

# CONCORDIA ENGINEERING AND COMPUTER SCIENCE STUDENT ASSOCIATION

## Council Meeting #11

Date: Monday, March 2nd, 2015

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

## Agenda (As Adopted)

1. [Call to Order](#)
2. [Roll Call](#)
3. [Approval of Agenda](#)
4. [Consent Agenda](#)
  - a. Council Attendance Record
  - b. Committee Roster
  - c. Minutes of 2015-01-26 (# 9)
  - d. NCWIE Reports
    - i. Emma Saboureau
    - ii. Kimberly Noel
  - e. Faculty Council Report
  - f. CQI Competition Reports
    - i. Overall CQI Report (Kimberly Yeung)
    - ii. Consulting
    - iii. Innovative Design
    - iv. Junior Competition
    - v. Re-engineering
    - vi. Scientific Communication
    - vii. Senior Competition
  - g. EngGames Report
5. [External Presentations and Guest Speakers](#)
  - a. *none*
6. [Appointments](#)
  - a. SPG Committee (2 Student at Large)
7. [Conference & Competition Presentations](#)
  - a. [CFES Congress](#)
  - b. [EngGames](#)
  - c. [SAE Baja](#)
  - d. [CQI](#)
  - e. [IIE Conference](#)
8. [Returning Business](#)
  - a. [Frosh Committee Report \(from 2014-10-06\)](#)

- b. [Selling Beer \(from 2015-02-09\)](#)
- 9. [New Business](#)
  - a. [CQI Debates Report](#)
  - b. [Special Project Grants Deadline Extension](#)

***BIRT** the deadline for application to the ECA's Special Projects Grants fund be extended to March 10th, 2015.*
  - c. [Archiving of Documents](#)

***BIRT** that copies of ECA Council minutes and documents, ECA BoD minutes and documents, and other ECA archival material be donated to the Concordia Records Management and Archives Department.*
  - d. [Special Council - 2015-03-09](#)

***BIRT** a Special Council Meeting be held on Monday, March 9th at 8:30pm for the purpose of discussing and approving the By-Laws.*
  - e. [Bylaw Reforms Presentation and Discussion](#)
- 10. [Announcements & Verbal Reports](#)
- 11. [Adjournment](#)

# Minutes

## 1. Call to order

*The meeting was called to order at 8:52PM.*

## 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 Sports and Competitions, Kim Yeung

#### *Representatives*

ECE, Ramez Al Aghbar  
BCEE, Melissa Nielsen  
CSE, Sam Assaf

#### *Societies*

ASHRAE, represented by Amir H Kavonsi  
CUBES, represented by Meaghan Mueller  
EngGames, represented by Rachelle Sederoff  
EWB, represented by Mayla Tenorio Vazquez  
IIE, represented by Mark Salib  
NSBE, represented by Oreluwa Ajayi  
SAE, represented by Andrea Cartile  
SEC, represented by Michael Banks  
Space Concordia, represented by Mehdi Sabzalian  
UAV, represented by Marco Padron

#### *Guests*

Gordon Bailey  
Abir Fakhreddine

### **Absent**

#### *Executives*

VP Marketing, Vlad Nekrashevych (with regrets)  
VP Social, Amal Bouanani (with regrets)

#### *Representatives*

MIE, Dilani Abeywickrama (with regrets)

#### *Societies*

CASI (with regrets)  
CSCE  
CSME

IEEE (with regrets)  
SCS  
WIE

### 3. Approval of Agenda

*Point 4.f.iii was removed from the consent agenda and placed at the beginning of “New Business.”*

***BIRT the Agenda for this meeting of Council is approved as amended, with items under section 4 approved by consent. (BCEE, VP Finance)***

***Motion passes***

### 4. Consent Agenda

*The following items were approved by consent:*

- a. Council Attendance Record
- b. Committee Roster
- c. Minutes of 2015-01-26 (# 9)
- d. NCWIE Reports
  - i. Emma Saboureau
  - ii. Kimberly Noel
- e. Faculty Council Report
- f. CQI Reports
  - i. Overall CQI Report (Kimberly Yeung)
  - ii. Consulting
  - iii. Innovative Design
  - iv. Junior Competition
  - v. Re-engineering
  - vi. Scientific Communication
  - vii. Senior Competition
- g. EngGames Report

### 5. External Presentations and Guest Speakers

*There were no external presentations this meeting.*

### 6. Appointments

#### a. SPG Committee

*No candidates presented themselves at this meeting.*

## 7. Conference & Competition Presentations

### a. CFES Congress

*Motion to table until next meeting. (VP Finance, VP External)*

***Motion passes***

### b. EngGames

The Quebec Engineering Games is a competition among all schools with engineering programs in Quebec. 44 students form a school's delegation. At Concordia, they are selected based on good sportsmanship, demeanour, and academic performance. There are several categories in which the students compete; delegates are placed in various competitions based on experience in that particular category.

All Concordia delegates chosen this year displayed excellent sportsmanship with the other schools. However, there were many more civil and mechanical engineering students than the other disciplines. Veterans of the competition were brought to a social get-together to pass on knowledge to the newbies.

Concordia's delegation placed 3rd overall this year in the competition, and had excellent standings in several competitions. Points were given to schools for raising money for Red Cross; Concordia raised the most of all schools.

Many people currently involved with EngGames will be graduating at the end of the 2015-2016 academic year; thus, they are making a big push to recruit new people so that knowledge can be passed on to the next generation.

CSE noted that co-op can cause problems with recruiting for EngGames, due to some students not being present in the fall semester. EngGames said that it is possible for students to do co-op and participate, even if it is somewhat more difficult to recruit them.

### c. SAE Baja

Baja came in ninth. They raced two vehicles: an older one (which didn't last long) and a newer one. One of the members on the old car snapped. Ninth is about how they expected to place.

### d. CQI

The presentation was given by VP Sports and Competitions.

CQI encompasses 8 different categories:

- Junior design
- Senior design
- Re-engineering
- Scientific communication
- Debates

- Consulting
- Innovative Design
- Graduate Research (NEW)

Teams were created based on a 2-day pre-competition selection process, which was advertised through the mailing list and by posters. Past experience was also taken into account for selection. There were one or two mandatory training sessions, depending on the team, as well as team bonding. Self-guided practice was also recommended.

\$500 was allocated to pre-comps and training sessions. \$20/person was allocated for swag, and \$100 will be reimbursed to each delegate upon the adoption of their report by Council.

VP Sports and Competitions attended daily morning meetings during the competition as the head delegate for Concordia. The head delegate is expected to relay any necessary information from this meeting to their individual delegates.

VP Sports and Competitions suggests that, next year, ECA holds an internal competition rather than simply pre-comps. Polytechnique and McGill already do this, and it works well for them. She also suggests that VP Comps only attends as head delegate and does not participate in any competitions. Also, to encourage delegates to engage in more self-guided practice.

#### **e. IIE Conference**

There were 33 delegates from Concordia this year. Four different competitions are held during the conference; Concordia had no podium finishes.

## **8. Returning Business**

### **a. Frosh Committee Report (from 2014-10-06)**

*A Frosh Committee report has yet to be tabled.*

### **b. Selling Beer (from 2015-02-09)**

VP External noted that selling beer as described in the previous Council meeting is not possible.

## **9. New Business**

### **a. CQI Debates Report**

**Motion** to enter closed session (VP Finance, SAE)

**Motion passes** (CSE notes their abstention)

*Closed session entered at 9:17PM.*

**BIRT** this point will be tabled until the next meeting, pending an informal resolution process.  
(VP Finance, VP Internal)

***Motion passes***

***Motion to enter open session (VP Finance, BCEE)***

***Motion passes***

*Open session entered at 9:34PM.*

### **b. Special Project Grants Deadline Extension**

***BIRT the deadline for application to the ECA's Special Projects Grants fund be extended to March 10th, 2015. (President, VP Finance)***

BCEE asked if societies are normally not able to apply for SPGs. It was noted that the [Special Project Grants Policy](#) specifies that the grants are meant for projects which “fall outside the scope of normal budgeted ECA and Society operations.”

***Motion passes***

### **c. Archiving of Documents**

***BIRT that copies of ECA Council minutes and documents, ECA BoD minutes and documents, and other ECA archival material be donated to the Concordia Records Management and Archives Department. (President, SAE)***

CSE inquired as to the benefits. President responded that maintaining important documents in Concordia's archives will ensure they are kept in perpetuity and filed appropriately. The material given to the archives will be copies; the originals will be maintained in the ECA office, as is current practice.

***Motion passes***

### **d. Special Council - 2015-03-09**

***BIRT a Special Council Meeting be held on Monday, March 9th at 8:30pm for the purpose of discussing and approving the By-Laws. (President, VP Finance)***

President explained that it will be necessary to meet to discuss the proposed bylaw changes next week to ensure proper timing vis-à-vis the elections.

***Motion passes***

### **e. Bylaw Reforms Presentation & Discussion**

President explained that the goal of policy is to convey enforceable, operational organization for an institution. It must seek to find the appropriate balance between ensuring transparency and sufficient maneuvering room, which is a difficult and ongoing task.

Currently, the Board of Directors, which makes all decisions for the ECA, consists of the 8 Executives. Council acts as an advisor to the Board, but the Board may simply ignore their requests or recommendations. In the new structure, the Board is extended to 16 persons – the 8 executives, the 4 department representatives, and 4 independent directors. Additionally, the executives will no longer have voting power on Council. Council will also be empowered to demand reports from the Board, which must then be delivered to Council.

Meetings of the Board will occur monthly, with an additional meeting in October, November, January, and February. Advisory Council will be composed of one representative from each Society, and will also meet once a month. Societies will have to follow specific rules regarding the appointment of their representative, such that it is clear who is authorized to make decisions on their behalf.

The Directors will be compelled to stick around for the month of May, during which time they will train their new counterparts and draft their end-of-year report. There will also be stricter rules regarding honoraria for Directors.

There will be several clarifications to definitions, including the Members, Societies, elections, and fees. Societies will be renamed to “Member Associations,” which will then have two classes: Societies, which fall under the ECA’s legal umbrella, and Affiliated Chapters, which are separately incorporated entities.

These changes will have several effects: there will be less meetings of Council, which will be used more efficiently; better record-keeping; mandatory transparency requirements; more explicit requirements and duties for being a director; among many others.

Responding to questions from SAE, President clarified that all members of the Board of Directors would sit on the Advisory Council as ex-officio, non-voting members. She also noted the following:

- While recruiting is always difficult, the 4 additional positions created by these changes should be attainable.
- Once-a-month meetings should be sufficient based on the flow of work this year.
- An organization will only be considered an affiliated chapter if they are legally incorporated; otherwise, it will be considered a society.

President then specified that these new bylaws will be put to a referendum question during the upcoming elections. If they pass, they will be in effect as of May 1st, 2015.

CSE asked whether the Board will have the power to veto anything passed by Council. President responded that it is currently the case, and will continue to be so – which is why the Board is being modified to include more than just the Executives.

***Motion to rescind the motion which obligates a meeting on 2015-03-09. (President, SAE)***  
***Motion passes***



## 10. Announcements & Verbal Reports

President:

- Concordia administration wants to include faculty associations in the strategic directions initiative, so maybe ECA can have a brainstorming session on the topic.
- Each society should send their space needs to President, along with whether or not they need a phone line – phone lines are very expensive.

SAE is considering purchasing a vinyl decal maker.

VP Internal has drafted a booking policy. It follows the same general framework as Concordia's booking policy.

## 11. Adjournment

*Meeting adjourned at 10:15PM.*

## **Summary of Important Motions**

***BIRT*** the deadline for application to the ECA's Special Projects Grants fund be extended to March 10th, 2015. (President, VP Finance)

***BIRT*** that copies of ECA Council minutes and documents, ECA BoD minutes and documents, and other ECA archival material be donated to the Concordia Records Management and Archives Department. (President, SAE)