



## **Board of Directors Meeting**

Wednesday, August 30th, 2023

B-annex meeting, Concordia University, Montreal, Canada

### **1. ATTENDANCE**

### **2. SUMMARY OF motion**

### **3. PROCEDURES**

- 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**

- 4.1 ASHRAE Budget Proposal
- 4.2 CSCE Budget Proposal
- 4.3 IISE Budget Proposal

### **5. RETURNING BUSINESS**

### **6. NEW BUSINESS**

- 6.1 Winter Iron Ring Reimbursement Allocation
- 6.2 Approval of Website Policy
- 6.3 Iron Ring Guests Discussion

### **7. ANNOUNCEMENTS & VERBAL REPORTS**

### **8. ADJOURNMENT**



## Board of Directors Meeting

Wednesday, August 30th, 2023

B-annex meeting, Concordia University, Montreal, Canada

### 1. ATTENDANCE

Name	Role	Present
Saaïm Intikhab	Chairperson of the Board	
Rohit Sengupta	Secretary of the Board	x
Elsa Younes	President	x
Tharushi Rathnayaka	Vice-President of Academic Affairs	x
Aditya Shah	Vice-President of Sports and Competitions	x
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	
Jainam Shah	Computer Science & Software Engineering (CSSE) Representative	x
Ahmad Obeid	Electrical & Computer Engineering (ECE) Representative	
Mohamed Saad	Mechanical & Industrial Engineering (MIAE) Representative	x
Maria Fernanda	Independent Representative	x
Chelsea Wan	Independent Representative	x
Sierra Campbell	Sage	x



## Board of Directors Meeting

Wednesday, August 30th, 2023

B-annex meeting, Concordia University, Montreal, Canada

## 2. SUMMARY OF motion

Motion	Motion	Result
20230830-1	Mohamed seconded by Tharushi motion to approve Elsa as Chair for this meeting of the Board of Directors.	Passed in unanimity
20230830-2	Seif seconded by Aditya motion to approve Rohit as the secretary for this meeting of the Board of Directors.	Passed in unanimity
20230830-3	Mohamed, seconded by Maria motion to approve the agenda	Passed in unanimity
20230830-4	Mohamed seconded by Maria motion to table approval of previous BOD minute #3	Passed in unanimity
20230830-5	Mohamed seconded by Chloe motion to table approval of previous BOD minute #4	Passed in unanimity
20230830-6	Mohamed seconded by Shanon motion to pass the ASHRAE budget	Passed in unanimity
20230830-7	Mohamed seconded by Elsa motion to pass the CSCE budget	Passed in unanimity
20230830-8	Mohamed seconded by Aditya motion to pass the IISE budget	Passed in unanimity
20230830-9	Elsa seconded by Maria motion to pass the Website policy	Passed in unanimity



## Board of Directors Meeting

Wednesday, August 30th, 2023

B-annex meeting, Concordia University, Montreal, Canada

### 3. PROCEDURES

#### 3.1. Opening of the meeting

Meeting opened at 6:41 PM

#### 3.2. Approval of the Chair

Mohamed seconded by Tharushi motion to approve Elsa as Chair for this meeting of the Board of Directors.

20230830-1 Passed in unanimity

#### 3.3. Approval of the Secretary

Seif seconded by Aditya motion to approve Rohit as the secretary for this meeting of the Board of Directors.

20230830-2 Passed in unanimity

#### 3.4. Approval of the Agenda

Mohamed seconded by Maria motion to approve the agenda

20230830-3 Passed in unanimity

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

Mohamed seconded by Maria motion to table approval of previous BOD minute #3

20230830-4 Passed in unanimity



## Board of Directors Meeting

Wednesday, August 30th, 2023

B-annex meeting, Concordia University, Montreal, Canada

Mohamed seconded by Chloe motion to table approval of previous BOD minute #4
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20230830-5 Passed in unanimity

## 4. EXTERNAL PRESENTATIONS

### 4.1 ASHRAE Budget Proposal

Mohamed: This is the proposal I prepared for ASHRAE, lines 1 to 9 are the base budget lines then they have their annual conference which I granted \$1000, student showcase \$50, workshops \$100 and this is their breakdown. So they requested \$1000 for their annual conference. This is their breakdown flight, hotel and registration. They were asking for \$1000 to cover a part of their fees and the rest is the basic budget lines.

Sierra: What is the student showcase?

ASHRAE president: So the student showcase is basically an event where people can show their project relating to whatever they are doing. So if they are doing a research project or any kind of project for building engineering or mechanical engineering you can showcase it. So we want to bring students together and have some food and drinks for the event.

Elsa: Is this something where you're invited by the university to the table or you are organizing it yourselves the whole thing?

ASHRAE President: We are organizing it ourselves.

Elsa: For the annual conference how many people do you plan on sending?



## **Board of Directors Meeting**

Wednesday, August 30th, 2023

B-annex meeting, Concordia University, Montreal, Canada

ASHRAE President: We are targeting 5.

Mohamed: So Sierra has a question regarding workshops?

ASHRAE President: So again we want to have food and drinks for people doing the workshop.

Mohamed: So I also have a question, is this an event where ASHRAE is going to be teaching people a certain topic or a networking event because it says that it's both.

ASHRAE President: So we want to invite a guest lecturer and the lecturer is doing something like a seminar and then you can talk with those people.

Elsa: If nobody has any other question we will move from ASHRAE to CSCE budget proposal

### **4.3 IISE Budget Proposal**

\*Nobody from CSCE was present so we started IISE budget proposal first\*

Mohamed: IISE was asking for significantly more funding then last year I had to turn that down a bit to match last year's numbers. So we have again lines 1 to 9 are usual expenses then we have industry week which I bumped from \$800 to \$1000 since they were asking for an increase to send more people and the whole event is supposed to be restructured. We also had two lines one for fall courses and workshops or something like that but they didn't ask for that this year and instead they were asking for crash courses so I granted them one line instead of those two lines. Wait let me bring up last year's budget to show everyone, so they had winter comps and fall comps which they did not ask for



## **Board of Directors Meeting**

Wednesday, August 30th, 2023

B-annex meeting, Concordia University, Montreal, Canada

this year so those were \$100 each and I merged those into the crash courses line here which they asked for and that's for \$200.

Tharushi: I do understand why we need the crash courses because we passed at the advisory council that the tutor can get paid instead of other societies getting paid because this is what IISE wanted and this is something they brought up so I don't think we need to have a line for crash courses unless Liam wants to explain more.

Liam: So the money regarding the crash courses is for renting the classes and to buy some extra stuff, I also know that there is a limit on what we can pay the TAs and correct me if I am wrong but as far as I know the TA isn't directly paid from the ECA.

Tharushi: They are paid like a \$150 gift card. I also think we can get classes for free right Seif?

Seif: Yeah there are rooms that we can get for free like EV 2.260 which can house around a 100 people give or take and if you want something smaller you have the DOS room like H-6.655 which can house around 50 to 60 people.

Liam: Okay so am I allowed to make any changes at the moment or no?

Mohamed: No

Liam: Okay I see so I would like to answer the question regarding the industry week which went from \$800 to \$1000 so we included the competition directly in industry week so this is why we don't have the competition from last year because we included it directly into the industry week.

Elsa: So for the plant tour isn't the company providing for everything?



## **Board of Directors Meeting**

Wednesday, August 30th, 2023

B-annex meeting, Concordia University, Montreal, Canada

Mohamed: So they were asking for \$500 because they were planning on two plant tours but for plant tour there is no breakdown

Liam: Yes I can answer for Plant tour basically for plant tour we are planning to a plant tour for Veo electric this fall in the industry week and currently we are going to have to pay around \$1000 or \$1200 for the plant tour and the \$500 is just to cover the bus ride to saint jerome. So we are asking for \$500 to cover some of it.

Mohamed: Okay but why isn't there a breakdown for that in the event breakdown?

Liam: I think that's because it wasn't confirmed yet when the budget was submitted with Veo electric.

Mohamed: Okay because the problem is that you didn't provide any supporting documentation so I went into it without information and I can't grant \$500 without any breakdown whatsoever. Also for the BOD's information and for IISE you were asking for a sum of money for website costs and I have to make it clear that we are not going to be providing any money for website costs because the ECA is supposed to be hosting websites for societies, we still don't have a policy in place but we are going to instate the policy today. And so that's why we are not granting any money for websites because ECA is going to be hosting websites for all the societies.

Elsa: Quick breakdown on National Conference?

Mohamed: I think it's mostly tickets, the tickets are \$400? May I ask why it's so pricey?

Liam: It's polytechnic so I don't know much.

Mohamed: Like what are you supposed to get for \$400.





## **Board of Directors Meeting**

Wednesday, August 30th, 2023

B-annex meeting, Concordia University, Montreal, Canada

Liam: They are renting very big rooms. They're all still planning but I am not really sure how they are going to reinvest the \$400 per person but that is the ticket price for everyone

Mohamed: Let me rephrase because I think I wasn't articulate when I asked the question, so what are you expecting to gain in terms of knowledge and are you supposed to be attending this conference for one day or a few days?

Liam: The conference is for a 3 day period and it's hosted by a Canadian university each year. Last year we didn't have a conference because of covid and the year before that it was hosted by Ryerson university in Ontario and it's basically 3 days of conference, speakers and competitions.

Mohamed: Okay so they are hosting you for 3 days for competitions and what not and that's why it's \$400.

Liam: Yes exactly, and it's hosted by a university and supervised my Mother!SU which is the institute of system engineering of canada.

Mohamed: So just another thing if the event is being hosted for Montreal, why are you booking hotels for people?

Liam: It's for people who don't live close to montreal.



## **Board of Directors Meeting**

Wednesday, August 30th, 2023

B-annex meeting, Concordia University, Montreal, Canada

### 4.2 CSCE Budget Proposal

Mohamed: So base budget lines same numbers for all societies and then ASP certification that didn't change from last year still paying \$400, Site visit \$100, Concrete Toboggan again same as last year, the one thing I wasn't sure what to do with was the sustainability event they had last year, they had a line for that but this year we aren't granting lines for events in general.

Timbo: So just to give a little background for the sustainability line last year we got \$600 approved for dog therapy last year but that was during the very end because ECA had some budget lying around and I was hoping we could continue that.

Mohamed: So BOD anyone have any questions?

Elsa: So it's pretty much like last year

Mohamed: Yeah just the sustainability event I think we will have to remove because like societies

Elsa: So Sierra is asking about Canoe like it's not there

Mohamed: So it's not there because they didn't because they didn't ask for money

Timbo: So that was my question for after sustainability like I don't see Canoe here and we have a pretty good team this year

Mohamed: But the line is empty



## **Board of Directors Meeting**

Wednesday, August 30th, 2023

B-annex meeting, Concordia University, Montreal, Canada

Timbo: The issue with Canoe is that we didn't receive any funding last year so I was kinda hesitant on what to put where.

Mohamed: Yeah but the thing is you have to ask for ECA funding so I am able to grant ECA funding like without putting a number here I am unable to put any money there

Timbo: Okay so Canoe happens in winter so can we remake the changes and propose again?

Mohamed: Yeah we can amend yes, it first goes to the advisory council then it comes to BOD and we can decide on if we want to amend or not.

Timbo: So everything else was good for me except the sustainability event because we were one of the only societies that hosted a sustainability last year and I want to keep that theme going and last year for the sustainability event half of it I had to pay out of my own pocket because we had no budget for it in the fall semester.

Mohamed: So they are asking if you can explain a little about the event

Timbo: So for fall we do a clothe drive and we do that for one week and the clothes we donate to homeless people and so that everyone who donates gets something out of it we offer everyone a free beer ticket which they can use in the party we organize at the end of the week and that ticket gets you a free beer.

Seif: So that's for fall what about winter?

Timbo: So we weren't able to organize it last year since we were approved for it in march and the time was too short for it but the idea behind it is the same as



## Board of Directors Meeting

Wednesday, August 30th, 2023

B-annex meeting, Concordia University, Montreal, Canada

the dog therapy done at Loyola campus and we want to replicate the same thing either at the downtown library or Loyola.

Seif: Okay but how does that tie to sustainability?

Timbo: The second one doesn't technically tie down to sustainability but last year we didn't get it approved under sustainability. All I was told last year was that we are getting some money from dog therapy and I wanted to continue that this year.

Mohamed: Okay so if nobody has any other questions we will move on to new business.

Elsa seconded by Seif motion to close the session

Mohamed seconded by Shannon motion to pass the ASHRAE budget

20230830-6

Mohamed seconded by Elsa motion to pass the CSCE budget.

20230830-7

Mohamed seconded by Aditya motion to pass the IISE budget.

20230830-8

Mohamed seconded by Marissa motion to open the session



## **Board of Directors Meeting**

Wednesday, August 30th, 2023

B-annex meeting, Concordia University, Montreal, Canada

## **5. RETURNING BUSINESS**

N/A

## **6. NEW BUSINESS**

### **6.1 Winter Iron Ring Reimbursement Allocation**

Mohamed: So there was some money that the school transferred to us because in last year's iron ring ceremony there was this \$5 thing that some students didn't take and so basically we have an extra amount of money that the school transferred to us so Tharushi suggested that take that money and add it to our Iron ring budget for this year. So do we amend the budget?

Sierra: So do we need to amend it because the ECA budget is just what the ECA is contributing to the event so this can be seen as an income source.

Elsa: But doesn't that add what the ECA is contributing to the event.

Mohamed: So for example what happens with ticket sales when we sell tickets for iron ring is that we earn a profit for iron ring and so it would be the same situation, it would be as if it was ticket sales. It would just be a question of me moving the money around.



## **Board of Directors Meeting**

Wednesday, August 30th, 2023

B-annex meeting, Concordia University, Montreal, Canada

Elsa: Okay but doesn't that mean we can spend more?

Mohamed: So basically what happens is we are increasing the income sources so we have more money to spend overall doesn't matter where the money is coming from, it's just there if you need it.

Elsa: Okay but right now there's an amount approved for iron ring

Mohamed: So right now there's an amount that we give to iron ring from the ECA budget but that won't increase because the extra money is coming from another source

## **6.2 Approval of Website Policy**

Maire: First we have the definitions which are pretty standard, everything highlighted is linked to a concordia official page. The purpose is just to appropriately represent concordia and the ECA, so general practices for the ECA is mostly just to communicate any maintenance or any downtime; they will also have the webmaster to conduct thorough review complaints of each member association's website this can be done at any point in time during the first month, complaints will be directed to the webmaster as well. Hosting conditions are pretty standard. Not having the website under construction for too long, copyrights and intellectual property rights, nothing illegal, they should have a redirection link to the ECA, partnership and sponsorships should be disclosed and they should have rights to the images they will be using if the webmaster wants to ask for that, External links will be redirected in a separate tab to demonstrate indirect association, for any data collection it should be disclosed and they are only allowed to take names, email and student ID if they are recruiting. Policy compliance there is always going to be a written warning with visual evidence given by the webmaster and VP marketing specially for first time offenders and second time offenders will be subject to suspension and probation



## **Board of Directors Meeting**

Wednesday, August 30th, 2023

B-annex meeting, Concordia University, Montreal, Canada

as deemed necessary by VP marketing and President.

Sierra: So two things, first the formatting of the policy isn't the same as our general bylaws formatting but it's just like a minor thing, the second thing is that the student IDs are being collected but they shouldn't really be collecting student IDs.

Maire: So what happens if they ask for student ID in google form. By student ID I mean the number

Sierra: No nobody should have access to that .

Mohamed: So society shouldn't be a member association?

Marie: Like instead of society should it be member association?

Mohamed: Yes, remove society and put MA because we refer to them as MAs.

Mohamed: Also is there any clause in there about data protection.

Marie: Yes data collection should be explicitly disclosed to users, all data collection is limited to the main email address, all data collection will be kept within the respective society and will only be used as stated to users.

Mohamed: I feel like when we are collecting information I think we should specify these responsibilities to protect the users information even if it's their email. I feel like since we are collecting information it should be exclusively stated that it's the member association's responsibility to do their best to keep it protected.

Maria: Okay so I've added that and I'll change the formatting a little later



## **Board of Directors Meeting**

Wednesday, August 30th, 2023

B-annex meeting, Concordia University, Montreal, Canada

Elsa: You can just check the policy committee policy and at the end you have the formatting that you need to respect and Sierra just mentioned that you need to add a preamble.

Seif: So for the last part of the policy compliance shouldn't it be, as deemed necessary by the board. Another thing is how do they get back on track.

Elsa: I'll answer that for example even in the alcohol policy we don't necessarily state in the policy what the specific consequences it's the BOD that decides depending on the situation like if they post insane stuff on the website it's not the same as like a minor issue like there are levels of breaching so it really depends on the situation and BOD would decide but in this case it doesn't mention the BOD so we could switch P1 b2 as deemed necessary by the BOD.

Sierra: So do we pass it as is and then amend it later?

Elsa: Yeah the only things that need changing are the preamble and the formatting.

Elsa seconded by Maria motion to pass the website policy
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20230830-9





## **Board of Directors Meeting**

Wednesday, August 30th, 2023

B-annex meeting, Concordia University, Montreal, Canada

### 6.3 Iron Ring Guests Discussion

Tharushi: Okay so last year if you guys remember the wardens were telling me that the ceremony and the cocktail has to be in the same place but now I ask them is it really mandatory to do that because it's gonna be more expensive and they said yes it is but the impression I got was that if I fight enough they would agree and then they also told me that this year if we keep it outside then we can have more people in the ceremony as in friends and family instead of just the mentors because for all of the past years in concordia the rule was only engineers could be present in the ceremony but now it if we keep it outside we can have more people attending. So it's up to you guys because they have this mandate thing that's going on where they want to increase their audience.

Mohamed: What do you mean by keep it outside?

Elsa: Probably like Sheraton or some place like that

Mohamed: So if we listen to them and do it at the same place

Tharushi: Not the same place but it needs to be an outside venue

Mohamed: So let's say we have the ceremony and the cocktail at Sheraton

Tharushi: Yeah so we can accommodate more people so it's not just the student and the mentor who are attending it can be parents and whoever they want because this is how the other schools do it.



## **Board of Directors Meeting**

Wednesday, August 30th, 2023

B-annex meeting, Concordia University, Montreal, Canada

Mohamed: So Seif and Sierra both think it's a better idea to have it at the Sheraton because it's easier for you to plan and it's better for the students if they can bring other people.

Tharushi: But budget wise it's not that easy but also the school said they are giving me some money. But the thing is then we would get more money from the ticket also because we would be selling to friends and family.

Mohamed: Yeah we would be selling more tickets so we would be earning more money. And also we would be able to charge more since we are having it at the Sheraton.

Sierra: And also charge more for the guest ticket.

Tharushi: Also the thing is Plaza said it would be \$30 per person which is really nice and I talked to Sheraton and they said it would be \$44 per person which is so good as well because they have more drink deals and food and stuff. So it's not a bad idea so we can clearly go for that but we have to decide fast.

Mohamed: What would the total cost difference be like overall?

Tharushi: So for the fall ceremony at Sheraton it was around \$30,000 which is almost the same as Plaza which was around \$23,000 which is not bad.

Mohamed: So that would be for cocktail and ceremony

Tharushi: Yeah they aren't charging me anything for the Ceremony, just the cocktail.



## **Board of Directors Meeting**

Wednesday, August 30th, 2023

B-annex meeting, Concordia University, Montreal, Canada

Mohamed: Can we table this until we have a full breakdown?

Tharushi: We don't need to motion but we need to decide on a date because Sheraton only has three days available in November.

Seif: What are they?

Tharushi: Friday 17th and two other days I don't know but they don't have any Saturdays so Friday or Sunday and I think Friday is better.

Elsa: So we do Sheraton or like both in the same place.

Tharushi: Okay I can reserve the hotel.

Seif: Okay but winter is mainly my concern because the winter one is bigger so and the fall one we can do it there.

Tharushi: Wait the fall one where?

Seif: Sierra was suggesting a french place for fall and I was thinking we could do that for fall and save money for winter.

Tharushi: True but Sheraton was giving us an offer for both winter and fall

Seif: What is the offer?

Tharushi: I think it was \$ 4500

Seif: Okay we will have to calculate the cost difference and come back to this



## **Board of Directors Meeting**

Wednesday, August 30th, 2023

B-annex meeting, Concordia University, Montreal, Canada

# 7. ANNOUNCEMENTS & VERBAL REPORTS

Rohit Kinkor Sengupta: No announcements

Elsa Younes: Come to O'day and help us with the U-haul

Tharushi Rathnayaka: No announcements

Marissa Profetto: No announcements

Mohamed Bedair: No announcements

Seif Bedair: No announcements

Chloe Hei Yu Law: No announcements

Shannon King-Richards: Please fill up the availability for the thing I sent by tonight

Jainam Shah: No announcements

Ahmad Obeid: No announcements

Mohamed Saad: No announcements

Maria Fernanda Amezquita Moreno: No announcements

Chelsea Wan Chun Wah: No announcements



## **Board of Directors Meeting**

Wednesday, August 30th, 2023

B-annex meeting, Concordia University, Montreal, Canada

## **8. ADJOURNMENT**

Mohamed, seconded by Aditya, motion to adjourn the meeting.

*Meeting adjourned at 8:15 pm*