



# VP Internal Mid-Mandate Report

Engineering and Computer Science Association

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Prepared for: ECA Council

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# TABLE OF CONTENTS

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1	General .....	1
1.1	Registration with the Dean of Students.....	1
1.2	Executives Keys .....	2
1.3	Organizing the Google Drive .....	2
1.4	ECA Directory .....	2
1.5	Update VP Internals Mandate.....	3
2	Societies.....	3
2.1	New Societies .....	3
2.2	Society's emails .....	3
2.3	Keys .....	3
3	Bannex .....	4
3.1	Staff .....	4
3.2	Renovation .....	4
3.3	Lizard Lounge .....	4
4	Frosh .....	5
4.1	Orientation planning committee .....	5
4.2	Bookings .....	5
5	SIP Certification .....	6
6	Council Meetings .....	6

## I GENERAL

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### ***1.1 Registration with the Dean of Students***

In order for the ECA and its societies to be recognized by the university the eca must register themselves (Board of directors/governing body) as a student organization with the Dean of Students. First, this lists the students who are part of the student organization, it gives the university contact information as well as their address. Second it provides a list of signing officers (people whose signatures are needed on various documentation as well as booking officers (person responsible for booking rooms for said organization.

It is important to make clear to the societies that they should fill out the documentation its an unneeded hasl to run around chasing them. Establish your office hours by emails societies.all@ecaconcordia.ca and they will bring it to you. Also note that not all societies will be established once the eca is established we end our term at the end of may but some societies will take as long as mid September to have selected their executive committees.

The documentation can be found at Dean of Students website and should be signed by the respective president vp finance and vp internal. Once completed a copy should be brought to the eca office for documentation. It takes about 1 to 2 weeks for the forms to be processed.

## ***1.2 Executives Keys***

In the past and during my year certain executives had access to certain rooms based on their position, this caused unnecessary conflict and confusion. Every exec should have access to every room the eca has access to because we are all equally liable if something happens. Therefore I recommend that each exec has 8th floor office master key as well as bannex master. You only need one 9th floor keys that should be kept in the inner office. Many meetings and confusion was caused by this key issue that I would hope be avoided in the future.

The person responsible Guy Gosselin from the university for issuing you your keys is about as hard to reach as it is to find a real life unicorn. Dealing with Guy is hard because in person he's a great guy but you can't reach him by email or he's really slow to respond. Email him the list of execs and their room clearances and he will give you the forms that need to be signed by each respective exec. Once signed return them to him and within about a week you will need to pick up the keys in the GM building last floor. You can only get the keys that you ordered because you need to sign for them during pick up.

## ***1.3 Organizing the Google Drive***

The drive is a magical and mysterious place if you're not familiar with the ways of the drive and online storage this will actually look and feel like real magic. I can vouch for its integrity in the real but you have to experience it for yourself. Become familiar with the drive and ask questions as to how it works. Some files you have access to some you don't, some you see some you can't. Your recent files tab shows you files you've never seen or even thought existed. We tried to make the drive as intuitive as possible but its passages run deep and its easy to get lost and scared keep calm and carry on.

## ***1.4 ECA Directory***

The eca directory is a spreadsheet that will help communication between you and the societies. It is found on the drive under eca directory. It has the contact info of all the members of eca's

execs. Get this done as soon as soon as the society registers so you could start to email the members about what's happening for either frosh or for events.

### **1.5 Update VP Internals Mandate**

The execs mandates are all pretty vague and cause some divide in the team because of communication. What happens for some events that are part of your mandate is that the rest of the team is so focused on their job that they don't become aware of the event until it is about to happen. Don't leave the team in the dark about events that are part of you mandate. Therefore as an initiative a proposal to update VP Internals mandate.

## **2 SOCIETIES**

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### **2.1 New Societies**

With the addition of CSME and SEC we needed to accommodate the new societies. Space was made for CSME in the B-annex, they now share the same room as CASI. SEC didn't get a room and we need to look into making space for them. Computers were given to CSME although they haven't come to pick them up.

### **2.2 Society's emails**

With the new crop of societies comes a bunch a whole bunch of problems one of most persistent is emails. Once you successfully give everyone new passwords you need to constantly reset passwords. If you have to make new emails the following syntax is expected 'societyname'. 'position'@ecaconcordia.ca.

### **2.3 Keys**

Society keys were a big subject this year. I had a few meetings with Guy about establishing a better system. Previously 2 keys were giving to the presidents of each society and they would manage their own keys. With many lost keys and keys not returned we decided to change our key system to keep the b-annex secure.

What we did this year was establish a key system with security where the members of the society who are registered with the Dean of Students ie. society execs. Security can keep track of who is going in and out of the b-annex and once the key is taken other students will know that someone from their society is in their room. As a result, I don't think you will have to get new keys as security will hold on to the keys that they have already.

As part of the Bannex renovation we have taken the initiative to replace the old key locks with NFC key cards. This hasn't been installed yet because we will do this with the rest of the renovations to the bannex.

## 3 BANNEX

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### **3.1 Staff**

The hiring of staff was a difficult job seeing as the previous bannex manager was still willing and ready to work. As a new exec with not much previous experience with how the eca works or who has authority it made the job even more difficult. I settled on keeping the previous B-annex manager because of his experience. I hired one more or less full time employee who seemed capable of managing people and handling the responsibility. My logic was that having a person more or less in the B-annex everyday would give a certain familiarity to the bannex. I don't think that turned out as well as I had planned because many of the regulars in the bannex didn't know who he was at first and didn't get familiar with him.

### **3.2 Renovation**

A plan to renovate the B-annex was hatched during the summer but was never able to get off the ground. We have picked up from where we left off and hope to have the project done by the end of the year. One of the key features of the renovation was the remodeling of the B-annex lounge. It included moving the bar from the back of the room to closer to the bathroom. The wall of b-103 would be destroyed to open up space for the bar and a sink would be installed to finally have water. The plans for other rooms have not been completed yet but a committee is taking care of it now.

### **3.3 Lizard Lounge**

Alcohol permits are required to be submitted at least 25 days before the event. All the documentation needed can be found in the drive in the internal folder. I had a few problems with getting the Lizard lounge permits for some reason but it wasn't an unavoidable problem. A few problems we did have were that the B-annex was not left clean after the L.L.'s. Also the exec turnout to the L.L.'s meant that one or two members of the team was left behind to do all the clean up and serve and entertain the guests of the party. The fact that the B-annex isn't made to be a bar became very apparent during large parties.

## 4 FROSH

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### 4.1 Orientation planning committee

OPC is a committee which consists of ECA, ASFA, FASA, CASA, CISA GSA, Concordia security, event analysts, event co-ordinators, Fire and safety, etc. We met during the summer to plan and organize frosh. We also had safety and harm prevention classes with the same associations led by the Dean of Students. Reserving the bookings frosh were done through the planning committee. Once we submitted all the dates of the events of our frosh Laura our correspondent from the Dean of Students reserved those rooms.

### 4.2 Bookings

Here are the bookings that were made for orientation.

- Orientation BBQ aug 29
  - booked the Hall terrace through DoS from 8 to 6
  - booked the auditorium from 8 to 12 through hospitality
  - booked the parking lot for the whole day
  - alcohol permit was needed for the terrace
- Sports day aug 30
  - A lot of confusion and back and forth because the person who was responsible for booking that field is no longer responsible. I can't remember what exactly happened after all the back and forth but Laura was very helpful with getting a venue last minute. We ended up using the field behind the large Loyola campus building. Originally we wanted to use the turf field behind the main Concordia field but since there was an event going on (Football game) we couldn't.
- Pub Crawl Sept 1
  - A liquor license was required for this event held outside of Concordia at LUX Lounge.
- B-annex Breakfast
  - Breakfast was catered by Allo Mon Coco. The VP External took care of this arrangement but because we were serving hot food in the B-annex we needed to deactivate the fire suppression system. emailing [service2400@concordia.ca](mailto:service2400@concordia.ca) and placing a work order to have the fire system deactivated was required.
- B-annex Party Sept 5
  - An alcohol permit was required for this event. We also requested to have access to the parking spot directly behind the B-annex but this wasn't necessary. It was hard to control the amount of people in the B-annex and being that the max amount of people allowed in the B-annex is 64 at a time we were over capacity the whole night.
- Dusted Sept 6

- The terrace was booked so that we can control the crowd from before the students get on the bus.
- An alcohol permit was required because we were serving shots to each student as they were coming up the stairs.
- An important note is to remind students to have with them their id's because they will get turned down at the door if they don't have it with them.
- We tried to cycle busses instead of having 21 busses. This was not smart and led to a whole bunch of confusion.
- The bar wasn't ready to receive the crowd so we had to stay outside. (make sure the bar is ready!!!!)
- Wine and Cheese
  - The room 11.725 was booked as well as the terrace.
  - two permits should have been obtained so people could go outside with their drinks.
  - We weren't organized with the glassware and had to buy plastic cups. This didn't affect the overall event but it was unprofessional. Concordia has a service for free wine glasses but we were too slow to react.
  - A food waiver was obtained for self catering we didn't however receive the permit until 2 months after. Cheese was bought from Costco as well as crackers and fresh fruits.

## 5 SIP CERTIFICATION

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SIP certification was done this year during orientation meetings and harm prevention workshops. The DoS have change how the test was conducted, now a workshop is mandatory and the test is written in person as opposed to online. SIP certification is essential to serve alcoholic beverages to students at concordia.

## 6 COUNCIL MEETINGS

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Council meetings were booked through Greg Hannad at [bookings@encs.concordia.ca](mailto:bookings@encs.concordia.ca) He's fast to respond but you can only pick up the key between 1 and 4 which sucks because i had class during those times last year. If you don't pick up the key you're sort of screwed.