



Board of Directors Meeting

Saturday, May 27th, 2023

B-annex meeting, Concordia University, Montreal, Canada

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4.22. Interview of Sierra

5. RETURNING BUSINESS

5

N/A

6. NEW BUSINESS

- 6.1. Appointment of VP Competitions
- 6.2. Appointment of Chair
- 6.3. Appointment of Secretary
- 6.4. Appointment of Frosh Venue Coordinator
- 6.5. Appointment of Frosh Accessibility Coordinator
- 6.6. Appointment of Frosh Activity Coordinator
- 6.7. Appointment of Frosh Leader Coordinator
- 6.8. Appointment of Policy Committee - Student at Large
- 6.9. Appointment of DTFC - Student at Large
- 6.10. Appointment of CFC - Student at Large
- 6.11. Appointment of Sage 1
- 6.12. Appointment of Sage 2
- 6.13. Approval of 2023 ECA Retreat Budget

7. ANNOUNCEMENTS & VERBAL REPORTS

8. ADJOURNMENT



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1. ATTENDANCE

Name	Role	Present
–	Chairperson of the Board	
–	Secretary of the Board	
Elsa Younes	President	x
Tharushi Rathnayaka	Vice-President of Academic Affairs	x
–	Vice-President of 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	
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	x
Mohamed Saad	Mechanical & Industrial AERO Engineering (MIAE) Representative	x
Maria Amezquita	Independent Representative	
Chelsea Wan	Independent Representative	x
–	Sage	
–	Sage	



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2. SUMMARY OF MOTIONS

Motion	Motion	Result
20230527-1	Chloe, seconded by Chelsea, motions to approve Elsa as chair for this meeting of the Board of Directors.	Passed in unanimity
20230527-2	Cyrian, seconded by Saad, motions to approve Seif as secretary for this meeting of the Board of Directors.	Passed in unanimity
20230527-3	Ahmad, seconded by Jainam, motions to approve the agenda.	Passed in unanimity
20230527-4	Elsa, seconded by Seif, motions to table the approval of previous BOD's minutes.	Passed in unanimity
20230527-5	Motion to reopen applications for VP comps.	Passed in unanimity
20230527-6	Motion to appoint Mohamed Saaim as Chair.	Passed in unanimity
20230527-7	Motion to table applications for secretary.	Passed in unanimity
20230527-8	Motion to appoint Camille as Frosh Venue Coordinator.	Passed in unanimity
20230527-9	Motion to appoint Sabrina as Frosh Accessibility Coordinator.	Passed in unanimity
20230527-10	Motion to appoint Lama Azam as Frosh Activity Coordinator.	Passed in unanimity
20230527-11	Motion to appoint Nora Kasem as Frosh Leader Coordinator.	Passed in unanimity



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20230527-12	Motion to table Appointment of Policy Committee.	Passed in unanimity
20230527-13	Motion to table Appointment of DTFC.	Passed in unanimity
20230527-14	Motion to table Appointment of CFC.	Passed in unanimity
20230527-15	Motion to appoint Sierra Campbell as Advisory Representative.	Passed in unanimity
20230527-16	Motion to table appointment of Advisory Representative 2.	Passed in unanimity



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3. PROCEDURES

3.1. Opening of the meeting

Meeting opened at 11:05 AM

3.2. Approval of the Chair

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

20230527-1 Passed in unanimity

3.3. Approval of the Secretary

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

20230527-2 Passed in unanimity

3.4. Approval of the Agenda

Ahmad, seconded by Jainam, motions to approve the agenda.

20230527-3 Passed in unanimity

3.5. Approval of Previous BOD's Minutes

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

20230527-4 Passed in unanimity



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4. EXTERNAL PRESENTATIONS

4.23. Interview of Annabel

Elsa: Tell us more about yourself, Why are you a good fit for this role?

Annabel: I'm starting my 2nd year of SOEN at concordia. I have been a note taker here at Concordia for the past 2 semesters and I did a summer role at marianopolis college. I was a lifeguard for 3 years. I have been involved with the concordia global affairs association. I have a passion for public speaking and policy making. I have been on the Concordia external delegation. I attended 2 conferences as a delegate, one organized by Mcgill and one organized by Harvard. I was the secretary for CONMUN 2023 where I was the primary source of outreach and contact for other delegations and faculty members. And for CONMUN 2024 i will be the secretary general there which is a huge project management role. Do you have any questions about my experiences just let me know.

Elsa: Do you have any experience with ECA events, are you familiar with what we do?

Annabel: I attended the EngLympics, for the debate and reengineering competitions/ I know a bit about Engcom and Engweek too but I was too busy to attend sadly.

Elsa: How many hours per week do you think you can give?

Annabel: From my experience, planning can only take you so far. It would really fluctuate but I think I can give 6 to 12 hours per week during the regular seasons without competitions.

Esinti: Last year when you attended Englympics, if you go to the 2nd stage we had this event called CQI in which VP comps is responsible for the entire delegation. Considering you have to be responsible since you go out of the city, do you think you



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have the time and skills to ensure all the team members feel safe and take care of any issues that arise?

Annabel: Yeah, I think so. Because if you're referring to health related things, I'm a trained lifeguard so any first aid emergencies I can be ready to go at any time. I am also very good with communications, I have been dealing with delegations and faculty members very frequently the past year. I have also been traveling outside of Canada, we went to Boston for HU MUN which took place in Harvard, so I am familiar with traveling with a team and ensuring everyone's wellbeing.

Esinti: at the times of the competition, you will be expected to be there for like 30-40 hours always on the competition site only. So you might skip classes, are you comfortable with that?

Annabel: Like I said the planning takes a lot of time, you just have to plan it around your schedule. If you have to miss classes you can email professors in advance and there shouldn't be an issue.

Elsa: Thank you so much for your time. You also applied for Director EXT. We will evaluate the candidates, and we will give you an answer shortly.

4.24. Interview of Aditya

DIDN'T COME



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4.25. Interview of Saaim

Elsa: Tell us more about yourself, Why are you a good fit for this role?

Saaim: I'm a 3rd year SOEN student, and I was the chair last mandate for the ECA. That's part of the reason why I think I'd be a good fit for the role this year. I used last year as an opportunity to learn from everyone on the BOD and to learn how things in the ECA work.

Elsa: What do you know about Robert's Rules?

Saaim: again over the last year, I've gotten a chance to familiarize myself with the ECA bylaws and Robert's rules of order. I understood what they are and how to use them. I have used Robert's rules over many various meetings. I believe it's important to let everyone speak and state their opinion.

Esinti: What would you improve about yourself as a chair

Saaim: I don't like to be very pushy, that's partly why I try to give everyone a chance, but at some times it becomes a bit too much, so when it comes to it I will have to be strict.

Tharushi: how would you make sure that all societies show up to the advisory council meetings.

Saaim: for advisory council, there isn't a way to enforce it, it's just like our word. This year I wish to really show the importance of these meetings.

Cyrian: Why did you choose to apply for Chair again?

Saaim: The reason I applied again, apart from ECA, I am involved in multiple other things outside of academics and my own clothing brand. But I do still want to be involved in student governance and a position that doesn't have a lot of workload, so this is a good fit for me.



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4.26. Interview of Rohit

DIDN'T SHOW UP

4.27. Interview of Omar

DIDN'T SHOW UP

4.28. Interview of Macarena

Elsa: Tell us more about yourself, Why are you a good fit for this role?

Macarena: I'm in my 2nd year. Right now I am working in Winners, but I also did a lot of volunteer work. I was in charge of election posts. I am responsible and do everything on time, I am also organized, submit my work on time, and like team work. I was also an English teacher for unprivileged people. I speak French, English, and Spanish.

Elsa: For Frosh you will need to work in a team and it will take time.

Macarena: Right now I am taking 1 course only so I have lots of time.

Elsa: Do you have anything in mind you want to do as activity coordinator?

Macarena: I want to engage in scavenger hunt and help VP internal.

Esinti: If you were to choose activities you are interested in, what exactly would you want?

Macarena: I want to do more internal work. I don't mind doing anything, I hope you can help me too.



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4.29. Interview of Lama

Lama: I'm a 3rd year AERO. I was the Frosh committee last year and VP social for WIE and VP internal for SpaceConcordia.

Elsa: What would you change in our current events?

Lama: Last year we had a lot of unexpected things, especially food on O-day. I don't want to make anything last minute, I know it's a big event. Also pub crawl, we had issues with some bars.

Elsa: how would you solve some of the issues?

Lama: Last year we had ENUF. Maybe we can inforce that from the beginning. Also make sports day more popular.

Elsa: what would you implement on marketing

Lama: We can make more videos about each activity, I would watch something funny not just a poster.

Elsa: You said you have positions during the year. During the summer are you more free?

Lama: I'm not taking classes, and working from home for internships.



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4.30. Interview of Sabrina

Elsa: Tell us more about yourself

Sabrina: I'm going to my 5th year AERO, I wasn't very involved in the beginning but now I am. I helped out at many events like Troitsky, Frosh, pubcrawl. This year I'm not doing ECA but doing Troitsky, Engiqueers, and many others. I think I still have lots of time though.

Elsa: What would make students more active?

Sabrina: I want something that doesn't have lots of drinking, I know there are things like rock climbing. We need to make things more accessible, we have to make things like sports day popular too.

Elsa: What would you change in the events we already have?

Sabrina: I think we overlook accessibility alot. I think letting people know they exist is a start. Also sustainability for like food for example, not to have too little or too much, things we can reuse and so on.

Esinti: What are your interests in comps?

Sabrina: I can help out here and there but EngWeek is where I want to focus on.

Esinti: Do you only want 1 role?

Sabrina: I can do 2 roles.



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4.31. Interview of Esinti

Elsa: Tell us more about yourself

Esinti: I'm in my 4th year in industrial engineering. Last year I JOINED ECA, this year I'll be president for Toitsky. Since I separated comps into 2 this year I feel happy about the course load. For the comps director, I want to make them knowledgeable about it. I think it's important to have a support system, so I would be available just in case. I have leadership abilities and I already know how to delegate tasks and finish them well. I already know all the events and the processes.

Elsa: Being friends with many of the applicants for frosh leaders. How will you be dealing with conflicts of interest? If your friends, the leaders, break the rules like drinking on the terrace. Would you feel comfortable to direct them when breaking the rules?

Esinti: I say "NO" when I have to. I have to be strict when it counts, I need to make everyone know that it is work not personal. For example, when they are on the job and they can't drink I tell them not to, I don't want to place the ECA in an awkward position because of a problem.

Elsa: What do you think are important qualifications for a frosh leader?

Esinti: First, they can't encourage anyone to drink or forget their responsibilities. They need to ensure everyone is having fun but not to the degree where they forget their roles. If I see that there is a problem I don't want to escalate things but I would still talk to them.



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4.32. Interview of Camille

Elsa: Tell us more about yourself, Why do you think you're a good fit for the position

Camille: I'm a 3rd year student. I did the frosh committee, then I became a leader the next year. I work with organizing teams and events.

Elsa: What are some things you would like to improve?

Camille: compared to last year, we need to work on the food. The leaders were good, the thing is we need the people to have fun so they don't feel lonely.

Elsa:

Camille: There needs to be a lot of responsibilities if you take care of the entire team. There needs to be good communication between everyone.

Elsa: Let's say you were friends with some of the frosh leaders, how would you deal with conflicts?

Camille: I can be strict when needed and unbiased.

Elsa: How would you plan to make frosh more accessible

Camille: there needs to be some rest stations, apart from that O-day was good. We need to change buses. Each location has its problems so we need to look for good ones.

Elsa: Do you have any activities in the summer aside from frosh such as classes or a job?

Camille: I am working full time but I can manage it no problem.



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4.33. Interview of Shivam

DIDN'T COME

4.34. Interview of Nora

Elsa: Tell us more about yourself

Nora: I'm in my 4th year building eng. I am a good fit for the role because of my experience. The events I attended gave me leadership and organizational skills. I worked for Tbog, and I was in the organizing committee for Troitsky for 2 years so I know how to organize big events.

Elsa: Do you have any potential improvements or new ideas you can bring to frosh?

Nora: I think I would say O-day i would incorporate more society involvement. Even after Frosh people don't know what some societies are and do, so I think that's mainly what I want to improve.

Elsa: how would you make events activities more accessible and sustainable?

Nora: I guess when it comes to food and drinks. Some people don't do pub crawl so maybe we can have different activities.

Elsa: Do you have time?

Nora: I have time, I am taking less courses for the summer.

4.35. Interview of Rachit

DIDN'T COME



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4.36. Interview of Rosa

DIDN'T COME

4.37. Interview of Luka

DIDN'T COME

4.38. Interview of Timbo

Elsa: Tell us more about yourself. Why do you think you're a good fit for the role

Timbo: As you've noticed I only applied to activities in building or civil. In my opinion these positions are kind of loose and need to be more strict. There has to be some new rules and regulations to tend on some problems from the past I noticed. I also want to work on accessibility and reports for the students to get their ideas.

Elsa: As you have previously attended frosh. What would you like to improve upon?

Timbo: i think we need to have clear maps and locations for scavenger hunt, some ppl dont know how to go to 6th floor hall

Elsa: for the summer, do you have any classes/internships? Will you have enough time to dedicate to frosh?

Timbo: I have lots of time, I am just doing internship in ottawa but i have the time



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4.39. Interview of Tracy

Elsa: Tell us more about yourself

Tracy: I'm starting my 3rd year coen and I was a director at WIE. I have a few years of experience managing events, I really loved it. I would like to add my touch for Frosh too. I attended Frosh as a froshee and a leader.

Elsa: what would you change in the event to make it better?

Tracy: A lot of people switch teams suddenly. I was a leader of a team, many were randomly going and coming. I think there needs to be some rules about that so everything is straight.

Elsa: What are some of the qualities you want to see in frosh leaders?

Tracy: I want to see proactive people. When I was a leader we didn't have any instructions. We need to make sure that everyone is having fun and comfortable then they might leave the team too.

Elsa: If you were friends with someone of the applicants how would you deal with a conflict.

Tracy: I would be more comfortable arguing with a friend but for random people we have to have a calm conversation.

Elsa: how much time do you expect to give to the position during the summer.

Tracy: I do have time for Frosh in the summer. I have a question, what would you want to change for Frosh this year?

Elsa: we might not do Beach Club, and make better O-day, busses, food, logistics, etc

Tracy: We need to change the scavenger hunt format. I have ideas on that.



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4.40. Interview of Neha

DIDN'T COME

4.41. Interview of Hirushi

Elsa: Tell us more about yourself. Why do you think you're a good fit for the role?

Hirushi: I volunteered for iron ring. I would like to continue volunteering in different activities. I know how academics work like workshops and iron ring because of my sister. Whereas for social media, I think it is easy going. I can help anyone too.

Elsa: Are you interested in looking at policies from different universities to compare.

Hirushi: It looks nice, I am willing to learn more about it.

Elsa: between work and classes, do you have enough time to dedicate to the ECA.

Hirushi: Yeah, I'm very interested in this, I see my sister working on them so I will make time for it.

Elsa: For the Social media position, would you be helping VPs for example. It's all in the bylaws.

Esinti: Is there any that would be your favorite?

Hirushi: I am interested in social position the most, I would say policy is the least I'm interested in.



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4.42. Interview of Harman

Elsa: Tell us more about yourself

Harman: I have been in the field of web development for the past 2 years. I look forward to this because I will represent, and I feel like my position for Webmasters will benefit everyone. I have participated in hackconcordia, I feel like my domain would be much more appreciated if I were in the ECA. I am habitual of keeping a code history in case anything happens. I also applied for the CFC students at large. I have also strived to make my cooking more sustainable. I believe these small steps lead to a bigger change.

Elsa: People's potato is under the CSU domain. ECA just takes care of the Engineering undergraduate.

Harman: For my webmaster skills: I would prefer to work in teams, 1 person is very difficult. You can look at my portfolio at thearmanjolly.com. My domains are up-to-date with the fields of tech. I have a question: who writes the bylaws?

Elsa: If you want to make a change then it's discussed in a meeting like this, then we vote on it. After that around 600 students vote for the final decision. We have 16 societies under us now.

Tharushi: Since you are a graduate student, how much time can you give?

Harman: I have the time, but as long as the meetings are in the evening or morning.



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4.43. Interview of Remi

Elsa: Tell us about yourself. Which skills do you think make a good advisory representative?

Remi: Regarding my education, I have a technical bachelor's in BTech. computer science and management. I switched to bachelors in concordia computer engineering. I am currently applying to Business Technology Management major in JMSB, and waiting for their reply. So my education has given me a good background in management. I recently completed my professional Scrum Master. I would say I am a very empathetic person. Certain projects I have worked on are: making a system that generates mortgage rates. In general I have a lot of experience with simplification of tasks and experience in the ECA almost 2 mandates.

Elsa: As you were a sage for a few months, which areas would you like to improve upon.

Remi: I'd be very happy to help in the financial side but I also can help in marketing, internal and external affairs, and aiding Frosh.

Elsa: and how many hours would you be able to dedicate to the ECA?

Remi: I expect to be taking 2 classes per semester, and I have a job. If things don't work out I probably will take 1 class then. I would dedicate a few hours per day, like a part time job.

Remi: As a president, what do you expect from this role?

Elsa: As a sage I don't expect 40 hours a week, but I do expect being available to the committees you are interested in being a part of and being available to the team.

Remi: I see the role of an advisory rep as a couch to be honest. Maybe we can talk with others and see how they can improve their work.



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4.44. Interview of Sierra

Played a pre-recorded video of her interview around 2h15m of the meeting (1:18pm)

5. RETURNING BUSINESS

N/A

6. NEW BUSINESS

BOD moves to closed session

Board moves to open session.

Elsa: In closed session, we discussed the candidate applications. The following motions summarize the candidates chosen for the positions outlined.

6.14. Appointment of VP Competitions

Motion to reopen applications for VP comps.

20230527-5 Passed in unanimity

6.15. Appointment of Chair

Motion to appoint Mohamed Saaim as Chair.

20230527-6 Passed in unanimity



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6.16. Appointment of Secretary

Motion to table applications for secretary.

20230527-7 Passed in unanimity

6.17. Appointment of Frosh Venue Coordinator

Motion to appoint Camille as Frosh Venue Coordinator.

20230527-8 Passed in unanimity

6.18. Appointment of Frosh Accessibility Coordinator

Motion to appoint Sabrina as Frosh Accessibility Coordinator.

20230527-9 Passed in unanimity

6.19. Appointment of Frosh Activity Coordinator

Motion to appoint Lama Azam as Frosh Activity Coordinator.

20230527-10 Passed in unanimity



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6.20. Appointment of Frosh Leader Coordinator

Motion to appoint Nora Kasem as Frosh Leader Coordinator.

20230527-11 Passed in unanimity

6.21. Appointment of Policy Committee - Student at Large

Motion to table Appointment of Policy Committee.

20230527-12 Passed in unanimity

6.22. Appointment of DTFC - Student at Large

Motion to table Appointment of DTFC.

20230527-13 Passed in unanimity

6.23. Appointment of CFC - Student at Large

Motion to table Appointment of CFC.

20230527-14 Passed in unanimity

6.24. Appointment of Sage 1

Motion to appoint Sierra Campbell as Advisory Representative.

20230527-15 Passed in unanimity



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6.25. Appointment of Sage 2

Motion to table appointment of Advisory Representative 2.

20230527-16 Passed in unanimity

6.26. Approval of 2023 ECA Retreat Budget

Mohamed Bedair: We need Shannon's details to finalize the budget.

Elsa: she works from Monday to Saturday so the schedule is tight.

Mohamed, seconded by Elsa, motion to table Approval of 2023 ECA Retreat Budget.

20230527-17 Passed in unanimity



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Elsa Younes: Seif did both Slack groups. It's also related to the complaint policy. I need to change the signatories for RBC. I met with Sharon and Mohamed about the finances. Just following up with all VPs and everyone is killing it. Lastly I am looking for photographers for the blurbs on the website. We need to discuss Frosh and Shalet later too.

Tharushi Rathnayaka: We have a representative meeting coming up.

Marissa Profetto: Working on sponsorship package and to send to Chloe. For sponsorship tiers, I want to ask: do you think we can ask member associations for their CVs? I want to add a CV bank for MAs. I had a meeting with the sustainability access fund. They want someone from the ECA because in the past years they tried to get one but ended up with someone from engineering at large but they want someone that knows the societies.

Elsa: Yea, but tell them as a disclaimer that we might see their address and numbers in it. You can make it optional.

Mohamed Bedair: No verbal reports. We're working on several things. We're working on a society training soon for societies. I will probably invite ECA execs to the training as well.

Seif Bedair: our execs have access to our spaces now. B-annex clean ups being done. Society Registration is coming up soon, so I gotta work on that soon.



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Chloe Law: I need everyone's info for the website. Will have to pass by B-annex for class agendas. I will tell Shannon to start on the Frosh theme. Also when is Slack group being done?

Jainam Shah: I'm looking forward to the representative meeting coming up.

Ahmed Obeid: I'm meeting with the ECE faculty regarding our courses.

8. ADJOURNMENT

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

Meeting adjourned at 4:20pm