamed: This is basically the budget draft that I made with reference to the past ECA budget and I am going to explain why this budget fits best. So this is our budget from last year and I took Sierra's opinion on the budget and how to go at it since as you all know I didn't have a clear transition and a lot of the information is not shared with me properly and Sierra told me to use last year's budget with some slight changes. Firstly granted, unlike societies for ECA granted is the money that we make from tickets added to the money that we give from our fee levy. The ticket sales was not clearly identified in Remy's budget so I tried to gather information that kinda made sense and basically what I saw is that we usually grant CA\$ 85,000 for frosh and the expected revenue(basically the money we are expecting to raise) for that is CA\$ 80,500 and we are basically going to have a loss of CA\$ 4500 and just so you all know the ECA is supposed to operate at a small loss or small profit but we preferably at the end of the year are supposed to break even or be at a loss because we are non- profit student association and we are not supposed to make money. Last year we actually made a profit of around CA\$ 9000 and that's why I thought this number is reasonable because our previous budget led us to actually making money instead of losing so I changed some things to try and prevent that.

Mohamed: I also increased society spending from CA\$ 195,000 to 204,000 because last year we gave Troitsky CA\$ 5000 because they went over budget so I kept that aside for them for next year. I also left CA\$ 4000 for engiqueers but I'm not sure if they'll need it. Most likely they will need CA\$ 2000 but I left another extra CA\$ 2000 just to give us some wiggle room in case they or someone else needs it. I also increased B-annex spending from CA\$ 500 to 1500 because I think 500 is too little and B-annex is a student space so we should be investing more into B-annex so I think CA\$ 1500 should help us buy new things and slowly improve it year by year. I've also increased the legal fees for the legal actions we will be taking this year and also the conference budget because we will be inviting more people to conferences. I'd also like your opinion on the budget, mainly people who were in the ECA last year or anyone else if you have any experience with these events.



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Marissa: Okay so I have a question in the budget I can see external CA\$ 7000 what would that money be for?

Mohamed: Oh sorry I was supposed to change that to membership fees. It's basically what we pay for to get membership like CREIQ. I think I'm not sure Elsa knows better about this.

Marissa: So we pay CA\$ 7000 for CREIQ ?

Mohamed: Yeah I think, it's not just CREIQ there were some other ones that I can't remember at the moment but yeah it was CA\$ 7000.

Marissa: Okay and for conferences it's CA\$ 5000, how much was it last year?

Mohamed: It was also CA\$ 5000 last year as well but Sierra said that we might look into increasing that money if we want more people to go into these conferences.

Marissa: Yeah I think we should raise it too so that we can bring more students.

Mohamed: Okay so what would be the amount you think is suitable?

Marissa: So travel costs this year are going to be a little cheaper so maybe increasing it by like 1000 or 2000 should be nice.

Mohamed: So Sierra said that we have some wiggle room because the ECA makes more money than what I've shown here but I don't want to increase spending too much because I don't know how much the ECA, makes this information was not provided to me and so I have no clue if we are overspending or not so I don't want to increase everything and end up with a huge deficit at the end of the year.

Marissa: But the total granted here is like CA\$ 586,000 but on the other one it was like 6 something no?

Mohamed: Oh yeah that's the second major difference between this budget and last years, so if you notice that there is no Troitsky line here but last year there was a Troitsky line and it was CA\$ 105,000. So Troitsky should have made around CA\$ 90,000 last year so removing that line doesn't mean we are spending CA\$ 100,000 less because we have around CA\$ 100,000 less income so they cancel each other out.



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Elsa: So about the last point there should still be 30k off right?

Mohamed: Yeah I think there should be because Troitsky spent roughly CA\$ 130,000 last year and I think we made around CA\$ 80k from tickets and another CA\$ 20,000 from sponsorships so it was like CA\$ 100k and I think Esinti got CA\$ 10k maybe I'm not sure but for sure we payed around CA\$ 20k in losses with Troitsky. But the projections Remi made were not accurate he expected to make money from Troitsky which we obviously did not do. But yeah we can increase Conference by 1000 or 2000 it shouldn't be a big deal.

Tharushi: So last year we made around CA\$ 70,000 from the Iron Ring ceremony and since we aren't trying to make money but ended up with a profit of 28,000 what happened to that?

Mohamed: So generally whenever we make a profit it goes to cover other ECA losses.

Tharushi: Also for the Iron Ring ceremony we usually do that in the auditorium but this year they don't want us to have it there so we would have to have the ceremony and the cocktail in the same hotel so that would increase it by a lot.

Mohamed: Yeah I had the idea of increasing Iron Ring funds as well but I wasn't sure how much money you would need so should I increase it from 40k to 50k.

Tharushi: Yeah that should be enough

Mohamed: Okay

Marissa: Yeah I was just wondering the 48k for social events, besides frosh what social events?

Mohamed: I think it's mostly the halloween heist that cost a lot of money, last year it cost us a significant amount. I think it's mainly the Halloween party.

Chloe: I would just like to add on explaining what money for social events entails, So there's the sustainability events that happen, I don't know if we are doing a pride event this year but that's gonna count for that event too and also other events like cultural events. So in terms of that I think it's a reasonable amount of money.



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Marissa: The CA\$ 10,000 for office supplies I think we could do stuff with like the office but how do we get CA\$ 5200 revenue from the office? How?

Mohamed: I'm not really sure I think this column here is both sales and the fee levy funding so basically we grant here CA\$ 10,000 for office but it's CA\$ 5200 since I grabbed this directly from Remi's budget as is but my understanding is that this is basically how much we are taking out of our fee levy to pay for office supplies and we would be at a loss of CA\$ 4000. So the expected revenue column is not just revenue it's also the fee levy funding like the funding we get from the fee levies to fund these things. Also the CA\$ 10,000 is mainly toners and also phone bills. We pay the school a ton of money for phone bills. I think it's around 4 or 5 thousand dollars like it's a huge amount of money.

Marissa: Okay and lastly I just wanted to ask like all marketing related stuff is like under specific things right?

Mohamed: Yeah so for example engweek get's CA\$ 13,000 and that includes marketing, merch and everything that's all the money they get.

Elsa: So Sierra had said that the elections should also take into account the honorariums of CEO, AEO and the candidates and the simply voting platforms so does it add up to that?

Mohamed: So with honorariums, no we have to add that. AEO is eligible for CA\$ 500, CEO is CA\$ 750 and the simply voting platform is CA\$820 so we paid roughly CA\$ 2000 or CA\$2100 for just the honorariums and the simply voting thing.

Chloe: So I was wondering that marketing does a lot of subscriptions right now and I was wondering where it falls under.

Mohamed: I think it'll go under office but how much are we paying for the subscriptions.

Chloe: So monthly it's probably CA\$150 and adobe is like 70 so the max can go up to CA\$300. But the ownership of the website I'm not sure about but it's like yearly. So I was wondering if it should all go under office or should we have a new line for it.



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Mohamed: So I think it should all go under office since these are things that the whole team should be able to use. But I am considering raising the office budget since the subscriptions you mentioned all add up to roughly CA\$4000. So maybe we should raise the office budget to like CA\$ 15,000.

Mohamed: So if we add the Honorarium and the simply voting then we only have around CA\$400 left for the candidates which doesn't seem like enough so how much should we increase it by, Elsa do you know how many people should we account for?

Elsa: It really depends, last year at least one person ran for the VP positions and the representatives too.

Mohamed: So is 20 a good number of people?

Elsa: Yeah that seems okay.

Mohamed: So if we multiply 20 by 50 and add that to 2100 we get 3100 for elections.

Elsa: So the simply voting was already in the 2500

Mohamed: No, I did it from scratch.

Elsa: Also legal fees need to increase but not sure by how much.

Mohamed: I think we could leave it at CA\$15,000 and when Sierra gives us an approximation we can amend the budget and edit it later on.

Elsa: For Tharushi's point about the Iron Ring so the 28k profit could you recap what happened to that?

Mohamed: I'm not sure how much we actually made because here in the previous budget it shows the Iron Ring was at a CA\$2000 loss.

Tharushi: We made like 28k like if my budget was 45k I made CA\$73,000.

Mohamed: So unfortunately that isn't reflected here but we added CA\$5000 so that should give you some breathing room

Tharushi: Yeah no it's fine because anyway I was going to ask the school for



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money for the ceremony.

Elsa: So my question was that if she made money then why are we increasing the budget to 50k?

Mohamed: Because this is the budget she has to respect so if we increase the money she is granted then she can possibly charge less for the tickets and it also means we are giving it more from the fee levy.

Elsa: But we are supposed to make less revenue right because the revenue she made was too much we need to make less profit.

Mohamed: Yeah we could possibly charge less or we could keep it the same because we make profit from Iron ring we don't make much from the other events. So guys, a quick note that any profit you make is a win for the ECA because we lose money from most of the events we do all year. So if anyone makes a profit it's gonna cover the losses for other events, that's basically how the ECA works.

Elsa: So Sierra said granted is fee levy so why is there another column that says Expected Revenue(Inc. fee levy).

Mohamed: So my understanding is that granted is not the fee levy. So take for example frosh the 85k granted is what frosh should spend overall regardless of the profits frosh should not spend more than 85k.

Elsa: So she said that the columns have weird titles because they weren't done correctly.

Mohamed: So what you doesn't align because then why do we have this line here "Expected Revenue(Inc. fee levy)" because that's what I thought made more sense because if Granted is the money that you have to spend and Expected revenue is what you have to make like including what we give you as funding so tickets plus funding from fee levy and then you subtract Expected revenue from Granted then you get the projected net spending.

Elsa: Well if it helps she said there shouldn't be projections for ticket sales because that's used to come up with the Granted number.



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Mohamed: Yeah that's why I have Ticket sale projections separated here to help us understand. This is after I made it more clear because Remi had it under Entry and the way I figured it was ticket sales is that we divided by the number of people we had at frosh I think it was roughly 300 I think if we do fall frosh and winter frosh correct me if I'm wrong.

Elsa: For fall and winter together it was more than 300 people because there were bundles and everything but yeah approx. Also if it helps the Granted represents how much the ECA pays not the total expenses.

Mohamed: But that doesn't make any sense.

Elsa: I mean we can rearrange it to be that way like let Granted be what the ECA pays.

Mohamed: Because this is like CA\$600,000 , there is no way we make CA\$ 600,000 do we from fee levies and equipment funds?

Elsa: I mean there also should be sponsorship.

Mohamed: I mean we never take that into account because we never have sponsorship.

Elsa: So can we edit the column.

Mohamed: Well we won't use this awful document because once you guys approve this I will only move Granted. Net transactions and everything is just for us to see.

Elsa: Yeah but Granted is what we are giving like from the fee levy

Mohamed: So from what I understand Granted isn't just the fee levy it's what the ECA is giving in total including the ticket sales and everything.

Elsa: Yeah that's what Sierra was saying.

Seif: What is included in the B-Annex budget line

Mohamed: Anything you get for B-Annex.



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Seif: How much did you spend for the B-Annex last year?

Elsa: I spent like CA\$300 for snacks but I wanted some other things like decorations and everything so CA\$1500 should be more than enough.

Elsa: For the employees row does that include like max 4 staff for B-Annex?

Mohamed: Employees include all the salaries we pay so B-Annex, Sharon, I think it also includes bookkeeper. We can easily figure that out later. We also have to account for the minimum wage increase.

Elsa: We are lacking information honestly like if we don't know how much we spent last year then how do we figure out the budget.

Mohamed: Again we can always amend this throughout the year if the budget doesn't seem realistic.

Elsa: Could you just re-explain the CA\$43,400 for the Expected Revenue(Inc. fee levy)?

Mohamed: So according to what I understand Expected Revenue is also what we spend from the Fee levy on the specific line so for employees we spend like 43 thousand and lose around 40 thousand.

Elsa: I think we should change the document a little bit.

Mohamed: So again all of this I'm not going to use I will just use Granted.

Elsa: Yeah but if we fix it then it would change the values of Granted

Mohamed: Yeah definitely it's important but we don't have any documentation to base this off but we don't have good documentation to base this off like I don't know how much of this is the Fee levy.

Elsa: Okay but Granted is what we are supposed to pay from the Fee levy.

Mohamed: No, why would it be that way.

Elsa: That's Sierra's comment like that's how it should be.



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Mohamed: Oh yeah it should be that way if we have a profit line because that way the profits would go into the profit line.

Elsa: Then let's edit it so we have a profit line because we will have profits this year.

Mohamed: Okay so then Granted would be Expected Revenue minus Ticket sales.

Elsa: So then granted is now just the fee levy not fee levy and the revenue.

Mohamed, seconded by Marissa, motions to approve the 2023-2024 ECA budget

20230615-7 Passed in unanimity



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7. ANNOUNCEMENTS & VERBAL REPORTS

Saaim Iktikhab: Please read the minutes that are supposed to be approved for the meeting on Saturday. Also guys leaving before announcements is a partial absence.

Elsa Younes: Photoshoot ASAP probably next Saturday so the 24th we will send an email with the details. We'll see each other Saturday too. That's gonna be fun and we are going to finally have a full team. Also we will sign GURU soon. I had a meeting with them and also then square Mohamed and I have been struggling. And also slack is coming soon and Biweekly is also coming soon.

Tharushi Rathnayaka: No announcements

Marissa Profetto: No announcements

Mohamed Bedair: Come to the ECA's finance training it'll work for anyone with the ECA email and again very sorry for the sudden BOD and thank you for coming.

Seif Bedair: No announcements

Chloe Hei Yu Law: So everyone here except for Elsa, Mohamed and Seif didn't do their Blurb so do it please. Also Seif and Elsa please let the Societies know I need them to fill in the form with updated information for the website.

Jainam Shah: No announcements

Maria Fernanda Amezquita Moreno: No announcements

Chelsea Wan Chun Wah: No announcements



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8. ADJOURNMENT

Chelsea, seconded by Seif, motions to adjourn the meeting.

Meeting adjourned at 6:53pm