



BOD Meeting

Thursday, November 2nd, 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

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6. NEW BUSINESS

- 6.1 Englympics Budget
- 6.2 Internal Affairs
- 6.3 Approval of the CELC Delegation size
- 6.4 Approval of CDE 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	
Cyrian Kedowade	Building, Civil and Environmental Engineering (BCEE) Representative	x
Jainam Shah	Computer Science & Software Engineering (CSSE) Representative	
Ahmad Obeid	Electrical & Computer Engineering (ECE) Representative	x
Mohamed Saad	Mechanical & Industrial Engineering Aerospace (MIAE) Representative	x
Maria Fernanda	Independent Representative	x
Sierra Campbell	Sage	x



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2. SUMMARY OF MOTIONS

Motion	Motion	Result
20231102-1	Aditya seconded by Mohamed motion to approve Englympics Budget	Passed in unanimity
20231102-2	Mohamed seconded by Seif motions to close the session	Passed in unanimity
20231102-3	Mohamed Saad seconded by Mohamed motions to approve the agenda	Passed in unanimity
20231102-4	Mohamed seconded by Seif motions to table approval of previous BOD minutes	Passed in unanimity
20231102-5	Aditya seconded by Mohamed motion to approve Englympics Budget	Passed in unanimity
20231102-6	Mohamed seconded by Mohamed Saad motion to put IEEE on probation with the condition of not being able to book ECA managed spaces for breach of the alcohol policy for the rest of their mandate	Passed by vote with 8 in favor and 2 abstain(Seif abstained due to conflict of interest)
20231102-7	Marissa seconded by Sierra motioned to put CSME on probation with the condition of not being able to book ECA managed spaces for breach of the alcohol policy for the rest of their mandate	Passed by vote with 7 in favor, 1 against and 2 abstain(Seif abstained due to conflict of interest)
20231102-8	Marissa seconded motion to amend the agenda to add two points for the Approval of the CDE Budget and Approval of the CELC Delegation size	Passed in unanimity
20231102-9	Marissa seconded by Mohamed motion to approve the delegation size of 4 people to send to CELC 2024	Passed in unanimity
20231102-10	Sierra seconded by Mohamed motion to pass the budget	Passed in unanimity



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3. PROCEDURES

3.1. Opening of the meeting

Meeting opened at 6:00 PM

3.2. Approval of the Chair

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

20231102-1 Passed in unanimity

3.3. Approval of the Secretary

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

20231102-2 Passed in unanimity

3.4. Approval of the Agenda

Aditya seconded by Mohamed motions to approve the agenda

20231102-3 Passed in unanimity

3.5 Approval of Previous BOD's Minutes

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

20231102-4 Passed in unanimity



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4. External Presentation

5. RETURNING BUSINESS

6. NEW BUSINESS

6.1 Englympics Budget

Aditya: Okay so you have the budget over here for Englympics 2024, you can see that I put the previous year's allocated budget over here as reference, there's the senior and junior design for which we are taking \$900 for and I have created a sheet to show the expenses it comes up to \$1500 but we did an inventory check and we had some things so we only need \$900. The room bookings thanks to Seif we spent no money at all so we saved that money for food and drinks, there were a lot of complaints last year so this would be way better. We didn't need any money at all. I am giving food to all the participants for 5 competitions and the ECA team who will be volunteering so that brings it to a total of \$1400 however I am expecting some people to not show up so I am asking for only \$1200. So that's the highest expense we have and we are giving the judges a \$25 amazon gift card, this was supposed to be done last year but it wasn't because Esinti didn't give it as a budget goal. But this time we are doing it. And then we have the social event which is the award ceremony and we are spending zero dollars for this because it's just the ECA website and that worked out well because we have maxed out in every competition and above max in a few. So that's why I am asking for \$2925 compared to last year's \$2600. Any questions?

Aditya: Sounds like there are no questions.



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Aditya seconded by Mohamed motion to approve Englympics Budget

20231102-5 Passed in unanimity

6.2 Internal Affairs

Mohamed seconded by Seif motions to close the session

Mohamed seconded by Mohamed Saad motion to put IEEE on probation with the condition of not being able to book ECA managed spaces for breach of the alcohol policy for the rest of their mandate

20231102-6 Passed by vote with 8 in favor and 2 abstain (Seif abstained due to conflict of interest)

Marissa seconded by Sierra motioned to put CSME on probation with the condition of not being able to book ECA managed spaces for breach of the alcohol policy for the rest of their mandate

20231102-7 Passed by vote with 7 in favor, 1 against and 2 abstain (Seif abstained due to conflict of interest)

Mohamed seconded by Seif motion to open the session

Marissa seconded motion to amend the agenda to add two points for the Approval of the CDE Budget and Approval of the CELC Delegation size

20231102-8 Passed in unanimity



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6.3 Approval of the CELC Delegation size

Marissa: CELC is in January we are still selecting people to send so next week or whenever the next BOD is we will approve the actual people but right now I just want to approve the delegation size that we will send four people to CELC so in the conference selection policy it says for CELC specifically we send four to six people based on our budget for this year we will send four people so I just need somebody to motion for that.

Mohamed: Can you motion and I will second

Marissa seconded by Mohamed motion to approve the delegation size of 4 people to send to CELC 2024
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20231102-9 Passed in unanimity

6.4 Approval of CDE budget

Marissa: So it's about \$226 per delegate + tax included so \$904 in total per registration and then travel wise I thought it would be the best if we took a Communauto there because flights are overly expensive and train and Megabus are like 8.5 hours so if we drive it's like 7 hours. And once we are there we will have to travel from hotel to school every day so instead of taking the 30 minute public transport we will be able to drive. I already looked into stuff for Quebec and Ontario. The specific Communauto that we are taking will not need any extra registration stuff. It's about \$40 for the annual inscription fee. Damage protection plan I am really confused about.

Mohamed: I can explain the damage protection plan, so you don't need to subscribe to the open+, I know it will reduce the cost but the tricky part is with what account is it going under? So it's an annual subscription so who will have access to the subscription will everyone in the ECA have access to the subscription?

Saaim: They will suspend the account if it's in more than one device

Mohamed: I think we shouldn't be doing a subscription on someone's device because it's only that one person who will be able to use it for the rest of the year. Secondly, the damage protection fee yes you should pay basically the one dollar per trip is if you get into an accident



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regardless of who's fault it is you will be paying \$600, If you pay \$60 per year you pay \$300 per accident and if you pay \$75 then you will have to pay \$0 per accident. And the prices don't include taxes so \$75 dollars don't include taxes neither does the \$40 or the estimate the website gives you.

Marissa: Okay we will just add taxes to whatever I put in for now, So for the damage protection thing do you guys have any opinions on this, should we just go with the \$1 one and assume I don't get into an accident or the \$75 one incase.

Mohamed: I think we should pay for the damage protection plan. The risk is not really worth it honestly.

Marissa: And also instead of the Open+ I should just do the Open

Mohamed: Yeah I think so even if it costs us more money the prospect of you having the account in your name with the ECA money it's going to be tricky like I know it will cost us more money but I don't know how else we are going to manage it because it doesn't look good.

Marissa: I mean that's kind of how subscriptions work for any annual subscription like up until right now people have been paying canva or like their website on their personal inscription so I don't understand what's wrong with this?

Mohamed: It doesn't really change the fact that it won't look good on the BOD if that's the case like either we should have an account that's accessible to everyone in the ECA team or Exec team or we don't do subscriptions at all. And another thing is that with Canva and the other things is you can access the services like if I give you the password you can use it but with Communauto it's tied to your license so nobody else can use it.

Marissa: But I am saying this isn't the last time I would be using Communauto for let's say future conferences and events

Mohamed: I understand that and that's why I am saying that it might be a possible problem just to bring it to the BOD's attention but I am not sure how to go about it like I don't know what the best decision is.

Seif: Yeah I understand why we shouldn't do this but also we shouldn't go for a more expensive thing just because we don't have a rule for it, like we can mention it in the motion that yes Marissa would be benefiting from it but it would literally be cheaper for us so going for a more expensive option it wouldn't be smart.

Sierra: Yeah I understand Mohamed's concern but I think for the VP external position it's worth it to invest in something like that because it's part of your job to go to conferences, so we should be investing in a cost effective option.

Mohamed: Okay then if that's the case maybe we should look at an even more cost effective option like the other packages are even more cost effective.



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Marissa: I mean this is something we can look into if there's someone else traveling that much besides me but I don't know who is traveling that much except for me

Seif: Actually how much can you go up like how much does Open+ pay per hour?

Mohamed: Open+ is 6.75/hour

Seif: Okay because I see there are plans for businesses that cost a lot up front but then you pay only for your use and you actually get it for cheaper. So it cost \$400 which is kind of a lot but then you pay \$2.45/hour so I think we might make up for the difference

Mohamed Saad: I think for the business thing I think you have to pay \$1000 as a non joinable fee and then you have to pay \$100 for the protection plan.

Seif: I am looking into this because the ECA would be evading this issue and ECA in general would be benefiting from this because we do use Ubers a lot like me and my staff use Ubers at least twice a month for B-Annex stock. Especially since it will go into next year's mandate as well.

Mohamed: I think we should take our time with this and approve Marissa's budget for now because Communoauto's website is really confusing and we shouldn't try to do this on the spot.

Sierra seconded by Mohamed motion to pass the budget
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20231102-10 Passed in unanimity



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7. ANNOUNCEMENTS & VERBAL REPORTS

Saaim Intikhab: No announcements

Rohit Kinkor Sengupta: No announcements

Elsa Younes: No announcements.

Tharushi Rathnayaka: Volunteer for Iron ring

Aditya Shah: We have Englympics in three days so we'll see you there

Mohamed Bedair: We met with Alexi and he is pushing for us to get furniture for the B-Annex

Seif Bedair: So continuation couches are going to be at the top of our list but he said probably not but he will try, but one thing we did consider and hopefully we will be doing is I am going to rearrange the lounge

Mohamed Bedair: So we are going to send a google sheet like document where you can list possible things you want to see in B-Annex and Alexi is going to try and find what he can from that list

Announcements were paused to add points to the agenda

Marissa Profetto: No announcements

Chloe Hei Yu Law: No announcements

Cyrian Kedowade: No announcements

Ahmad Obeid: No announcements



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Mohamed Saad: No announcements

Maria Fernanda Amezcua Moreno: No announcements

8. ADJOURNMENT

Sierra seconded by Seif motion to adjourn the meeting

Meeting adjourned at 7.00 pm