



BOD Meeting

Sunday, March 3rd 2024

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

- 6.1 Approval of Design Team Fund policy changes
- 6.2 Approval of Competition Fund policy changes
- 6.3 Investigative Committee Report
- 6.4 Society Budget Revisions
- 6.5 ECA General Finance plan
- 6.6 Appointment of AEO
- 6.7 Replacement of the Independent Representative Position
- 6.8 Reimbursement Dispute
- 6.9 Design Team Funds Allocation
- 6.10 Competition Funds Allocation
- 6.11 Approve Engweek 2024 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	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	
Shannon King-Richards	Vice-President of Social Affairs	x
Cyrian Kedowide	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	
Maria Fernanda	Independent Representative	x
Sierra Campbell	Sage	x



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2. SUMMARY OF MOTIONS

Motion	Motion	Result
20240303-1	Maria seconded by Seif motions to approve Saaim as Chair for this meeting of the Board of Directors.	Passed in unanimity
20240303-2	Seif seconded by Ahmad motions to approve Rohit as the secretary for this meeting of the Board of Directors.	Passed in unanimity
20240303-3	Mohamad seconded by Seif motions to approve the agenda	Passed in unanimity
20240303-4	Ahmad seconded by Seif motions to table approval of previous BOD minutes	Passed in unanimity
20240303-5	Seif seconded by Sierra motion to approve the changes made to the DTF policy	Passed in unanimity
20240303-6	Seif seconded by Sierra motion to approve the changes to the Competition Fund policy	Passed in unanimity
20240303-7	Sierra motions to adopt the recommendations and findings of the investigative committee and to mandate the investigative committee to give a formal written warning to the VP competition	Passed in unanimity
20240303-8	Mohamed seconded by Elsa motion to amend Ashrae Budget by adding line 12 PPE footwear	Passed in unanimity
20240303-9	Mohamed seconded by Seif motion to amend CSCE 2023-2024 Budget by adding line 18 Competition EF	Passed in unanimity



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20240303-10	Mohamed seconded by motion to amend CSME 2023-2024 budget by adding line 12 Repair Parts EF	Passed in unanimity
20240303-11	Mohamed seconded by Marissa motion to amend CUBES 2023-2024 budget by adding line 11 Workshop EF	Passed in unanimity
20240303-12	Mohamed seconded by Marissa motion to amend ENGGAMES 2023-2024 budget by adding line 19 Competition EF	Passed in unanimity
20240303-13	Mohamed seconded by Seif motion to amend GCES 2023-2024 budget by adding line 14 Competition EF	Passed in unanimity
20240303-14	Mohamed seconded by Seif motion to amend HackConcordia 2023-2024 budget by adding line 12 ConUhacks EF	Passed in unanimity
20240303-15	Mohamed seconded by Seif motion to amend IEEE 2023-2024 budget by adding line 17 and 18	Passed in unanimity
20240303-16	Mohamed seconded by Seif motion to amend IISE 2023-2024 budget by adding line 13 PPE EF	Passed in unanimity
20240303-17	Mohamed seconded by Seif motion to amend SAE 2023-2024 budget by adding line 17 Equipment Fund	Passed in unanimity
20240303-18	Mohamed seconded by Seif motion to amend SCS 2023-2024 budget by adding line 13 CS games EF	Passed in unanimity
20240303-19	Mohamed seconded by Maria motion to amend Space Concordia 2023-2024 budget by adding line 16 Equipment Fund	Passed in unanimity



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20240303-20	Mohamed seconded by Maria motion to amend Troitsky 2023-2024 budget by adding line 12 Equipment fund	Passed in unanimity
20240303-21	Mohamed seconded by Cyrian motion to amend WIE 2023-2024 budget by adding line 16 Equipment fund	Passed in unanimity
20240303-22	Mohamed seconded by Seif motions to form external contractor search committee	Passed in unanimity
20240303-23	Mohamed seconded by Seif to appoint Sierra, Seif and Elsa to the committee	
20240303-24	Elsa seconded by Marissa motions to reject Alex for the appointment of the AEO	Passed in unanimity
20240303-25	Marissa motion to add the position of the EDI representative and the Sustainability representative to the BOD	Passed by vote (7 in favor 3 against)
20240303-26	Elsa seconded by Sierra motions to mandate current VP finance to let next VP finance know about the reimbursement situation with Links	Passed in unanimity
20240303-27	Mohamed seconded by Cyrian motions to approve Design team fund allocation for winter 2024 according to the attachment	Passed in unanimity
20240303-28	Mohamed motion to approve the Competition fund allocation for winter 2024 according to the attachment	Passed in unanimity
20240303-29	Aditya seconded by Mohamed motion to approve the Engweek 2023 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

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

20240303-1 Passed in unanimity

3.3. Approval of the Secretary

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

20240303-2 Passed in unanimity

3.4. Approval of the Agenda

Mohamad seconded by Seif motions to approve the agenda

20240303-3 Passed in unanimity

3.5 Approval of Previous BOD's Minutes

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

20240303-4 Passed in unanimity



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4. External Presentation

5. RETURNING BUSINESS

6. NEW BUSINESS

6.1 Approval of Design Team Fund policy changes

Seif: Alright, I'll present them both just so it's clear and then we can discuss. So here the first thing you see is the DTF policy. The changes that we made are pretty simple, The changes here mainly affect the application dates, So there's a period for which the projects that are applicable can apply and that's from September 1st to April 30th. That's basically any project within that time can be considered. But there's also an application period, this is where they can actually apply for the money and it is currently from September 1st through September 21st, but as you can see that actually overlaps with the like the competitions from September 1st to April 30th so a lot of the people that have them earlier on, it's not like they get their money much later and they don't even know what they're getting and so that's what kind of brought on this change, we made the application period a little bit earlier, so two months earlier from July 1st to July 21st. We also added a section that would mandate the BOD to approve the funds by August 21st. So basically by September 1st, any of the applicants would know exactly how much they're getting. Same change happened for the second application period it was January 1st to January 21st. We brought it earlier three months to consider the fact that there's two weeks of the ECA doesn't work and then there's also final period which is going to delay things so we brought up three months so it's October 1st to October 21st. We added this same clause of giving the BOD certain time frame that they need to approve it by and that would be November



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30th. So that's for DTF. It's mainly just considering those. So let's discuss that and then I'll talk about the CFC

Seif seconded by Sierra motion to approve the changes made to the DTF policy

20240303-5 Passed in unanimity

6.2 Approval of Competition Fund policy changes

Seif: So to give you a reference here, this is the application like the competitions from September 1st to April 30th, right? This is the time frame that we're looking at and then here it's from Jan 1st to August 31st. So here when we go to the competition fee levy, we edited the validity to kind of match the DTF so you'll see that the dates should match so September 1st to April 30th and then here is from January 1st to August 31st. So that's the first major change and then here the application periods, they just we brought them earlier same as for DTF so July 1st to July 21st, we added that the BOD must ratify the allocated funds by August 21st and then same thing for the second application period October 1st to October 21st, two months and a half earlier than it was and we added that same deadline of November 30th. So that way the deadlines are pretty much the same for both DTF and CTF. One slight issue here is whether we approve these changes right now. We have the validity period it used to be May 1st to April 30th, right? And we made it September 1st. The issue with that is that if next year's competition is from May to September, they don't really have a period right now. So we'll need to discuss the transition measures of what we should do for this upcoming like the transition basically from the old system to the new system.

Seif seconded by Sierra motion to approve the changes to the Competition Fund policy

20240303-6 Passed in unanimity



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6.3 Investigative Committee Report

Sierra seconded by Seif motions to close the session

Sierra motions to adopt the recommendations and findings of the investigative committee and to mandate the investigative committee to give a formal written warning to the VP competition

20240303-7 Passed in unanimity

Elsa seconded by Seif to open the session

Sierra: In close session the investigative committee presented their findings and recommendations of the Committee to the board, which resulted in a written warning sent to VP competitions from the Committee addressing the recommendations from the committee.

6.4 Society Budget Revisions

Mohamed: So back in December, Elsa and I met with Dr.Akgunduz and the ECA usually takes into account the money in the beginning of the year, but Dr. Akgunduz wants the Advisory council and the societies to have a say in how we handle the money, Okay so we granted the societies \$204,000 and we only spent 155,000, we know this because I calculated how much we granted to the societies, so the money that we are currently spending is around \$150,000, but generally what I did was what we are expecting to spend is always lower than what we are spending so we keep



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a buffer amount, but now with the new amount Dr. Akgunduz granted us \$130,000 and we can add that to our current amount and we can add 60% of it to the society budgets. Also this is spend it or loss it money, so if they were lying on their form and they don't need it before April 30th they don't get it, because they wont have time to find something new to spend it on.

Mohamed seconded by Elsa motion to amend Ashrae Budget by adding line 12 PPE footwear

20240303-8 Passed in unanimity

Mohamed seconded by Seif motion to amend CSCE 2023-2024 Budget by adding line 18 Competition EF

20240303-9 Passed in unanimity

Mohamed seconded by motion to amend CSME 2023-2024 budget by adding line 12 Repair Parts EF

20240303-10 Passed in unanimity

Mohamed seconded by Marissa motion to amend CUBES 2023-2024 budget by adding line 11 Workshop EF

20240303-11 Passed in unanimity

Mohamed seconded by Marissa motion to amend ENGGGAMES 2023-2024 budget by adding line 19 Competition EF

20240303-12 Passed in unanimity

Mohamed seconded by Seif motion to amend GCES 2023-2024 budget by adding line 14 Competition EF

20240303-13 Passed in unanimity



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Mohamed seconded by Seif motion to amend HackConcordia 2023-2024 budget by adding line 12 ConUhacks EF

20240303-14 Passed in unanimity

Mohamed seconded by Seif motion to amend IEEE 2023-2024 budget by adding line 17 and 18

20240303-15 Passed in unanimity

Mohamed seconded by Seif motion to amend IISE 2023-2024 budget by adding line 13 PPE EF

20240303-16 Passed in unanimity

Mohamed seconded by Seif motion to amend SAE 2023-2024 budget by adding line 17 Equipment Fund

20240303-17 Passed in unanimity

Mohamed seconded by Seif motion to amend SCS 2023-2024 budget by adding line 13 CS games EF

20240303-18 Passed in unanimity

Mohamed seconded by Maria motion to amend Space Concordia 2023-2024 budget by adding line 16 Equipment Fund

20240303-19 Passed in unanimity

Mohamed seconded by Maria motion to amend Troitsky 2023-2024 budget by adding line 12 Equipment fund

20240303-20 Passed in unanimity



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Mohamed seconded by Cyrian motion to amend WIE 2023-2024 budget by adding line 16 Equipment fund

20240303-21 Passed in unanimity

6.5 ECA General Finance plan

Mohamed seconded by Seif motions to close the session

Mohamed seconded by Seif motions to form external contractor search committee

20240303-22 Passed in unanimity

Mohamed seconded by Seif to appoint Sierra, Seif and Elsa to the committee

20240303-23 Passed in unanimity

Mohamed seconded by Seif motions to open the session

Mohamed: In close session we discussed future financial spending for the ECA, and formed a committee for external contractor hiring for which Elsa, Seif and Sierra were appointed

6.6 Appointment of AEO



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Elsa seconded by Seif motions to close the session

Elsa seconded by Marissa motions to reject Alex for the appointment of the AEO

20240303-24 Passed in unanimity

Elsa seconded by Cyrian to open the session

6.7 Replacement of the Independent Representative Position

Marissa: You might be asking why would we replace them? So this is a screenshot from our bylaws, so independent reps as director is defined in Section 4, their duties, independent reps will act as the point of contact for students and student life matters to the faculty and then report to the BOD and Advisory Council. They're responsible for promoting student engagement by organizing social initiatives and providing representation among the students not active in student life. They can be involved participants in the day-to-day activities of the ECA, and their mandate is to say that they are to be a liaison between the societies of the ECA and BOD, in addition to the responsibilities of representing the views of the engineering student body at large. So yeah, this is currently their mandate, and I've already met with Maria and Aziza, our current independent reps to just kind of get a feel for what exactly is that they do because from this it seems very vague in my opinion, and even from talking to them it was very vague like what they were meant to do. Basically, the independent reps have kind of joined the team and been given kind of random tasks. So, I know Maria and Aziza have both been kind of helping with team bonding and also with the iron ring sizing and Maria said she helped with the department orientations just to like present like general information on the ECA. Like, these aren't, like, specific or like big enough tasks. So I really want to take these positions and turn them into something that's I don't want to say more useful, but in a way it has more purpose. So what would we replace them with exactly? We would replace them with an EDI Rep and a



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sustainability Rep. So a sustainability rep would represent the views of engineering student body at large so that's currently what the independent reps do. But in addition they would work with the ECA societies and seek campus groups and initiatives regarding sustainable practices or sustainability. So the sustainability rep would really be working towards that. They would also enforce the rules of the sustainability policy, we have this policy that we're supposed to be following, but I'll be honest, like, I reviewed it and like we definitely do not follow this and it's not necessarily like for both like social and acad. Like your focus is really making the events so having the sustainability Rep, it would be there to kind of enforce this, make sure that the events we're hosting and also the events that are societies are hosting obey the sustainability policy. They would also be the head of the Sustainability Committee. Un section three of the ECA sustainability policy, there's a section about a sustainability committee, which I don't believe we had this year at all. So unfortunate, because we were supposed to have it. So they would be heading that they would also sit on the Policy Committee and advocate for changes within the for ECA sustainability policy. So adding. So that's a sustainability Rep, so the EDI Rep they would represent the views of the engineering student body at large, just like current independent reps do and just like the sustainability Rep would, they would work with equity groups within ECA and on campus to provide resources to help and foster communities for our students. So, I mean, they be working very closely with women in engineering and with engiqueers or under us to make sure that they have the resources required, that they have the connections required and they would also kind of reach out to other equity groups to kind of like, gain more knowledge and to like find communities for our students to join.

Sierra: Yeah so I like both of these ideas for the representative positions, and I think they can bring a lot of value to the ECA team. Like EDI and sustainability are two different avenues that we've tried to get involved with over the past few years. But it is difficult when you don't have a dedicated person to the role and you're trying to split between several different mandates. But for me, I see this as more as positions we can add on top of the independent representatives. For one, the reason independent representatives sit on board of directors as like in the first place is because it's supposed to be an outside perspective and someone who is not involved in day-to-day activities or planning anything. You'll frequently see boards that are majority independent reps like because they don't want their executive bodies to be the ones dictating how the organization, like all those decisions, are made. So, for that reason, I wouldn't want to get rid of the positions because it is good to have a balance of executive officers who are involved in everything and people who are so outside of that and contribute an outside opinion for me it's more a question of how do we get independent representatives more involved in participating at BOD meetings and making sure their voices are heard. Uhm. Yeah so I like the



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idea, but for me, I think I would prefer it added on top of independent representatives because I do see their value in having both of these positions.

Marissa: I mean, that's also another possibility that didn't necessarily think about that. It's definitely something we could do. It's just that all the independent reps you don't really have specific mandates or tasks besides like representing student at large and like in my opinion, like I just feel like they could be doing so much more and should be doing so much more and I get what you're saying, that it's supposed to be like regular students that aren't necessarily involved in the community. But I mean, I think this is a good way for them to not be too involved also be involved in, like the Concordia community, more so than just like the ECA

Mohamed: To add on to like what Sierra was saying, maybe we can have them as directors under. Social maybe?

Marissa: So I personally wouldn't like them under social because it's not necessarily a social thing, yes they have an event but those reps could be doing a lot of things outside social like the workshops VP Acad hosts, I also feel that they shouldn't be under someone.

Seif: Couldn't we have one independent rep and then two of the new reps instead?

Maria: The thing is I understand that independent representatives are supposed to be an outside perspective but could we maybe give them something to do? I have been in this position for the whole mandate and it honestly felt like we were just floating and waiting to help a VP with something

Tharushi: Couldn't we just add them to someone's team as a director instead of putting them on the BOD?

Marissa: No because directors would only be responsible for that VP's event and I would rather not have them then have them as directors because then they wouldn't even have any authority over the decisions

Mohamed: So do we just make a decision now and amend the bylaws?

Seif: Well no because we need to have the policy committee look over this, then make changes to other policies for it like the finance policy because they would be entitled to a honorarium and stuff, after the policy committee brings it back to the board we finalize the decision



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Marissa: Can we then have them on the ballot in the upcoming election?

Mohamed: Elections are in 2 weeks there is no way we get policy committee to meet and make bylaw changes and have a BOD to get them on the ballot

Marissa: If we are the ones who decide cant we just put the positions in the ballot and then decide the small stuff later

Seif: No because even though it seems innocent we can't make decisions like that, like yeah we can put them in the ballot but we need to let the membership know exactly what they are agreeing to in detail, or else they can for example say yes to having two new positions and then later we decide these positions get \$5000, we need to let the membership know the full detail of what they are agreeing to.

Elsa: For these general elections we could definitely have them in the ballot like we can get it ready, we can get them through socials and interviews after the elections, ideally we should have them elected so we can do that in a by-election later.

Mohamed: I was going to say why don't we just bypass the policy committee for the bylaws, like for honorarium we are literally going to copy paste the same information as the independent rep

Elsa: There is a lot to work on, write and change, this is a bylaw document so

Mohamed: Will the BOD be able to pass it in time for the elections?

Elsa: We meet on Friday and then we can have a special or vote via email

Marissa motion to add the position of the EDI representative and the Sustainability representative to the BOD

20240303-25 Passed by vote (7 in favor 3 against)

6.8 Reimbursement Dispute

Aditya: So this I am not sure if this is something to motion on, but basically I bought tickets for around \$4000 and they were from LinksAir but the company now dissolved, so now the problem



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is I got reimbursed from the ECA, but if I do that I won't have any money left with me and the credit card might give me my money back in 3 or 4 months later

Mohamed: So just to confirm you called Links and they said they would reimburse you in 120 days?

Aditya: I called links and flare who acquired them and they said they can't help so right now I am trying to get my money back from my bank not the Airlines, and the problem is I can't give the money back to the ECA because it's all my money and if I give it back right now I would literally have no money, and the only reason I spent the money to begin with is because I knew I would get it back

Seif: I was actually going to say since Aditya is an exec and execs are entitled to honorarium we can tie the two together so that the Honorarium isn't processed until the money is returned. Since it's also around that time and it'll officially be something for the next board

Aditya: I don't have a problem with that

Elsa seconded by Sierra motions to mandate current VP finance to let next VP finance know about the reimbursement situation with Links

20240303-26 Passed in unanimity

6.9 Design Team Funds Allocation

Mohamed seconded by Cyrian motions to approve Design team fund allocation for winter 2024 according to the attachment

20240303-27 Passed in unanimity

6.10 Competition Funds Allocation



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Mohamed motion to approve the Competition fund allocation for winter 2024 according to the attachment

20240303-28 Passed in unanimity

6.11 Approve Engweek 2024 Budget

Aditya: So we have a budget for \$8725, we have a cost for Case Comp and Programming since we need them to make the problems for us, for Case comp we are buying a case from ENGCOMM, we are not spending anything for room bookings since we can get rooms in H building like we did in Englympics but I still kept \$650. For marketing \$200, we are getting SWAG for \$4000, for award ceremony we have \$1000, I am looking for external funding but there aren't many sponsorships available right now.

Mohamed: So for Engweek you know you have \$13,000 right?

Aditya: Yeah but we moved money from Engweek to CEC

Mohamed: I don't remember that but I will go over the minutes later to check, but if you think you can manage with eight or \$9k then I don't mind

Aditya: Yeah I mean right now the only thing we are cutting costs on is food, as you can see there are no food

Mohamed: Maybe you could switch SWAG to food?

Aditya: Yeah we can reduce the SWAG line to \$3000 and put \$1000 on food

Seif: You have \$9500 left so you could use more on food

Marissa: How long is programming



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Aditya: Programming is shorter this time and more beginner friendly, but snacks will be given, and it can definitely be taken from Swag.

Elsa: And trivia is that going to be in Reggies?

Aditya: Yeah even trivia like the case competition we are partnering with ENGCOMM for the event so I wanted to partner with another society for Trivia too

Seif: How was judges \$300 last year and \$525 this year?

Aditya: So they had less judges last time I think around 15, we have 21 judges

Marissa: We don't need judges for Trivia and Sports

Aditya: Yeah I put referees as judges too

Mohamed: So Rohit checked the budget and yeah we did move the money from Engweek

Aditya seconded by Mohamed motion to approve the Engweek 2023 budget

20240303-29 Passed in unanimity

7. ANNOUNCEMENTS & VERBAL REPORTS

Saaim Intikhab: No announcements

Rohit Kinkor Sengupta: No announcements

Elsa Younes: No announcements.

Tharushi Rathnayaka: No announcements



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Marissa Profetto: No announcements

Mohamed Bedair: No announcements

Seif Bedair: No announcements

Chloe Hei Yu Law: No announcements

Shannon King-Richards: No announcements

Ahmad Obeid: No announcements

Mohamed Saad: No announcements

Maria Fernanda Amezcua Moreno: No announcements

8. **ADJOURNMENT**

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

Meeting adjourned at 4:50 pm