

**ENGINEERING AND COMPUTER SCIENCE ASSOCIATION S.A.**  
**Meeting of the Board of Directors**  
**Date: 7th May 2013**

Held in H-838

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**Agenda**

1. Call to order
2. Election of secretary for the meeting
  - a. Khaled Abdo appointed unanimously
3. Approval of the agenda
  - a. Motion pass unanimously
4. Approval of the previous minutes
  - a. Unexisting
5. Items for decision
6. Items for discussion
  - a. Vacant ECA positions:
    - i. VP Finance
    - ii. VP Social
    - iii. VP External
    - iv. VP Academic
    - v. CSE Rep
  - b. Keys for SAE b-annex office
  - c. ASHRAE Membership
  - d. Agenda/handbook
  - e. Fall 2013 Career Fair
  - f. Fall 2013 Blood Drive
  - g. Office manager
  - h. Bank National Change
  - i. Finances
  - j. Date for first council meeting
  - k. Date for weekly exec meeting
  - l. Plan for 2013-2014 Year
    - i. Outreach/School Spirit
      1. Website
      2. Frosh 2013
    - ii. Organizational:
      1. By-Laws
      2. Audit
    - iii. Academic

7. Items for information
  - a. President's report
  - b. VP Internal's report
  - c. VP Finance's report
  - d. VP External's report
  - e. VP Academic's report
  - f. VP Social's report
  - g. VP Sports & Competition's report
  - h. VP Marketing's report
8. Varia
9. Adjournment

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## Minutes

Present: Khaled Abdo, Chrisopher Richa, James Fradette, Antonin Picou

Regrets:

7. Items for discussion
  - a. Vacant ECA positions:
    - i. VP Finance

KA: Person interested from IEEE apparently not to great

KA: Someone in CSCE and CUBES like to do finances, we don't know name

- ii. VP Social

KA: No go from friend, need one still

- iii. VP External

AP: Emailed Anita, and has been in contact

CR: Sebastien wanted to join and would be interested in either External or Finance

JF: she seems devoted and involved

- iv. VP Academic

KA: Anita maybe also

KA: Mahammed Abdullah

- v. CSE Rep

CR: Sam Assaf was interested, see email

Newsletter (by friday, 10th of May):

\_Forward the Newsletter info to Chris

\_Send personal pictures

\_Describe each position, hyperlink the info from newsletter to each position on the Bylaws  
\_Make a google doc., write info for the newsletter

b. Keys for SAE b-annex office

\_KA: Email about the keys to the B-annex office, they need 8 additional keys

\_KA: currently 3 keys, president, finance and aero

\_KA: they want 8 more

\_KA: proposed 5 more instead of the 8

\_Motion: Giving the key and NOT caring who they go to.

\_Votes: 0

\_Motion: Giving the keys and CARING who they go to.

\_Votes: 3

\_We are giving 5 keys to SAE VP, VP Safety, Baja, Formula, Supermileage coordinator, if Dr. Guy Gosselin allows it, on the condition that the people involved in the b-annex incident last year do not get a key

c. ASHRAE Membership

-JF: Should send ECA a document explaining what they could bring to the concordia  
\_community including potential candidates. (if not contradicting the by-laws). From there \_vote at  
council meeting.

\_Motion: 3 for 0 against

\_Motion for them to have to submit 25 engineering undergraduate signatures.

\_Votes: 3 for

d. Agenda/handbook

\_No Glossy paper.

\_1100 agendas, \$6,000 + \$250 for design

\_Include FROSH dates, Blood Drive, Career Fair...

\_Wait on Quotes from Chris's contact

e. Fall 2013 Career Fair

\_Grads and UngerGrads bigger marketing.

\_ECSCGA included, but we don't want to share profit.

\_Get volunteers from Grad students (Khaled Contact them), if they don't agree they will not be  
allowed to enter the Fair.

f. Fall 2013 Blood Drive

\_We need to put up poster, and get volunteers to help setting up.

\_Table to July Meeting when we appoint executives

g. Finances

\_ Quickbooks, we have 1 User licence, we want to get 5 User licences.

\_ We can do it online from home.

\_ Costs \$500

\_ Check duration of licence

\_ Chuck is VP Finance

h. Office manager

\_ Motion: to keep Amanda as office manager with a wage of \$11.75/hr for 20 hours a week

\_ Vote: 3 Yes

i. Bank National Change

\_ Chuck + Antonin signatories of the cheques

j. Sponsorship

\_ Check how ECA office phone bill works (Khaled)

\_ Mercedes proposal:

\_ 0 to 9,999, 7%

\_ 10,000 to 19,999, 9%

\_ 20,000 to 29,999, 11%

\_ 30,000 to 39,000, 13%

\_ 40,000 and more 20%

\_ \$1000.00 for food and in-kind donations

k. Date for first council meeting

\_ First council will be held on June 3rd 2013 at 8:00 PM in EV2.184 (Khaled needs to book the room)

l. Date for weekly exec meeting

\_ First half of summer: weekly meeting on tuesdays at 7PM in the conference room (Khaled needs to book the room)

m. Plan for 2013-2014 Year

i. Outreach/School Spirit

\_ KA: Working on a schedule for societies to give classroom speeches for the first week of school.

1. Website

\_ Find a faculty association website that we like and a frosh website that we like.

Chris will come up with a draft sitemap.

\_ Think of tabs we might need on the main page

2. Frosh 2013

\_ Tabled till next executive meeting

- ii. Organizational:
  - 1. By-Laws
  - 2. Audit
- iii. Academic

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## **Exec Report Reminders**

President

VP Internal

VP Finance

VP External

VP Academic

VP Social

VP Sports & Competitions

VP Marketing

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