



BOD Meeting

Sunday, April 14th, 2024

B-annex meeting, Concordia University, Montreal, Canada

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- 3.3 Approval of the Secretary
- 3.4 Approval of the Agenda
- 3.5 Approval of Previous BOD's Minutes

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- 4.1 NSBE New Society Committee

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- 6.2 Member Association evaluation
- 6.3 AGM date and agenda
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7. ANNOUNCEMENTS & VERBAL REPORTS

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	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 Kedowade	Building, Civil and Environmental Engineering (BCEE) Representative	x
Yasmine	Computer Science & Software Engineering (CSSE) Representative	x
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
20240414-1	Maria seconded by Ahmad motions to approve Saaim as Chair for this meeting of the Board of Directors.	Passed in unanimity
20240414-2	Ahmad seconded by Mohamed motions to approve Rohit as the secretary for this meeting of the Board of Directors.	Passed in unanimity
20240414-3	Mohamed seconded by Elsa motions to approve the agenda	Passed in unanimity
20240414-4	Sierra seconded by Mohamed motion to approve the minutes of July 8th	Passed in unanimity
20240414-5	Seif seconded by Elsa motion to approve minutes from August 12th	Passed in unanimity
20240414-6	Sierra seconded by Ahmad motion to approve the minutes from October 10th	Passed in unanimity
20240414-7	Seif seconded by Ahmad motion to approve the minutes from October 13th	Passed in unanimity
20240414-8	Ahmad seconded by Mohamed motion to approve the minutes from November 2nd	Passed in unanimity
20240414-9	Cyrian seconded by Ahmad motion to approve the minutes from November 26th	Passed in unanimity
20240414-10	Seif seconded by Sierra motion to approve NSBE to year 0	Passed in unanimity



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20240414-11	Shannon seconded by Mohamed motions to approve the Banquet budget with the contingency that we wont have to pay the full amount if we cancel last minute	Passed in unanimity
20240414-12	Mohamed motions to send UAV and CSME a notice from the BOD regarding the recent complain	Passed in unanimity
20240414-13	Elsa seconded by Mohamed motion to approve April 30th at 5 pm for the AGM date with the minimum points on the Agenda	Passed in unanimity
20240414-14	Mohamed seconded by Sierra motion to remove section H 1.2, Section K. And Appendix F from the finance policy.	Passed in unanimity
20240414-15	Mohamed seconded by Marissa motion to use a flat rate of today's exchange rate from US dollar to Canadian dollar for all purchases done in the previous fiscal year that needs to be processed	Passed in unanimity



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3. PROCEDURES

3.1. Opening of the meeting

Meeting opened at 1:30 PM

3.2. Approval of the Chair

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

20240414-1 Passed in unanimity

3.3. Approval of the Secretary

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

20240414-2 Passed in unanimity

3.4. Approval of the Agenda

Mohamed seconded by Elsa motions to approve the agenda

20240414-3 Passed in unanimity



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3.6 Approval of Tabled BOD's Minutes

Sierra seconded by Mohamed motion to approve the minutes of July 8th

20240414-4 Passed in unanimity

Seif seconded by Elsa motion to approve minutes from August 12th

20240414-5 Passed in unanimity

Sierra seconded by Ahmad motion to approve the minutes from October 10th

20240414-6 Passed in unanimity

Seif seconded by Ahmad motion to approve the minutes from October 13th

20240414-7 Passed in unanimity

Ahmad seconded by Mohamed motion to approve the minutes from November 2nd

20240414-8 Passed in unanimity

Cyrian seconded by Ahmad motion to approve the minutes from November 26th

20240414-9 Passed in unanimity

4. External Presentation



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4.1 NSBE New Society Committee

Elsa: So we have met as the New society Committee and we also have invited the President. There was the VP finance and other VP's who came to answer our questions as well and they resubmitted a new version of the Constitution & Budget after our comments. So we'll be presenting our findings and we'll start with leadership experience.

Maria: Yeah sorry the microphone wasn't working. So I read the experience that each of the members had and I did a really concise summary you'll see here. The President, he has experience as a member of the Black Perspective Office Student Council at Concordia, and he was at the VP internal, the African Association of Concordia too. For the VP external, he had collaborated with various campus associations to coordinate diverse events at Concordia too. For VP Academics, he was the president of Junior Achievement Club and the assistant academic Representative, VP marketing, he had a high school experience as the student Council member. He organized advertising events for student attention. The VP finance he acquired management skills through past involvements in his high school clubs and association, VP Internal he participated as student council in his high school and also showed strong communicational skills and VP events, he was part of the high School Student Council.

Seif: So their constitution is pretty well defined. Their executive roles are also like they're well defined, they have, they're kind of balanced in terms of the responsibilities they propose distribution for their directors. There were some formatting changes and some inconsistencies, but other than that we cleared it all out with them.

Shami: For the year 0 strategy, their events, they include having an ice breaker in October. Organizing the Black History Month event with McGill as a collaboration, having a black engineer panel and sending ten of their members to the NSBE National Society of Black Engineers Convention. Budget will cover a little bit more as the source of income, but they were applying for Sponsorships internally and externally.

Liam: So NSBE is asking for \$3600 for the operations at Concordia, for the NSBE national conference they are asking for a total of \$26,260 all of which will be ECA funding and plan to take 10 people total, They have shown initiative by reaching out and getting around \$1500 from internal/external funds. We have confidence that the team will be able to execute their event except maybe for the NSBE national conference.

Seif: So their student status, I went through every single exec that they proposed, compared them to our list of current members and then confirmed that they are all regular members for the current year.



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Elsa: For the executive membership following the Society creation Policy, we required that the President of the new society be only an executive of this new society to focus on building the society as in the year 0 and the President Kerry has resigned from any positions he held and the proposal even had attachments of proof of him resigning. So that's the only position he'll be holding.

Sonia: So, for the faculty advisor, they have Doctor Aiman Hannah. That's going to be assigned to them. So obviously just having a faculty advisor will be really helpful for them, for support for finances and just advice in general.

Elsa: So, to conclude, after reviewing all the deliverables and meeting with them, we as the new Society Committee recommend that NSB E is approved for year 0 probationary period.

Mohamed: I have a few questions about your finances. So can we go back to the finance slide? So first I want to know how you come to the number you came to for operations within Concordia?

Liam: So, \$300 for marketing then we have \$700.00 for winter ice breaker, \$700.00 for the Black History Month events, \$100 for exec photos.

Mohamed: Also, they mentioned marketing, so it's a new society, obviously it's going to need a lot of you know, marketing to get the word out there that it exists. So, do they have any plan on how they're going to reach out to the membership.

Mohamed seconded by Sierra motion to close the session

Seif seconded by Sierra motion to approve NSBE to year 0

20240414-10 Passed in unanimity

Mohamed seconded by Seif motion to open the session

Elsa: In close session the NSBE proposal was discussed and they were approved to year 0



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5. RETURNING BUSINESS

6. NEW BUSINESS

6.1 Approval of End of Semester Party budget

Mohamed: Do we hold an End Of Year Banquet?

Shannon: Yeah, we didn't, but it's just because a lot of people have been bringing to the point that we should have more social events and stuff. And considering that we didn't have a winter frosh that's why I figured we should hold another social event.

Shannon: Okay so I plan to have it on May 2nd, and it would be at Kampai, which is pretty close to campus and there were two proposed ideas and the first one, the one that I like was considering more would have been like an end of your cocktail and it would be from 8:00 to 10:00 and then, for anyone who wants to stay, they can stay because Kampai is technically a club, so you can stay for the club if you wanted, it would open up with everyone else and for that, it would just be for the room rental would be \$1000 and then for 300 drink tickets it would be \$3600. The drink tickets wouldn't only be alcohol, it would be like mocktails as well for people who don't want to drink and then with the services and everything the total would be \$6299 and I'd be planning on selling tickets with two tiers, so one of \$10 and one of \$12 for the \$10 one, it would be a quantity of 50, and for Tier 2 would be 100. So if I add in those like if we were to sell out, then our full total would be \$4599 and the venue would be requesting a deposit of 1600, so that would have been the first option and then the second option, it's basically the exact same thing. Just instead of starting from 8:00 to 10:00, it would be from 10:00 PM to whatever time the club ends. But this one would be a full rental. So, they wouldn't open up to anyone like they wouldn't open up the venue, would just be for us and it would be from 10:00 PM to, let's say like 3:00 AM. The prices would all be the same, just that difference. But I found this one more interesting just because I know some people probably don't want a club and just have the option of giving people the option that you can stay for the club or you can go just gives people more options to play with so they can come for the cocktail and leave or they can come for the cocktail and stay. Yeah. So that's basically the budget.



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Mohamed: So essentially you're saying we ECA would be funding \$4600 for the event and like tickets will be just partially covering the amount, correct.

Shannon: Yeah

Mohamed: I feel like the ticket prices should go up by like \$15 and \$20 and I also agree with your choice about the timing like 8:00 PM to 10:00 PM, especially if we don't end up having enough people. So, opening up the club to more people, that would make more sense. Oh also we still haven't fully paid of Sheraton so technically social events doesn't have any money left in their budget so ECA needs to take a bit of a hit

Shannon seconded by Mohamed motions to approve the Banquet budget with the contingency that we won't have to pay the full amount if we cancel last minute

20240414-11 Passed in unanimity

6.2 Member Association evaluation

Seif seconded by Mohamed motion to close the session

Mohamed motions to send UAV and CSME a notice from the BOD regarding the recent complain

20240414-12 Passed in unanimity

Mohamed seconded by Aditya motion to go back into open session

Seif: In close session the board discussed concerns brought up about two member association, those societies were CSME and UAV



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6.3 AGM date and agenda

Elsa: Yes, so very quickly. It's the AGM season. The bylaws state that it has to happen during the month of April. We need to send an invitation to all Members. So the notice has to be sent 10 business days before the AGM, meaning that it should be posted by tomorrow. To have 10-11 days before the meeting. So newsletter, Instagram and Facebook probably posters as well on campus to try to reach Quorum and the date that I want to approve would be April 30th. So on the last day of April and on the agenda, it would be the minimum points as stated in the bylaws, so I'll just mention them, but it's the minimum points of an AGM. OK, so the annual general meeting is set to receive the financial statements from the previous year and the interim statements from the current year receive the end of year report from the directors, appoint auditors and receive the report of the CEO electing the directors. So, these will be the points for the agenda. It would be at 5:00 PM just because it's still finals and trying to get people from after work hours and between the two to five final slots and the 7 to 10. So just try to get more people to come and it will be hybrid, pizza in person. Registration link will be posted tomorrow. And yeah, so minimum points as stated in point F1 will have the CEO report, the executive end of year report of all accomplishments during the year appointing auditors, the financial statements. So yeah.

Mohamed: So just a general question about this specific AGM. But is there any way we could have a GM's in May? Like moving forward? Not this year, but like moving forward because it's the final season as you said so not a lot of members will show up. So it's just a suggestion for a bylaw change like we'd have to change the bylaws. I mean that should be noted because I just think that the end of April is just not very doable for execs and for the Members as well like it's not accessible as a date. So yeah, but either anyway, like you can go ahead and motion. Can't be an exception breaking bylaws that's not good.

Elsa seconded by Mohamed motion to approve April 30th at 5 pm for the AGM date with the minimum points on the Agenda

20240414-13 Passed in unanimity

6.4 Square Cards



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Mohamed: Yeah, that's my point. So I've talked about this before with the board. I wanted to remove square cards entirely as a service that the ECA provides. I've taken societies, finances and presented opinions. No one said that they absolutely needed it. Most societies don't even know it exists, haven't picked up their cards, and it's just too much of a hassle. I'm working as an accountant, basically, for all societies to track their payments, which is just not my job. So, yeah, it's too much of a hassle.

Mohamed seconded by Sierra motion to remove section H 1.2, Section K. And Appendix F from the finance policy.

20240414-14 Passed in unanimity

6.5 US Dollars Transactions

Mohamed: USD transactions. OK, so quick. We have societies that pay for stuff in U.S. dollars. So, SAE in space. Mainly they buy a lot of stuff from the US, and we pay the vendors in U.S. dollar currency. How that works is the ECA. We have a U.S. dollar Bank account. We transferred the money from our Canadian accounts to the US dollar account and then paid directly. Now the problem is that we've made these payments last year and the year before I believe. But they were noted down in U.S. dollars because they were paid in U.S. dollars. However, they came out of the ECA bank account in Canadian, so like we get paid from the university in Canadian, so we had to buy U.S. dollars. So, there was a transfer rate, now we can't go back in time and find out the transfer rates on the day we could possibly do that we have a lot of forms and we're talking about like a few cents on the dollar. If they even exist. So, what I'm proposing, what Sharon proposed in the office is that we use a flat rate conversion for these transactions. So, what that means is all the old transactions because they weren't inputted on space and SAE's budgets because they're in U.S. dollars and the budgets are in Canadian. So, we can't put them, you must change them into Canadian. So, we're proposing that we use a flat rate for the entire for the previous forms we're going to use a flat rate and then for next year, we're going to start purchasing U.S. dollars and bulk put them in our account in the beginning of the year and use that flat rate for the entire mandate. So that's moving forward we'll be doing that. But for the old forms that were already bought, like the things that were already bought, we'll use a flat rate of the bank today or whatever like the like share and we'll check that in the office, and we'll use a flat rate for the entire like stack of forms. So, does anyone have any comments or suggestions?

Seif: Yeah. Is there a proposed rate for the previous ones?



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Mohamed: Currently, no, we didn't investigate it, but like we'll probably just use the banks rate right now then use that for the past year and a half or so. And judging by like the stability of the Canadian dollar and U.S. dollar currencies, it's not going to be an issue.

Seif: And for the future ones, how we said we're going to bulk order in the beginning of the year by.

Mohamed: We're going to buy U.S. dollars and then tell societies we will be using this flat rate for U.S. dollar to Canadian dollar conversion. If you don't like this, we will not be paying for your stuff.

Mohamed seconded by Marissa motion to use a flat rate of today's exchange rate from US dollar to Canadian dollar for all purchases done in the previous fiscal year that needs to be processed

20240414-15 Passed in unanimity

7. ANNOUNCEMENTS & VERBAL REPORTS

Saaim Intikhab: No announcements

Rohit Kinkor Sengupta: No announcements

Elsa: I just want to say thank you so much everyone for your work. We'll have another, nicer speech at banquet for everyone, but yeah, fun year. Tough one, we all got through



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this. Still not done weeks left. Last push, besties. But yeah, wanted to say good job and thank you. And these BODs were amazing and yeah, good luck on finals.

Tharushi Rathnayaka: No announcements

Marissa Profetto: No announcements

Mohamed: Yeah, So quick announcement. We finally ordered a credit card, so hopefully we get that end of April / beginning May.

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 Amezquita Moreno: No announcements

8. **ADJOURNMENT**

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

Meeting adjourned at 3:18 pm



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