



BOD Meeting

Monday, December 4th, 2023

B-annex meeting, Concordia University, Montreal, Canada

1. ATTENDANCE

2. SUMMARY OF MOTIONS

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

5. RETURNING BUSINESS

6. NEW BUSINESS

- 1. Approval of the updated CQI Budget
- 2. Approval of the updated Winter Frosh Budget

7. ANNOUNCEMENTS & VERBAL REPORTS

8. ADJOURNMENT



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1. ATTENDANCE

Name	Role	Present
Saaim Intikhab	Chairperson of the Board	x
Rohit Sengupta	Secretary of the Board	x
Elsa Younes	President	x
Tharushi Rathnayaka	Vice-President of Academic Affairs	
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 Kedowade	Building, Civil and Environmental Engineering (BCEE) Representative	x
Ahmad Obeid	Electrical & Computer Engineering (ECE) Representative	
Mohamed Saad	Mechanical & Industrial Aerospace Engineering (MIAE) Representative	
Maria Fernanda	Independent Representative	
Sierra Campbell	Sage	x



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2. SUMMARY OF MOTIONS

Motion	Motion	Result
20231204-1	Sierra seconded by Mohamed motions to approve Saaim as Chair for this meeting of the Board of Directors.	Passed in unanimity
20231204-2	Aditya seconded by Cyrian motions to approve Rohit as the secretary for this meeting of the Board of Directors.	Passed in unanimity
20231204-3	Aditya seconded by Mohamed motions to approve the agenda	Passed in unanimity
20231204-4	Aditya seconded by Cyrian motions to table approval of previous BOD minutes	Passed in unanimity
20231204-5	Aditya seconded by Sierra motion to amend CQI 2024 budget	Passed in unanimity
20231204-6	Shannon seconded by Mohamed motions to approve the budget	Passed with 5 votes in favor, 2 votes against and 2 votes abstain



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3. PROCEDURES

3.1. Opening of the meeting

Meeting opened at 5:37 PM

3.2. Approval of the Chair

Sierra seconded by Mohamed motions to approve Saaim as Chair for this meeting of the Board of Directors.

20231204-1 Passed in unanimity

3.3. Approval of the Secretary

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

20231204-2 Passed in unanimity

3.4. Approval of the Agenda

Aditya seconded by Mohamed motions to approve the agenda

20231204-3 Passed in unanimity

3.5 Approval of Previous BOD's Minutes

Aditya seconded by Cyrian motions to table approval of previous BOD minutes

20231204-5 Passed in unanimity



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4. External Presentation

5. RETURNING BUSINESS

6. NEW BUSINESS

6.1 Approval of the updated CQI Budget

Aditya: Yeah I'll be showing you guys the budget so according to the new information provided by Elsa and Chloe the lines of swag and buses were updated according to the cost. The reason why the buses are \$1450 is because I've divided it into two ETS and ECGSA where ECGSA will be paying for one person and ETS will be paying for 22 people. So I've divided it into two here which might not be the exact cost, it depends on ETS, how they want to divide it because there are 48 seats in the bus, we'll take 28 and they'll take 22 so what that means for them is that they'll be kind of paying more so maybe we'll divide it with the number of seats so I guess it makes more sense for them to pay less in that way. Not very sure, but I'm open to comments for that and this swag costs \$2848. Basically, the reason why it's \$2848 is because the quantity is 40 according to Chloe, it's going to be cheaper if we get 40 even if we need 28, 26 for delegates and 2 for chefs so yeah, it's \$2848. I'm open to comments on the buses as there isn't much that can be done for swag.

Elsa: Did you have a breakdown for the swag? Like the items.



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Aditya: Uh, yes, I did have a breakdown for the swag. Wait, it includes stickers and patches as well. That's not going at the comps budget, is it?

Mohamed: It is going under the comps budget because it's stickers and patches for a specific competition. It's not like the general ECA sticker. It's going to be comps specific.

Aditya: Yeah that makes sense. So yeah, that's the division for this one.

Mohamed: Yeah so, I have a few questions. One, you kind of brushed past why we're ordering 40, you said we have 26 participants so we're ordering like 14 extra crew necks and sweatpants because it's cheaper but by how much though is the amount we're saving worth ordering 14 extra crewnecks and sweatpants.

Aditya: I think Chloe can give more feedback on that. So Chloe, if you can, please.

Chloe: Well, these are literally the numbers I asked for the sweatpants and crewneck. That's what I asked Jana promotions that I asked before you gave me the numbers. Usually if we order less, the price is going to go up.

Mohamed: Well yeah, I get that. But like, these are like \$30.00 each.

Chloe: For example, like I don't have the exact numbers right now, but the frosh T-shirts it's like a few cents, maybe a dollar or two.

Mohamed: Okay so that's what I am saying like the amount of money that we are saving is it worth ordering like 40.

Chloe: No, like once the budget is finished, I was planning on discussing the final number to decide the exact number of how many stickers, patches, socks we want?

Mohamed: Sorry you lost me again so these are the prices for 40 sweatpants and crew necks. Are you ordering 40 sweatpants and sweets?

Chloe: No, I am not.

Mohamed: You're not okay, so this is an estimate for 40, but it's going to go down because we're not ordering 40.



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Chloe: No, quantity wise is going to go down, but the pricewise might vary.

Mohamed: Yeah it'll vary but what I'm saying is that overall, even if the price goes up a little, we're still going to be paying less, no?

Chloe: Yes.

Mohamed: Yeah. so that sounds good. Personally, I don't feel good about spending \$3000 on merch for 40 people.

Chloe: No, we aren't going to be spending it on 40.

Mohamed: I mean, not 40 even 26 like regardless of the number in my opinion this is too much money to be spending on merch for 26 or 30 people but we this is the way we have been doing it for the last few years so if you guys want to keep it that way I don't mind but we are not spending that much on frosh merch and so on. There is also the aspect if other schools have their own dress code or whatever to identify them at CQI or not. That's also something to take into consideration but the fact that we are spending \$3000 like I don't know.

Chloe: Yeah and also for the socks Jana can't do it because it's too low of a quantity so if we really want socks we have to go to an external manufacturer.

Mohamed: I think we can skip on socks. That's not really important.

Sierra: And I was going to say that these items are all kind of the essential package for a delegation, just because we don't have a school spirit item yet. These distinguish the delegation at competition. The socks maybe if we have extra socks in inventory, I'm not sure but. I know we ordered a lot of ice ice baby socks a while back. I don't know if we have general ECA socks, but I mean, that's just one item. But yeah, overall lower unit cost based on these 40. So yeah, the unit cost per item is expected to increase when you're ordering a lower quantity, but the overall price should decrease from this 2800.

Mohamed: I think maybe we could order like 100 ECA general socks. That way Jana Promotions will be able to do it and we'll have extra ECA socks which we could use them for Frosh, use it for multiple events so I think those would be good to have

Chloe: But do we want to do it in the same order?



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Mohamed: Well, yeah same order.

Chloe: I mean, I remember there was a general ECA sock that was like white and then it has the Bee.

Aditya: Okay so for the budget I don't know if the cost, should I put it lower or do you think this is fine?

Mohamed: I think personally you could leave it at. 2800 for now, if you spend less, that's good. You wouldn't go over, so you have a safety margin there, so.

Aditya seconded by Sierra motion to amend CQI 2024 budget

20231204-6 Passed in unanimity

6.2 Approval of the updated Winter Frosh Budget

Shannon: Okay so first is merch, so in the breakdown Chloe provided for me we would order 150 patches, 150 T-shirts, 150 stickers also we had some bags and Beer stein in stock in B-annex. So the total would be \$2480 including taxes. Then for department orientation it would be \$250 for gift cards for the Les Glissades for 100 Froshies plus leaders and execs it would be \$38.99 each for 130 people so total would be \$5829. For the buses to go and come back it would be \$955 per bus and we would get three buses for a total of \$3295. So, for dusted the budget would be \$1188 because we are getting 140 drink tickets and the buses are free as for the buses for dusted it will be \$2754 for three buses. Also, for snacks and a potential lizard lounge an extra \$250 which gives us a grand total of \$16,046. So then if we go to the breakdown of the tickets, we will sell the bundle for \$55 and we would allocate 90 tickets since we are capping it at 100 froshies. Considering the frosh bundle and Dusted we would go over our total capacity if we sold more than 90 frosh bundles for \$55. Then for frosh leaders it would be \$45 for 14 leaders and then for Dusted we would allocate 30 tickets for \$35, and this would give us a total revenue of \$6630. An alternative was if we were to do 10 tickets for the activity so if we do this it would make sure that we have 100 froshies for the activity that day and it's not just Dusted only. So that would be 100 then we have our frosh leaders and then the dusted price



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and that would give us a revenue of \$6,930. So if you compare it to last year it would be an increase from \$3,400 to \$5826. So we would need to pay either \$9416 for the first option and \$9116 if we take the alternative options.

Mohamed: So for the number of buses we take into account we will have the ECA execs on the bus right?

Shannon: Yes

Mohamed: So \$16,000 is the actual quote like you contacted all the providers and asked them all for the quotes?

Shannon: Yes

Mohamed: Okay then I am going to share my screen to discuss the fall frosh because we do have a problem as the ECA pertaining to the fall frosh thing. Sorry to cut you off Shannon.

Mohamed: So, as you all know, we have the ECA's general budget that was approved at the beginning of the year and this budget has a line for Frosh. Now I'm going to explain how this line is broken down. It basically has ticket sale projection, which is the profits from ticket sales and frosh and then Granted is the money that we grant like the ECA grants from this fee levy to fund that activity. And so those add up to \$80,500 and we are projecting a loss like we want to incur a loss from this event so that's a loss of \$4500. What that means is Shannon would have \$85,000 to spend on both frosh that's expecting that she makes \$36,000 in profits from tickets. Now this number means that we can't spend more than 85,000 generally, except in one case which is if we make more than \$36,000, that would cover the deficit now for fall Frosh, I had to go to the office today and I sat down with Sharon we sorted out all the different reimbursement forms, direct payments, everything for Frosh generally and then Sharon put together this sheet to show us all our expenditure. So for fall frosh as you all can see if we add up all these lines they add up to \$95,387. This essentially means that we went over budget by \$10,000 just on fall Frosh, which is bad because Frosh it's supposed to include winter and fall, so this essentially means that we don't really have money for winter frosh at all. Now there was overspending in a really big way. I'm not sure how this happened. There are a couple of reasons, but well, we're not here to point fingers now. I'm just explaining the financial situation and so I had to look at the profits too, so if we go to Zeffy and we add up all the money that we made from so ECA Super Frosh was \$36,250 add to it, the Beach Club, single tickets as well as the Multiverse Tour which is Pub Crawl, then Beach Day. So, if we add all this money up, we made around \$49,500 for from fall frosh tickets, which is an increase on our projected by around \$15,000 give or take and so what that means is we can go above \$85,000 by 15k which in turn means we can spend up to that like it brings up our limit from 85 to 100K. And so that means what we have leftover for winter



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frost is essentially \$5000. We currently need 9000, I mean best in the best case \$9100. We only have around. We only have around \$5000, so we'll be \$4000 in debt. Now this is the financial situation. There is nothing we can do to change that and I don't think we can take out anything from winter Frosh. Personally, I feel like we shouldn't, I mean as it is already it's really a minimal event. It's not anything huge, so I don't think we can take anything out of this? But yeah, this is just where we are financially and I just wanted to present this to the board. So you have all the facts before we approve and you know, do anything with the frosh budget?

Marissa: Genium owes us \$10,000 by January 1st, they signed a contract.

Mohamed: And was that general ECA sponsorship or Is that frosh specific?

Marissa: It's general so I, but I don't know how we allocate. That's why I'm asking.

Mohamed: Well, no, it would go under the general ECA profits not frosh.

Marissa: But don't we decide what we do with the profits.

Mohamed: Well, yeah but you have we have a few things to consider firstly the whole balance of are we in debt or are we not in debt this happens at the end of the year when we process all of our ECA payments and then all of our ECA income, because we have variable income from like the ECA fee levy, the Equipment fund, which sometimes increases like you have multiple sources of income that changes and we don't know how much money we're getting from students for winter. So, this is not really gonna be a helpful metric like we can't really take the income into consideration. Right now, I'm just looking at all Frosh spending versus all Frosh income basically, so this does not include sponsorship and you know when we grant Frosh \$44,500 that's supposed to be what we grant it from the ECA's money which is fee levy plus sponsorship or any income that ECA makes generally. So, I don't think that sponsorships have a direct effect on frosh or should like should be used for frosh because you have other events that are incurring a loss for the ECA it's not just frosh.

Sierra: If we want to stay within the budget we have left for Frosh, then the only possibility I really see changing within the events itself is scaling down the activity. For example, last year the activity didn't cost as much and didn't require buses, so that's, I think, where we're seeing most of that increase. So if anything is going to be impacted by adhering to the budget, it probably should be that.



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Shannon: My alternative option was just another place for tubing. They just had cheaper prices, but it wouldn't be \$4000 less, so that still wouldn't be a good alternative to be within the budget.

Mohamed: Guys it's also not like a black and white, you know, either we save the \$4000 or like \$5000 or we spend all \$4000, like if we save maybe one or like \$2000 that's still like better than you know, overspending by \$4000. So, if like for example Shannon, if the alternative tubing place that's cheaper, will like to save us \$1000 or like \$2000, then that's still something like that's not bad. I mean in that case I don't think it would be a problem if we go like \$2000 above budget for frosh. Like, that's not really a huge deficit. I think other sources of income within the ECA can cover it.

Shannon: It would be about like \$1000 saved.

Mohamed: If there was a cheaper place then why were we going with this place. Like is this better?

Shannon: Yeah, it was better, but the other place would be \$1200 less.

Shannon: Also saying bus lists activities, would we be able to do laser tag again, because the reason why we didn't do laser tag this year was because it was too expensive. But the tubing is more expensive than the laser tag from last year. But since there's no buses, maybe laser tag would be fine.

Mohamed: Oh, pub crawl instead of Dusted, that's not a bad idea.

Shannon: The thing is, dusted isn't too expensive.

Mohamed: I mean it's \$5000 oh never mind it's \$3000.

Sierra: Like, sorry can I jump in about the pub crawl idea? We tried that like a few years ago at a winter Frosh, but people kept slipping throughout the pub crawl because of the weather conditions. So that was why we didn't bring it back and we just did a winter Dusted.

Elsa: Can we check the actual numbers for laser tag for example? Or if you guys have any other ideas but then we would need to get quotes and we need to approve this today.

Sierra: For team bonding this year, we did two rounds of 20 minutes and that was \$25 a person.

Mohamed: I mean, I'm just, uh, I'm just looking at the ECA budget, seeing if we can save some money from another line and like, move it to Frosh just to increase a bit because I don't know I feel about laser tag like I don't think that winter frosh should suffer because we overspent on fall frosh. That's what I'm thinking. But I'm just trying to find a way to make it work.



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Elsa: Laser tag is not suffering like it's the same as last year it's okay.

Mohamed: I don't know. Didn't you guys say it was not good?

Shannon: It was fun, it just wasn't a winter activity.

Elsa: We all agree tubing would be nice and better, but if we don't have money doing the same as last year is okay, I think.

Mohamed: Like, I'm just thinking we're currently like \$4000 above budget or \$5000 above budget. So if we do the cheaper tubing, which is like we're saving \$1200, then you break it down to like 4000. I'm just looking at the social events line and I'm thinking of allocating like \$2000 if we didn't go over budget on social events. But the problem with that is I'd have to like to check in with Sharon and see how much we spent on Halloween and what else?

Shannon: There's an ECA banquet, it hasn't been planned yet so it can be modified.

Marissa: What if we did Dusted closer like within the island that way the bus would be cheaper

Shannon: The thing is, with the Dusted is that this place is actually the venue is really cheap and a lot of the places in Montreal, the venue is expensive. If so then it kind of equals out if we just keep it at this place.

Mohamed: I mean, I feel like we could go above budget and do the cheaper tubing. Yes, I'm trying to save money on other lines so we can do this activity as it is.

Shannon seconded by Mohamed motions to approve the budget

20231204-7 Passed with 5 votes in favor, 2 votes against and 2 votes abstain



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7. ANNOUNCEMENTS & VERBAL REPORTS

Saaim Intikhab: No announcements

Rohit Kinkor Sengupta: No announcements

Elsa Younes: Good luck on finals.

Aditya Shah: No announcements

Marissa Profetto: No announcements

Mohamed Bedair: Good luck on finals and please guys if anyone is proposing a budget to the BOD send it to me at least two days before the meeting

Seif Bedair: No announcements

Chloe Hei Yu Law: For the merch order Shannon can you send exactly how much exactly you want me to order, same for Aditya

Shannon King-Richards: No announcements

Cyrian : No announcements

Sierra Campbell: No announcement

8. ADJOURNMENT

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

Meeting adjourned at 6:43 pm