

CONCORDIA ENGINEERING AND COMPUTER SCIENCE STUDENT ASSOCIATION

Regular Council Meeting #6

Monday, October 20th, 2014

EV 2.184, 1515 Ste-Catherine Ouest, 8:30 pm

[Agenda \(as Amended\)](#)

[Minutes](#)

[Call to order](#)

[Roll Call](#)

[Appointment of Chair](#)

[Appointment of Secretary](#)

[Approval of Agenda](#)

[Consent Agenda](#)

[Approval of Previous Minutes](#)

[2014-09-22 \(# 4\)](#)

[2014-10-06 \(# 5\)](#)

[Reports](#)

[Secretary's Report](#)

[Appointments](#)

[EngWeek Committee](#) (2)

[CSE Representative](#) (1)

[Internal Director](#) (1)

[Sports and Comps Director](#) (1)

[Policy Committee](#)

[Returning Business](#)

[Respectful Conduct and Complaint Resolution Policy](#)

[New Business](#)

[Conference reports](#)

[The ECA Newsletter](#)

[Office Keys](#)

[Council on the 17th](#)

[Boo-annex](#)

[Announcements](#)

[Adjournment](#)

[Summary of Important Motions](#)

Agenda (As Amended)

Motions for particular agenda items are written in italics under their agenda point.

Note that BIRT = Be It Resolved That, BIFR = Be It Further Resolved

- 1. Call to Order**
- 2. Roll Call**
- 3. Appointment of Chair**
- 4. Appointment of Secretary**
- 5. Approval of Agenda**
- 6. Consent Agenda**
 - 6.1. Approval of Previous Minutes**
 - 6.1.1. Council #4**
 - 6.1.2. Council #5**
 - 6.2. Secretary's Report**
- 7. Appointments**
 - 7.1. EngWeek Committee (2)**
 - 7.2. Internal Director (1)**
 - 7.3. Sports and Competitions Director (1)**
 - 7.4. CSE Representative (1)**
 - 7.5. Policy Committee**
- 8. Returning Business**
 - 8.1. Respectful Conduct and Complaint Resolution Policy**
- 9. New Business**
 - 9.1. Conference reports**
 - 9.2. The ECA Newsletter**
 - 9.3. Office Keys**
 - 9.4. Council on the 17th**
 - 9.5. Boo-annex**
- 10. Announcements**
- 11. Adjournment**

Minutes

1. Call to order

The meeting was called to order at 8:44PM.

2. Roll Call

In Attendance

Executives

President, Emma Saboureau
VP Academic, Katherine Kokmanian
VP External, Kyle Arseneau
VP Finance, Dante Trunzo
VP Internal, Michael Davila
VP Marketing, Vlad Nekrashevych
VP Social, Amal Bouanani
VP Sports and Competitions, Kim Yeung

Representatives

MIE, Dilani Abeywickrama
ECE, Ramez Al Aghbar
BCEE, Melissa Nielsen
CSE, Sam Assad (appointed at this meeting)

Societies

ASHRAE, represented by Melissa Khalil
CASI, represented by Paul Vajdva
CSCE, represented by Chris Morin
CSME, represented by Mark Cohen
CUBES, represented by Meaghan Mueller
EngGames, represented by James Fradette
EWB, represented by Mayla Tenorio Vazquez
IEEE, represented by Gordon Bailey
IIE, represented by Sabine Daou
NSBE, represented by Oreluwa Ajayi
SAE, represented by Hubert Berezowski
SCS, represented by Geneviève Chafouleas

Absent

Societies

SEC
Space Concordia
WIE

3. Appointment of Chair

Iman (the Chair) was unable to make the meeting.

BIRT Chuck Wilson is appointed as Chair of the meeting (President, CASI)

Motion passes

4. Appointment of Secretary

BIRT Dante Trunzo is appointed as Secretary of the meeting (President, SAE)

Motion passes

5. Approval of Agenda

CSCE requests adding a point "Council on November 17th"

VP Marketing requests adding a point "Boo-annex"

BIRT the agenda is approved as amended, with all items under consent agenda approved by consent. (CSCE, VP External)

Motion passes

6. Consent Agenda

The following items were approved by consent.

6.1. Approval of Previous Minutes

6.1.1. 2014-09-22 (# 4)

6.1.2. 2014-10-06 (# 5)

6.2. Reports

6.2.1. Secretary's Report

7. Appointments

7.1. EngWeek Committee (2)

There is one empty spot for a Society Representative and one empty spot for an ENCS student. Students George Roumeliotis and Rais Mohamed Hedi were at the meeting to present their candidacy.

Motion to enter closed session for the purpose of reviewing CVs. (BCEE, VP Internal)

Motion passes

Motion to enter open session at 8:52PM. (President, CASI)

Motion passes

The candidates were asked to briefly say why they wanted to be part of the committee. George said he wanted to get more involved within engineering at Concordia, and thought it would be a good first step. Rais said he wanted to be more involved in the engineering community at Concordia.

SAE asked which of their past experiences most qualified the candidates for the job. George answered that the President had told him to come to the meeting to obtain more information on the position, but that his experience with Model UN was the most valuable to the position. Rais answered that his communication and organization skills were his most valuable attributes.

President asked how many hours per week each candidate was willing to commit to the position. George answered four, and Rais answered five to six.

Motion to enter closed session at 8:56PM. (President, CSCE)

Motion passes

BIRT one additional ENCS Student position is added to the EngWeek committee, which shall change the composition of the committee to be: one Executive, two Society Representatives, and two ENCS Students. (BCEE, CSCE)

Motion passes

BIRT George Roumeliotis and Rais Mohamed Hedi are appointed to the two empty ENCS Student positions on the EngWeek committee. (President, SCS)

It was then adopted by consent that the appointment for CSE Representative would be considered next, so that Council wouldn't have to leave closed session.

7.4. CSE Representative (1)

Motion to enter open session at 9:01PM. (CSME, CASI)

Motion passes

Sam was asked to briefly say why he wanted to be CSE Representative. He said that he's graduated from Computer Science and is now pursuing a bachelor's degree in Software Engineering, and this gives him the unique perspective of both disciplines in the department. He is currently off-sequence and is taking various levels of courses, and is thus connected with students at various parts of the course sequence. He also has a good relationship with SCS.

BIRT Sam Assaf is appointed to the position of CSE Representative. (CSME, IIE)

Motion passes

The agenda then resumed as normal.

7.2. Internal Director (1)

BIRT Seb Molina is appointed as an Internal Director. (VP Internal, CSME)

Motion passes

7.3. Sports and Comps Director (1)

BIRT Ijazul Faruque is appointed as a Sports and Competitions Director. (VP Sports and Competition, SCS)

Motion passes

7.5. Policy Committee

There were no applicants for Policy Committee.

8. Returning Business

8.1. Respectful Conduct and Complaint Resolution Policy

President briefly explained the policy.

BIRT the ECA adopt the Respectful Conduct and Complaint Resolution Policy as an annex to the Standing Regulations. (President, BCEE)

Motion passes

9. New Business

9.1. Conference reports

Whereas the purpose of conferences is knowledge transfer, community exposure, and personal development; and

Whereas the ECA covers some expenses for those students attending as delegates representing Concordia University to encourage leadership and further involvement in the ENCS community;

BIRT delegates attending a conference must submit a written report to Council within one week of their return to be reviewed at the following Council;

BIFR that the report shall include the following for each presentation:

- *the delegate attending;*
- *an abstract;*
- *a general summary of the conference; and*
- *the relevance for the ECA Community.*

(President, IIE)

*BIRT the motion is **amended** to include a minimum page count for the report. (SAE, CSME)*

SAE motivated for this amendment by saying that simply the presence of a report doesn't mean it will be useful for the ECA. NSBE countered that a page count is a poor way of ensuring that a report is useful.

Amendment rescinded

BIRT the motion is **amended** such that:

- The BIFR clause reads, “BIFR that the report shall include sufficient detail to be accepted by council, including:” with the following list remaining the same;
- A second BIFR clause is added which reads, “BIFR that a presentation is given to Council on the content of the report.”

(CSME, CASI)

MIE noted that there doesn't appear to be anything in the current motion that requires Council's approval of the reports, and asked whether the reports would be group reports (per delegation) or individually. Further to discussion, it was understood that the written reports should be submitted individually, but Council should receive only a single presentation per conference delegation.

BIRT the amendment is **amended** to change the second BIFR clause to: “BIFR that a presentation shall be given to Council by the head delegate of a delegation, encompassing the reports of all delegates.” (President, CUBES)

There was considerable discussion about who should be picking the presenter of the amalgamated report, including what should be done in the event that a delegation has no such head delegate. After some discussion, the following amendment was presented to solve that issue.

BIRT the amendment to the amendment is **amended** to add the following clauses:

- “BIFR that a particular delegation shall self-select their head delegate;” and
- “BIFR that, should a particular delegation not self-select a head delegate, one shall be selected by Council;”

(BCEE, CASI)

Amendment passes

Amendment passes

BIRT the amendment is **amended** to add to the end of the second BIFR clause “such presentation lasting between five and ten minutes in length” (BCEE, President)

Amendment passes

Amendment passes

BIRT the motion is **amended** to add the following clause: “BIFR that reimbursements related to a particular delegation shall not be processed until such a time as both the presentation and reports for that delegation have been approved by Council.” (BCEE, SCS)

Amendment passes

Motion passes

9.2. The ECA Newsletter

CUBES noted that the weekly newsletter isn't coming out at the same time every week. Because of this, societies are unsure whether a newsletter will go out before or after their event happens, and in fact some newsletters have contained events which had already happened. VP Marketing noted that the newsletter will be going out some time between Sunday night and Monday morning, and the deadline for submitting items for the newsletter will be Friday.

CSE requested that the phrase "ENCS students" is used over "engineering students," since the latter does not include computer science students. CSE and MIE (among others) noted that there have been several typos and mistakes in the newsletters that have been sent out. VP External noted that the typos are usually present in the material submitted to VP Marketing, and that societies should do their own proof-reading.

9.3. Office Keys

CUBES asked a question regarding keys and access to the B-annex offices. VP Internal responded that societies must have registered themselves to be on security's access list. To get access to the room, a person on security's access list requests the key to the office from security, who will lend them the key. When the person leaves the office, it is returned to security.

President noted that this sign-out process for office keys was put in place by Guy Gosselin, facilities manager for ENCS space, which includes the B-annex. Before this year, persons from societies would obtain their own key, but most people would not return them at the end of the year, and several keys were lost. It costs \$4000 to change the locks in the B-annex, so this method was chosen to increase security and save money for the ECA.

9.4. Council on the 17th

CSCE requested that the Council meeting scheduled for November 17th be cancelled, as it is the only night on which their whiskey tasting event can be held. President said there was a problem with bookings for Council anyway, and moved the following motion.

BIRT the Council meetings scheduled for November 3rd and November 17th are cancelled, with a Council meeting being held on November 10th to replace them. (President, VP External)

Motion passes

9.5. Boo-annex

Boo-annex will be held this year, but alcoholic drinks will be allowed only in the B-annex lounge. The funding that societies will receive is only for candy in their offices.

10. Announcements

11. Adjournment

Motion to adjourn at 10:04PM. (NSBE, SCS)

Meeting adjourned

Summary of Important Adopted Motions

BIRT one additional ENCS Student position is added to the EngWeek committee, which shall change the composition of the committee to be: one Executive, two Society Representatives, and two ENCS Students. (BCEE, CSCE)

BIRT George Roumeliotis and Rais Mohamed Hedi are appointed to the two empty ENCS Student positions on the EngWeek committee. (President, SCS)

BIRT Sam Assaf is appointed to the position of CSE Representative. (CSME, IIE)

BIRT Seb Molina is appointed as an Internal Director. (VP Internal, CSME)

BIRT Ijazul Faruque is appointed as a Sports and Competitions Director. (VP Sports and Competition, SCS)

BIRT the ECA adopt the Respectful Conduct and Complaint Resolution Policy as an annex to the Standing Regulations. (President, BCEE)

Whereas the purpose of conferences is knowledge transfer, community exposure, and personal development; and

Whereas the ECA covers some expenses for those students attending as delegates representing Concordia University to encourage leadership and further involvement in the ENCS community;

BIRT delegates attending a conference must submit a written report to Council within one week of their return to be reviewed at the following Council;

BIFR that the report shall include sufficient detail to be accepted by council, including:

- the delegate attending;
- an abstract;
- a general summary of the conference; and
- the relevance for the ECA Community.

BIFR that a presentation shall be given to Council by the head delegate of a delegation, encompassing the reports of all delegates, such presentation lasting between five and ten minutes in length;

BIFR that a particular delegation shall self-select their head delegate;

BIFR that, should a particular delegation not self-select a head delegate, one shall be selected by Council;

BIFR that reimbursements related to a particular delegation shall not be processed until such a time as both the presentation and reports for that delegation have been approved by Council.