



BOD Meeting

Sunday, November 26th, 2023

B-annex meeting, Concordia University, Montreal, Canada

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3. CSCE DTF 2021
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8. ADJOURNMENT



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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	x
Tharushi Rathnayaka	Vice-President of Academic Affairs	
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	
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	x
Mohamed Saad	Mechanical & Industrial Aerospace Engineering (MIAE) Representative	x
Maria Fernanda	Independent Representative	x
Sierra Campbell	Sage	x



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2. SUMMARY OF MOTIONS

Motion	Motion	Result
20231126-1	Elsa seconded by Mohamed motions to approve Saaim as Chair for this meeting of the Board of Directors.	Passed in unanimity
20231126-2	Seif seconded by Mohamed Saad motions to approve Rohit as the secretary for this meeting of the Board of Directors.	Passed in unanimity
20231126-3	Elsa seconded by Mohamed motions to approve the agenda	Passed in unanimity
20231126-4	Elsa seconded by Cyrian motions to table approval of previous BOD minutes	Passed in unanimity
20231126-5	Sierra seconded by Seif motion to approve Yasmine as CSSE representative	Passed by vote with 8 in favor, 3 votes against, 0 abstain
20231126-6	Seif seconded by Mohamed Saad motion to create an investigative committee to investigate a formal complaint lodged against the VP competitions regarding the 2023 Englympics competition. The Subdivision will be composed of the current Sage, VP social and Independent representative as all 3 did not participate in the competition. The subdivision will present their report by the 30th of December to the BOD.	Passed in unanimity
20231126-7	Mohamed seconded by Aditya motion to amend line 10 in CSME's Budget	Passed in unanimity
20231126-8	Seif seconded by Sierra motion to mandate the policy committee to update the finance policy	Passed in unanimity



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20231126-9	Seif seconded by Mohamed Saad motion to mandate the policy committee to write a section in the finance policy on societies going over budget at the end of the fiscal year	Passed in unanimity
20231126-10	Mohamed seconded by Seif motions to move lines Kelowna Flights(Deposits) and GNCTR Final Registration from CSCE's 2021-2022 budget to CSCE 2022-2023 budget under concrete toboggan since these spendings were done under the design team fund for the competition and since the dates are ambiguous we don't know when the deadlines were therefore we would like to change the records	Passed in unanimity
20231126-11	Sierra seconded by Elsa motions to table Winter Frosh Budget	Passed in unanimity
20231126-12	Aditya seconded by Seif motions to pass CQI budget without the lines swag or buses	Passed in unanimity
20231126-13	Mohamed seconded by Seif motions to approve the current allocation of the competition fund for the period fall 2023	Passed in unanimity
20231126-14	Mohamed seconded by Aditya to pass Design team fund budget for fall 2023	Passed in unanimity
20231126-15	Elsa seconded by Mohamed to table the Election Report	Passed in unanimity



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3. PROCEDURES

3.1. Opening of the meeting

Meeting opened at 2:40 PM

3.2. Approval of the Chair

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

20231126-1 Passed in unanimity

3.3. Approval of the Secretary

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

20231126-2 Passed in unanimity

3.4. Approval of the Agenda

Elsa seconded by Mohamed motions to approve the agenda

20231126-3 Passed in unanimity

3.5 Approval of Previous BOD's Minutes

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

20231126-4 Passed in unanimity



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4. External Presentation

4.1 CSSE Rep Interview - Hosaamaldin

Mohamed Saad stepped out due to conflict of interest

Elsa: Okay first let's start with a quick introduction so you can tell us more about yourself

Hossmaldin: Hello my name is Hossmal, I am in software engineering. I was aware of this position before and when I saw that this position had an opening I thought I would apply because I thought it would be a very good fit for this job. I always believe that having a medium of contact between the faculty and the student is very important. Also being a second year student I think I can relate to the struggles of most of the Concordia students specially being an international student.

Elsa: How much time do you think you can give to this position

Hossmaldin: Overall I think I can dedicate 5 hours a week and if there are more hours required I always can adjust

Elsa: And what do you think needs to be improved in terms of academics

Hossmaldin: In terms of academics I think openness between students and teachers could be better and with me being there I can be a medium between the two

Elsa: Do you have any ideas that could benefit professors and student relations

Hossmaldin: Maybe hosting events where both students and faculty members would attend

Elsa: Are you comfortable addressing student concerns to the department and the faculty

Hossmaldin: Yes I think I am pretty comfortable voicing concerns especially if they are hard topics



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4.2 CSSE Rep Interview - Mateo

*Mateo didn't show up for the interview *

4.3 CSSE Rep Interview - Bhumika

Elsa: Why don't you tell us a little about yourself and why you think you're a good fit for this role?

Bhumika: So I am Bhumika and I am a software engineering student so first of all I am really happy to be here and I am really biased towards the ECA because I like it and it is really prestigious for me to be here. The reason I feel I am a perfect fit for this role is because I am a software engineering student so I think the students can easily contact me.

Elsa: How much time can you give to this position?

Bhumika: Weekly I can give 15 or 20 hours.

Elsa: And what do you think could be improved academically in concordia

Bhumika: I think there should be more involvement in classes

Elsa: Do you have any ideas for initiatives that could improve relations between teachers and students

Bhumika: I think professors should be more interactive but I think the class size is too big in concordia so it's kind of difficult but still I think they should try to be more interactive

Elsa: Are you comfortable communicating student concerns in department and faculty meetings.

Bhumika: Yeah I think so.

Mohamed: So I wanted to ask you what is one challenge that you faced in your department that you think needs to be improved

Bhumika: I think I found the labs very difficult and I think there should be people who know the lab equipments more helpful



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4.4 CSSE Rep Interview - Nidhi

Nidhi didn't show up

4.5 CSSE Rep Interview - Yasmine

Elsa: So tell us a little about yourself and why you think you are fit for this role?

Yasmine: So I am Yasmine, I am a 2nd year software engineering student, I am pursuing a role as a software developer in Airbus, I am also still active in the student side as I am a part of SCS as a condition director and GGSE concordia as VP coordination. I also think why I want to be involved in ECA is to give back what I had because I was really lost in my first year and didn't know anything and I had a friend in 2nd or 3rd year who I could go to for questions so I want to be that for other students.

Elsa: How much time do you think you can give to this role?

Yasmine: I feel like it really depends on the week. Obviously during midterms and finals I will have less time but overall I have a lot more time next semester. I also have more time next semester because my time in SCS is coming to an end so I will have more time to dedicate elsewhere.

Elsa: And what do you think could be improved academically in concordia

Yasmine: I feel the biggest part would be the professor because some professors don't care about their students and others really love their students, so I feel the best thing we can do for the students is to listen to them.

Elsa: And are you comfortable voicing these concerns in department and faculty meetings

Yasmine: Yeah of course I think we need to do something to get better.

Elsa: Do you have any ideas on how to improve academics in concordia



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Yasmine: I feel like the biggest part is to be more involved with the students. I feel like it would be easier for them to approach us with their problems by doing that.

Mohamed: I had a question you mentioned you were a part of SCS concordia are you a part of the executive team?

Yasmine: No the director

Mohamed: You mentioned we need to be in contact with the students more and I agree but do you have any idea on how we can do that?

Yasmine: I didn't think about this exactly but as she said we could tour the classes and as ECA we could talk to students one on one so they can be more open with us.

4.6 CSSE Rep Interview - Ricardo

Elsa: So tell us a little about yourself and why you think you are fit for this role?

Ricardo: Hello everyone I am Ricardo Raji Chahine. I am a computer science student in my second year. I am an ambitious, disciplined and result oriented person. Throughout my life I have worked in many different fields. This position interests me because of three reasons, firstly this position is a great opportunity to socialize and meet other students from different backgrounds and different departments and I would like to be more involved in student life. Secondly through this position I would like to help other students academically or any issues they may face in concordia. Finally this position is a great opportunity to learn skills and add them to my portfolio

Elsa: And how much time can you add to my position?

Ricardo: 8 to 10 hours a week

Elsa: What do you think we could improve in terms of academics

Ricardo: Professors some of them are not great and Scheduling most classes are not always available and makes it difficult to graduate on time and to stick to our schedule



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Elsa: Are you comfortable with voicing student concerns at the faculty and department meetings?

Ricardo: If this position entails that then yes of course

Elsa: Do you have any ideas on how to improve academics in concordia

Ricardo: Maybe at the beginning of each year specially for first year students having more events and workshops to make them feel more comfortable and feel more included

Mohamed: We have noticed that we have a problem where students who have problems they don't usually reach out to us

Ricardo: Anonymous surveys as these are what students feel the most comfortable to respond and we could also host an event once a semester where students attend and voice their concerns about the department

4.7 CSSE Rep Interview - Zeel

Elsa: Start with an introduction and then tell as more about yourself

Zeel: So my name is Zeel and I am an international student, and I moved to Montreal in 2023, I am studying for a master of computer science right now. I saw the post on instagram and decided it would be good for me to join.

Elsa: So we only take undergraduate students as we represent undergraduate students but there is a graduate equivalent which is the ECGSA so maybe we can give you their contact and you can apply if there are any positions available.

Zeel: Oh I see I understand thank you.

Elsa: Thank you so much for your time.

Elsa seconded by Mohamed motion to close the session
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Sierra seconded by Seif motion to approve Yasmine as CSSE representative

20231126-5 Passed by vote with 8 in favor, 3 votes against, 0 abstain

Seif seconded by Mohamed Saad motion to create an investigative committee to investigate a formal complaint lodged against the VP competitions regarding the 2023 Englympics competition. The Subdivision will be composed of the current Sage, VP social and Independent representative as all 3 did not participate in the competition. The subdivision will present their report by the 30th of December to the BOD.

20231126-6 Passed in unanimity

Elsa seconded by Seif motion to open the session

Seif: In closed session we discussed the formal complaint against the current VP competitions and the BOD decided to form an investigative committee around the topics discussed in the complaint, we also discussed the CSSE representative applicants and the BOD appointed Yasmine Mouatif as the new CSSE representative.



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5. RETURNING BUSINESS

6. NEW BUSINESS

6.1 CSME Budget Amendment

Mohamed: I made a small mistake with CSME, they had a small line for 3D printing, I did not notice this line and I don't remember going over it and it wasn't in our original proposal. So I don't think I brought it to the BOD's attention at all. So this line is for 3d printing material which is \$1600 and I think it's going to be the filament for the 3D printer. It's a reasonable line and their budget for 3D printing last year was \$2300 and we only approved \$600 this year so this would bring the total money they are getting for 3D printing to \$2200. So I wanted to amend the budget and give them \$1700 which gives them the same as they got last year.

Seif: Why can't we just put them in the same budget line?

Mohamed: Yeah that's fine I just want to include that money having it in separate lines or one line it doesn't matter.

Mohamed seconded by Aditya motion to amend line 10 in CSME's Budget

20231126-7 Passed in unanimity

6.2 ECA Credit Card

Mohamed: This is a topic I wanted to talk about, as you know we have a square card but our square balance is always really low, and we change our square owner every year as we get new members and it expires every year. So I wanted to look into getting an ECA credit card to solve a lot of ECA problems. We could also apply for a debit card but the problem with that is our account normally holds a lot of money and a credit card would have a limit. A problem with having a credit card is that usually with all ECA payments both me and Elsa need to sign off but with a credit card any one of us could tap and pay with the credit card. So does BOD have any input or anything?



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Seif: Yeah it's a good idea and should be okay if we keep the limit low and if it gets stolen we have an extra layer of protection where the bank handles that.

Mohamed: Is it possible for me to apply for the credit card while the policy committee formulates the policy because

Seif: We can motion to have you order it but you are not authorized to use it until the policy is passed.

Elsa: It's not great financial practice

Seif seconded by Sierra motion to mandate the policy committee to update the finance policy

20231126-8 Passed in unanimity

6.3 Society Negative Balance

Mohamed: So societies can go into the negative and currently there are no repercussions. I wanted to set a limit so that societies that go beyond that level of negative balance we just cut them off until they figure out their finances. So what do you guys think the limit should be?

Sierra: Realistically any percentage they go over their allocated budget there should be repercussions if they are grossly over budget. There is always flexibility but previously what we did was cutting off their spending until we can go through all of their transactions until we can find a solution.

Seif: Like is it a line or the budget as a whole

Mohamed: As a whole like for example there was a society that went 30k over budget a while back but it turns out they didn't go over budget they just didn't report income they made. But there was nothing in the policy or the bylaws against going over budget and I wanted to add that to the finance policy so we have the ability to stop processing reimbursement if they go a certain percentage over debt. So my proposal is at the end of the fiscal year after we finish all our paperwork, if a society is badly in debt we cut them off for the next fiscal year.



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Seif: It's not normal for them to go to 40k if they are limited to 10k it would probably be something like something went wrong so we had to get that, so I suggest we set the limit to 15% and at the end of the fiscal year if a society is 15% over budget you stop their budget and put together an investigative committee to see what is going on. And if a society is 15% over budget then they would have to explain to the BOD why they were 15% over budget and it's up to the BOD to decide if their reason makes sense. But we need data to decide the percentage we can't make it an arbitrary amount. So we can mandate the policy committee to find the amount based on the previous years.

Seif seconded by Mohamed Saad motion to mandate the policy committee to write a section in the finance policy on societies going over budget at the end of the fiscal year

20231126-9 Passed in unanimity

6.4.CSCE DTF 2021

Mohamed: So CSCE they have a problem right now because there was an error in the budget basically back in 2021 so the fiscal year 2021-2022 they were allocated 10k from the design team fund so it was for any purchase done from January 2022 to August 2022 and what happened then was that they made purchases after the expiration date 31st August, but they only spent \$7500 and they had \$2500 left. So they were asking us if we could grant them the \$2500 because they have a lot of debt so they wanted this to get some of the debt off basically but I don't know if it's possible.

Seif: So Sierra you said the expiry date was extended. Which year are you talking about, is it your mandate?

Sierra: The date was extended to my mandate because the committee was made super late and they didn't pass the budget until our last meeting which was in April.

Mohamed: That's why the \$7500 here is going to be moved to the old sheet, a big part of their debt is because this \$10,000 they didn't technically use any of it because of the clerical error but they did spend \$7500. So that's like 3/4 of the money. Their only request is that we take the 2.5k



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that they didn't get to spend with us to get rid of a bit of their debt by taking it out of the design team fund.

Seif: How much are they currently in debt? But do we close sessions like is that information supposed to be public?

Mohamed: The budget is supposed to be public but this is neither public or private

Seif: So how bad is it?

Mohamed: It's a lot like the \$2500 would help a lot

Seif: I mean if it's a little amount sure but if they are badly in debt then we shouldn't encourage that by helping

Mohamed: So you want to give them the money or not?

Sierra: So I checked the minutes and nowhere in the motion does it say the expiry date

Seif: So where does this money come out of right now?

Mohamed: Okay so technically it doesn't come out of anywhere it's imaginary money.

Seif: So what will you do now?

Mohamed: So what I'll do now is move it to the next year's T-boggen budget.

Seif: But mention the exact reason

Sierra: I think Mohamed should check your inbox to see if a deadline was mentioned because I feel like whatever deadline was set should be respected

Mohamed: Do you remember who was in the committee that year?

Sierra: It should be Kayla, Remi and Ermen

Seif: I mean since the ECA messed up and since we don't know the expiry date maybe we can be more lenient.



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Mohamed seconded by Seif motions to move lines Kelowna Flights (Deposits) and GNCTR Final Registration from CSCE's 2021-2022 budget to CSCE 2022-2023 budget under concrete toboggan since these spendings were done under the design team fund for the competition and since the dates are ambiguous we don't know when the deadlines were therefore we would like to change the records

20231126-10 Passed in unanimity

6.5. Approval of the Winter Frosh Budget

Shannon: Okay so I am going to present the winter frosh budget, it will be three days so firstly for Merch and marketing I think the budget will be \$4000, then for Department Orientation it will be \$250 for gift cards, then for Activity we will go tubing based on one of the tubing places the price will be \$4600 which is like \$40 a ticket plus taxes. Then for Buses for dusted it's \$2500 and for snacks for the Activity day it'll be \$200, all that gives us a total of \$16,650. This compared to last years \$13,750 budget it will be a \$2800 difference. Then if I go to tickets the frosh bundle will be sold for \$50 which I would expect 60 people to buy that. And I expect 20 people to buy the frosh leader ticket for \$45. Finally Dusted tickets I expect 60 people to buy for \$35. I also said we would have 20 frosh leaders but I don't think we will need that many. I also expect some people to not come like previous years.

Sierra: Where is the tubing place and would we need to bus people there?

Shannon: It's an hour away so yeah we would, I completely forgot about buses.

Mohamed: Yeah but it's already over budget and I think buses would cost more

Elsa: We don't have to do tubing if it's too expensive, any activity ideas that are more budget friendly?

Shannon: There is another tubing place which would be around \$1000 cheaper

Elsa: We could do rock climbing

Mohamed: In winter?

Elsa: No it's inside, we need to approve an amount for now



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Shannon: What would be an amount that would be acceptable for Activity?

Mohamed: Shannon you only have like 11k left from the frosh budget so your already way over budget

Elsa: We could cut on the merch for beer steins, like a lower amount

Sierra: Realistically we should cap all the numbers to 100 people

Shannon: But last year we got 90 people so what if we get more?

Sierra: No we should cap it at a 100 overall and if we sell out great but we don't go over 100

Mohamed: I feel like \$50 is really cheap for the frosh bundle since each person is almost costing us \$100 so I feel like it can go like \$5 or so higher

Shannon: I think if we look at last year's budget we did lazer tag which was cheaper

Mohamed: How much did lazer tag cost us?

Sierra: I think it shouldn't be more than \$30 a person

Mohamed: So it is cheaper yeah that's good

Elsa: Is there any way to reduce the price for Dusted?

Shannon: Well these are just estimates for now

Mohamed: Wait all these are estimates like you don't have any quotes?

Shannon: Les Glissades is a quote but the rest are estimates

Elsa: I think we can get Dusted for \$3000

Mohamed: How?

Seif: Rent a cheaper Bar

Mohamed: Yeah then reduce it to \$3000 and reduce the price of merch to \$3000 as well.



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Mohamed: OKay Shannon I don't think we can approve this budget because the estimates are too loose, we need quotes

Shannon: But the estimate is based on previous years

Mohamed: Yeah but the prices go up from month to month so in a year it'll change, merch itself will be more expensive. So even if it's passed the budget is useless like if the BOD wants to pass this budget I am okay with it but in my opinion this budget is not an indicative of anything

Elsa: We can have an emergency BOD to pass this

Shannon: But should I keep this activity or look for something else

Mohamed: Well first you should find a quote for the other stuff like the buses, merch, snacks and Dusted, write them down on a sheet, see how much it is and based on that we can decide an activity.

Sierra seconded by Elsa motions to table Winter Frosh Budget
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20231126-11 Passed in unanimity

6.6. Approval of CQI - QEC Budget

Aditya: So the registration for each person is 320 CAD per person with 26 delegates we need \$8,320. CQI Equipment which is just stuff for them to practice with. Then Swag which is going to cost us \$3,500 which is the same as last year. Buses I have seen \$1000 but could be more if just the ECA is paying it could be more like \$2000. Also there's competitor expenses which are like food and drinks.

Mohamed: So it's for Competitors to buy food and drinks, that's like \$35 for 3 days and for 28 people so that's more than fair

Sierra: So since we tabled the previous point because we need a breakdown of the swag and the buses I think the same conditions need to be met here



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Mohamed: So to that point the reason we needed a breakdown for Frosh is because it was already above the budget but the budget Aditya provided is 6k below the budget allotted for CQI so he can provide a breakdown yes but we don't really need it.

Sierra: How much was spent on Englympics because that goes under CQI

Seif: It was \$2925 so it's still under the budget by \$3000

Elsa: What does CEC go under?

Mohamed: There isn't a separate line so it would also go under CQI. I think we should pass the budget without the swag line because \$3500 is almost as much as how much we are spending for Frosh.

Elsa: I think buses can wait too, no?

Seif: It's after frosh so we can wait yeah

Mohamed: Either it's not passing or it passes without swag and buses

Aditya seconded by Seif motions to pass CQI budget without the lines swag or buses

20231126-12 Passed in unanimity

6.7. Competition Fund Allocation

Mohamed: So we had \$25,000 to allocate for the competition fund, this is the allocation the committee came to so we are going to give Troitsky \$6225, for GCES Upstart it's \$4130, HackConcordia it's \$11,900, for IISE industry week it's \$2705. That is almost what everyone requested.

Mohamed seconded by Seif motions to approve the current allocation of the competition fund for the period fall 2023

20231126-13 Passed in unanimity



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6.8. Design Team Fund Allocation

Mohamed: Design team fund same as competition fund this is what the committee came to, we had 40% allocated as a base budget and 60% depending on the competing members, everyone got similar to how much they asked for so then does anyone have any questions? I guess not

Mohamed seconded by Aditya to pass Design team fund budget for fall 2023

20231126-14 Passed in unanimity

6.9. Formal Complaint

The complaint was discussed during closed session and a motion was made during close session

6.10. CEO Elections Report Approval

Elsa: We have received the election report from the CEO. I hope you all read it so we can approve it.

Elsa: The results were not announced on November 1st.

Mohamed: When were they announced?

Elsa: Not sure, any comments on the report?

Mohamed: It's fine but I think Christian had a better report, can we table and tell Khyati to fix these and approve it later?

Elsa seconded by Mohamed to table the Election Report

20231126-15 Passed in unanimity



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7. ANNOUNCEMENTS & VERBAL REPORTS

Saaim Intikhab: No announcements

Rohit Kinkor Sengupta: No announcements

Elsa Younes: No announcements.

Mohamed Bedair: Note for everyone if you need to approve a budget please have quotes on your budget and if you need help you can contact me

Seif Bedair: No announcements

Chloe Hei Yu Law: No announcements

Shannon King-Richards: No announcements

Cyrian Kedowade: No announcements

Ahmad Obeid: No announcements

Mohamed Saad: No announcements

Maria Fernanda Amezquita Moreno: No announcements

Sierra Campbell: No announcements

8. ADJOURNMENT

Sierra, seconded by Mohamed, motions to adjourn the meeting.
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Meeting adjourned at 6:31 pm