



## **Board of Directors Meeting**

Monday, July 31, 2023

B-annex meeting, Concordia University, Montreal, Canada

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### 1. ATTENDANCE

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



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## 2. SUMMARY OF MOTIONS

Motion	Motion	Result
20230731-1	Mohamed seconded by Tharushi motions to approve Saaim as the Chair	Passed in unanimity
20230731-2	Maria seconded by Mohamed motions to approve Rohit as the secretary	Passed in unanimity
20230731-3	Ahmad seconded by Chloe motions to approve the agenda	Passed in unanimity
20230731-4	Seif seconded by Maria motions to table approval of previous BOD minutes	Passed in unanimity
20230731-5	Shanon seconded by Sierra motions to approve the engqueers/ECA pride event budget	Passed in unanimity
20230731-6	Aditya seconded by Sierra to appoint Annabel Zecchel as Director Competition	Passed in unanimity
20230731-7	Seif seconded by Maria to appoint Sierra to Policy Committee	Passed in unanimity
20230731-8	Mohamed seconded by Sierra motions to approve SAE budget	Passed in unanimity



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### 3. PROCEDURES

#### 3.1. Opening of the meeting

Meeting opened at 5:00 PM

#### 3.2. Approval of the Chair

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

20230731-1 Passed in unanimity

#### 3.3. Approval of the Secretary

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

20230731-2 Passed in unanimity

#### 3.4. Approval of the Agenda

Ahmad seconded by Chloe motions to approve the agenda

20230731-3 Passed in unanimity

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

Seif seconded by Maria motions to table approval of previous BOD minutes

20230731-4 Passed in unanimity



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### 4. External Presentations

N/A

### 5. RETURNING BUSINESS

#### 5.1 SAE Budget Approval

Mohamed: So this is the budget proposal SAE sent before the deadline. So basically they have the 8 lines here which are the base budget which haven't changed, for wine and cheese there was a requested amount of \$1000 but as we mentioned in the previous BOD these lines are standard we can't raise them. Moving on to business, facilities, manufacturing and IT these are 4 different categories SAE has placed. The naming is quite confusing for me. Business is website hosting, Canava, Merchandise and the only thing that was applicable for funding was Auto-X, For website hosting ECA is supposed to be hosting websites for all societies soon so we are not going to be allocating money for that. Also for Canava Pro please talk to Chloe for that as she has a subscription that any society can use for Canava Pro, for photoshop we are not paying for any license for any society so we are not going to be budgeting for that. For Auto X when I read the breakdown it feels more like a social event then a competition like it just showcases SAE's accomplishments so based on precedence from other budgets I thought this would not be granted any money. And this brings us to my point that I did not put the business line to the budget.

Mohamed: Moving on to facilities, so what I understood from this budget and Ziad



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please correct me if I am wrong but SAE owns vehicles so they want to pay for oil changes and tires which is reasonable request so I did leave that in the budget but it's up to the BOD if they want to not give that money. Manufacturing budget there was no breakdown so it was very vague for me because I couldn't understand what this money is needed for so I did not place that, so basically we will not change the funding by a lot since the ECA budget did not change so I thought that money would be better used increasing other lines in their budget. Namely competitions because those competitions are where they need the most money. Moving on to IT again we have very limited space to increase budgets here so I did not think IT would work since it's technically a part of office supply and based on what we approved and what we rejected last time I thought that this would not be approved because the nature of the items is basically office supplies. I mean yes it's IT but it still falls under office supplies so I did not put that in the budget either.

Mohamed: Moving on to the four competitions the SAE will go through as far as I understand. Again it's pretty basic, Aeroconnect is their cheapest competition based on the budget they provided they spend around \$9500 and they plan on making \$7500 in sponsorships so they are asking for an increase in \$3500 which I did not think that makes sense considering that the deficit is \$2500 but I did think it warranted a small increase because we were only funding it by \$350 last year as seen here so I thought bumping it up to \$1000 makes sense because it's basically us funding 40% of the deficit. Most of the money for airconnect goes into transportation and lodging. For Aerodesign the spending is around \$24,000 they were asking for \$14,000 but Aerodesign is the most funded out of all their competitions, I think it's around 40% or maybe more of their spending so I did not think an increase would be warranted here. I thought \$11,000 should be enough since the SAE is allowed to apply for the design team fund and we are funding around 40% of this event and so any increases would make more sense in other competitions. Moving on to Baja, they spend around \$77,000, the breakdown is



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very detailed here on what they plan on using the money for and we know how much money the SAE spends each year so it's no surprise they do need the money. So I did think an increase of a \$1000 dollars for the base budget for Baja makes sense since it's within the amount we are able to increase. They were asking for a lot more money than last year but again the ECA budget did not change. Finally for Formula they are spending around \$85,000 and also they asked for an increase to \$44,000 but since we definitely can't afford that I did increase that by \$1000. For Aeroconnect I said I increased it to \$1000 but it's actually \$500 the rest I put into facilities because I think it was more a need for safety then competitions which I feel should be more prioritized. So yeah if anyone has any questions for me or Ziad go ahead.

Ziad: First of all thank you for looking at my budget and making this but if anyone has any questions I am here to answer them so go ahead.

Sierra: The facilities line my understanding is that its a bunch of vehicle maintenance correct?

Mohamed: Yeah so it's oil change, tires and trailer maintenance.

Sierra: So with a title like that you also have some flexibility so the manufacturing can also be reimbursed to that line.

Mohamed: Yeah the naming is a bit vague which would help them. Arguably they could also buy IT stuff under that line but yeah it's for whatever they want to use it for.

Ziad: Essentially the reason we split it up that way is because it follows our council structure. So every single one of our execs has a title so facilities would be for VP safety and IT for VP IT, that is why it is divided like that separately.



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Mohamed: I think Sierra is just pointing out if we leave it that way it gives you more leeway to use the money so if you don't use the thousand dollars for vehicle maintenance you can still use it for manufacturing or IT.

Mohamed: Does anyone have any more questions?

Saaim: I don't think so.

Mohamed: Okay thank you Ziad we will move into a closed session later on, discuss the budget and then I will send the final form in a few days. I am supposed to send it for all other societies but I am having trouble with the excel sheet but I will send the budget to you maximum by the weekend.





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## 6. NEW BUSINESS

\*Aditya wasn't available for the first part so we started with 6.2\*

### 6.2 Engiqueers/ ECA Pride event Budget Approval

Shanon: So basically the Venue for 5 hours is about CA\$1500. We also decided to go with an ice cream food truck and the rental for that is going to be CA\$750. Extra administration fees which would be 5% of our cost which would be \$238. And we went with 120 drinks based on last year, we pre-purchased 120 drinks at \$9 each which would get us \$1080. Finally including tax and gratuity our total would be \$4705. The tickets would be free so it would just be a net cost and we will not be having a DJ. So that is the budget does anyone have any questions?

Sierra: Yeah we had less than a hundred attendees last year so are we expecting 120? Because we certainly didn't hit that last year.

Shannon: So we actually reduced the amount of guests we expected to come and also that amount is so that people can have more than one drink.

Sierra: This is at Riverside again correct?

Shannon: Yes.

Mohamed: Yeah I wanted to add to Sierra's point if we had less than 100 attendees last year and if we are not doing anything different for marketing then could we just do something like for example so some lizard lounges had drinks.



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Shannon: Well I'd also like to bring out the point that this is also with other schools so we would be expecting more people.

Shannon seconded by Sierra motions to pass the Engiqueers/ ECA Pride event Budget

20230731-5 Passed in unanimity

### 6.1 Approval of Annabel Zecchel as Director Competition

Aditya: I would like to motion to appoint Annabel as the director of competitions.

Saaim: Why do you think she is a good fit for this role?

Aditya: I guess she has the kind of expertise we need for this year at least for Engweek since I am trying to get involved with other schools and well I feel like she will be a good addition to the team with what kind of experience she has with sponsorships as well and I feel like we could use that somewhere and she is good with cold calling and stuff so pretty much a very good candidate

Aditya seconded by Sierra to appoint Annabel Zecchel as Director Competition

20230731-6 Passed in unanimity

### 6.3 Appointment of Sierra to the Policy Committee

Seif: So according to the bylaws we can appoint one of the representatives to the policy committee and we wanted to appoint Sierra to the policy committee since she was acting on it last year, she has experience and if you look to our current policies most of them were written by Sierra, she did a great job last year and I think she will be a great addition to this year's policy committee.



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Seif seconded by Maria to appoint Sierra to Policy Committee

20230731-7 Passed in unanimity

Mohamed motions to close the session

Mohamed seconded by Sierra motions to approve SAE budget

20230731-8 Passed in unanimity

Mohamed seconded by Saeed motions to move to open session

Mohamed: So in closed session we reviewed SAE's proposed budget and we approved the proposal.



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## 7. ANNOUNCEMENTS & VERBAL REPORTS

Nobody had any announcements to make

## 8. ADJOURNMENT

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

*Meeting adjourned at 5:49 pm*