# CONCORDIA ENGINEERING AND COMPUTER SCIENCE STUDENT ASSOCIATION

## Regular Council Meeting #4
Monday, September 22nd, 2014
EV 2.184, 1515 Sainte-Catherine Ouest, 8:30PM

# Agenda (As Amended)

1. Call to order
2. Roll Call
3. Appointment of Chair
   a. **Appointment**
   b. **Honorarium**
4. Appointment of Secretary
5. Approval of the agenda
6. Approval of the previous minutes
7. Reports
   a. **Policy Committee**
   b. **Mandate Reports**
      i. **Khaled Abdo - VP Internal**
      ii. **Kristina Kefalas - VP Academic**
      iii. **James Fradette - VP Sports and Competitions**
      iv. **Aleksandra Andzic - VP Social**
8. Old Business
   a. **Honorariums for 2013-2014 Executives**
   b. **Approval of 2014-2015 ECA Budget**
   c. **Society Budgets**
9. New Business
   a. **CVAP Director appointment**
   b. **Paul from the Dean of Students office**
10. Varia
11. Adjournment

# Minutes

## 1. Call to order

Meeting was called to order at 8:53PM.

## 2. Roll Call

**In Attendance**

*Executives*

       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

*Societies*

       ASHRAE, represented by LenYin Chau

       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 Mila

       IEEE, represented by Nathaly Arriaz Matute

       IIE, represented by Sabrine Daou

       NSBE, represented by Oreluwa Ajayi

       SAE, represented by Hubert Berezowski

       SCS, represented by Amine Mhedbi

       SEC, represented by Michael

       Space Concordia, represented by Mehdi Sabzalian

       WIE, represented by Lysa Wolfe

*Non-voting Observers*

       CSU VP Student Life, Charles Bourassa

**Absent**

*Executives*

       President, Emma Saboureau

*Representatives*

       BCEE, Melissa Nielsen

       CSE, Stephanie Li

## 3. Appointment of Chair

### a. Appointment

**BIRT** *Iman Hassanein is appointed as Chair of the ECA (VP Finance, Space Concordia)*
**Motion accepted by consent**

### b. Honorarium

It was decided the item for consideration would be discussed during the adoption of the 2014-2015 budget, as it had to do with the yearly budget.

## 4. Appointment of Secretary

**BIRT** *Chuck Wilson is appointed as secretary for the meeting (VP Finance, VP Internal)*
**Motion accepted by consent**

## 5. Approval of the agenda

IEEE adds a point "society budgets" after "Approval of 2014-2015 ECA Budget," for an update on society budget allocations.

**Motion** *to approve the agenda* (EngGames, CSME)
**Motion adopted by consent**

## 6. Approval of the previous minutes

**BIRT** *the distributed minutes for the Council meeting of 2014-09-08 are approved (IIE, CSME)*
**Motion adopted by consent**

## 7. Reports

### a. Policy Committee

The policy committee has drafted a cleaner and easier to understand version than the one distributed to Council. This isn't the one that will be passed and approved; this is just a request for comment, after which President will present the final version.

### b. Mandate Reports

    **i.** **Khaled Abdo - VP Internal**
    **ii.** **Kristina Kefalas - VP Academic**
    **iii.** **James Fradette - VP Sports and Competitions**
    **iv.** **Aleksandra Andzic - VP Social**

## 8. Old Business
### a. Honorariums for 2013-2014 Executives

This point is as a result of the motion made during the previous council, which reads:

> ***BIRT***, *upon the presentation of each executive's mandate report - and, in addition, the ECA's annual report from the President and VP Finance - at council, the amount of the honorarium decided at council on April 7th, 2014 shall be paid.*

Each executive mandate report needs to be approved for the honorarium to be released to them. Additionally, a joint report from the President and VP Finance must be approved for any honorariums to be paid.

Khaled's report is only a mid-mandate report, as he resigned mid-year. CSME feels that Khaled should not get an honorarium because of his abrasive demeanour. It was noted that by not approving a report, an exec will get nothing.

VP External questioned whether any motions regarding honoraria were adopted at the 2014-04-07 Council meeting. Space Concordia agreed with the VP External that, in fact, no honorariums were ever approved. Unfortunately, this was never discussed at the meeting where the above motion was adopted.

> ***BIRT*** *approving all executive reports are tabled until the next meeting, at which time the respective executives be present to answer questions (VP External, CSCE)*
> ***Motion passes***

### b. Approval of 2014-2015 ECA Budget
*NOTE: Discussion has been rearranged for better flow of ideas (i.e. the discussion on conferences was grouped together)*

The VP Finance presented the budget, noting the following points:
- ECA has not received accurate projections for enrollment, so the fee levy is a bit of an estimate.
- The frosh budget here is the same as the frosh budget presented at council retreat; we do not yet have final numbers for everything.
- Society events are only budgeted as net funded by the ECA -- that is to say, revenue and expenses are not projected. Societies can still hold expensive events so long as the required revenue is taken in (for example, a $20k event where you take in $19k).
- The Special Projects Fund was not entirely allocated from last year, so those outstanding requests will be processed first.
- There are some problems with the formulas in the budget distributed to Council, causing the numbers to not transfer over correctly. Benefits should have $3500 for projected expenses.
- 7211 (lounge expenses) is so large because of the bannex renovations. However, not all renovation costs appear in the budget, as capital expenditures are not included in the budget (as is normally the case).

- ECA has an interac terminal now. That's cool! But it means ECA pays a bit of fees.
- Chair of council is budgeted to receive a $600 honorarium, secretary a $400 honorarium. This is because it's hard to find people who will do the work for free.
- Executive honorariums are at $8000 ($1000 per exec).
- The office manager is paid a higher wage than the bannex manager because of the increased responsibilities.

Space Concordia: Is it fair to each exec to have an equal distribution of honorariums? Do some positions have a higher workload than others?

VP Academic: Honestly, yes. So far, a couple people have worked more than the others; the VP Finance has worked the most, I'd say, putting the budget together. But, we all try to be at all the events, and we try to work as a team, so we think everyone should get the same amount.

VP Social: It's also worth noting that task load per position varies based on the time of year, such as academic with iron ring.

EngGames: Having been VP Sports, I can say there's always someone that puts in more work. But in the long run, you do end up working as a team, and you all pitch in to each other's mandate.

SCS: How much flexibility will societies have in terms of deciding which expenses are exactly academic, exactly social, etc.

VP Finance: This is how it's been budgeted for the last 3 years. Once the ECA budget is approved, it is distributed among societies accordingly. In some instances, expenses are shifted between the different account codes (academic versus social, etc).

Space Concordia: When will we find out what is funded by equipment fund?

VP Finance: It's not the ECA that decides funding from equipment fund, it's the equipment fund committee. Generally the committee meets mid-October. The funding process will work similar to last year -- we'll flag items for equipment fund from your budget and pass them along to the committee, who will decide on the allocation. In terms of reimbursement, the ECA will pay you back up front, and collect from equipment fund on the rear.

SCS: What are the society operating costs?

VP Finance: It's an allocation of $100 per society for office supplies.

IIE: What happens to the revenue that is collected for a particular event or purpose?

VP Finance: The revenue always carries over to the next year, but if it's for a specific event or purpose, those restrictions will carry over to the next year as well.

EngGames: What is the parking expense?

VP Finance: It's the parking spot that SAE has behind the B-Annex.

*The following discussion focused on the reduction to the conferences budget. The major points of discussion could be summarized as:*
- *A large amount of money is spent to directly benefit only a small number of students.*
- *Conferences have secondary benefits; they help the societies govern themselves better.*
- *Last year, funding was supposed to be contingent on post-conference reports, but no reports were made. As such, this year, reimbursements for conference expenses will only be paid out if the post-conference report is attached to the requisition.*
- *The lack of reports make it difficult to ascertain whether knowledge is passed down from exec to exec.*
- *For some societies, conferences are their only recruitment tool.*
- *Academic and social events are what hit the largest percentage of ECA's membership. Funding should kept for those events rather than those that benefit only a handful of people.*
- *Seeking sponsorship for conferences is equally as hard as seeking sponsorship for competitions.*
- *Fundraising is a possible avenue to generate enough revenue to send people to conferences.*
- *Students must pay out of pocket to attend competitions as well.*
- *Graduate students get to present at conferences, and it's too bad undergraduates are robbed of that experience.*

Space Concordia asked why the $25k spent on conferences last year was reduced to $1800 in this budget. The VP Finance explained that the two numbers aren't entirely comparable; last year's numbers include society revenues and expenses beyond what the ECA funds. Thus, while there is a cut, it's not nearly as dramatic as it appears.

The VP Finance further explained the cut was because of the large amount of money required for helping only a small number of students get to conferences. Last year the ECA funded 3 conferences for a total of $5970. That funding was supposed to be contingent on receiving post-conference reports, but we have yet to receive a single report. As a student, would you be comfortable having your entire fee levy go towards funding someone else to go to a conference?

SCS: Whether it's a competition or a conference, the knowledge doesn't carry over to the next year.

VP Academic: I don't think competitions are comparable to conferences. The conference is just 1 or 2 people, and it's extra knowledge. It's like a bonus whereas a competition is the product of an entire year's work.

IIE: Sending a delegation to the IIE conference is the only real event that IIE Concordia holds. It's a very costly event, and there are about 30 1-hour talks each day. As a branch registered with IIE national, we must attend the event, but I'm not sure we will be able to if we aren't funded enough.

CSCE: Students have to pay out-of-pocket to attend competitions as well. I've paid my own way to CSCE's competitions. Our fundraising went towards the materials and tools necessary to make the project. Participant costs are the first expenses we have to pay, but it's only after the project is complete that we put any extra money, if we even have it, into refunding participant costs.

Space Concordia: I brought up conferences because some societies send people to conferences because it's the main event of the society. Graduate students get funding to present their work at conferences, but, as undergraduates, we rely on the ECA. Sending our people to places like NASA and JPL is great exposure for Concordia but is impossible without funding.

CSME: A lot of the time, grad students' trips are funded by the department, and not the supervisor's funds.

EngGames: How much do members pay out of their own pocket?

Space Concordia: about $200 came out of our pocket.

NSBE: It costs $4k-5k for 4-5 people. About half of transportation costs were reimbursed; the rest came out of pocket.

IIE: Last year students paid $350 each.

EngGames: I think individuals should cover more costs than the ECA because of the personal nature of attending a conference. I find it a bit difficult to compare competitions and conferences.

NSBE: It's not like conferences have no benefit to the Concordia community. Conferences help their associations govern themselves better. And if it benefits the association, it benefits the ECA as well. Most of the time, those who attend pay at least 50% of the cost, anyway.

CSU VP Student Life: Societies can apply to the CSU's $25k special projects fund for conference funding (among other things). They can expect a maximum of approximately $2k per project. All information regarding the CSU's SPF can be found on the CSU website.

CSME: Competitions have a lot of visibility in the ECA compared to conferences, despite also being great. Conferences are a lot more academic and allow for a lot more networking. Grads aren't the only ones who can present at conferences, and it's too bad that undergrads are jipped of that experience.

SAE: Competitions are also very academic. In Formula SAE, we do hour-long design presentations in front of industry experts. I understand that both conferences and competitions benefit individual students and

societies, but there has to be proof of knowledge transfer -- otherwise, how do we know the knowledge is passed on to benefit future students? In SAE, we have paperwork to back up how we transfer knowledge from year to year for our competitions.

IIE: The amount we fund also depends on the number of students being sent to conferences. Last year, we sent 47 students. This year we plan on sending 75-100. Also, I'd like to point out that there are 4 competitions that happen at IIE Conference as well as the talks. Last year Concordia students won a 6-sigma competition. I agree with the idea of a conference report.

SCS: It feels like a conflict of interest for competitive teams to be comparing competitions and conferences.

IEEE: It's well-established that both conferences and competitions have their merit, so let's just do something about it.

Space Concordia: Regarding an end-of-conference report -- do competitions report to the ECA? I assume the conference report would be given to the ECA?

EWB: We will not survive without going to the yearly conference. Our executives are always the people that go to the conference. You don't understand EWB unless you go to the conference.

IIE: It's the same for IIE; the conference is the only reason students get involved in our society.

VP Finance: For some context, last year we spent $25k on conferences and took in $17k in sponsorship and registration, for a net cost of $8k.

EngGames: Conferences should get money, but what EWB said shows there's no information transfer happening. If you can't understand what EWB is without going to the conference, only those people that go really benefit.

EWB: Local chapters share information at these conferences, which helps us think of and put on different events and campaigns. That is how the knowledge comes back to us.

IIE: If we come in under budget on one event, can we transfer the remaining funding to something else (such as conferences)?

CSCE: That would end up with societies throwing a shitty lizard lounge (for example) so that they can send people to conferences.

> **BIRT** *the current agenda item is tabled until all other agenda points (EngGames, CSCE)*
> **Motion carries**

CSCE: Will there be repercussions for students not writing their post-conference reports last year?

VP Finance: Reimbursements for conference expenses will only be paid if the conference report is stapled to the requisition.

VP Sports and Competitions: (In response to someone saying that seeking sponsorship for conferences is hard) It's equally hard to find sponsors for competitions. You want to take it out of competitions like it's nothing, but I don't find that fair.

SAE: Before there is more money allocated to what's failed in the past, there needs to be proof that it will succeed in the future -- i.e., that it will benefit engineering students other than those who go to conferences. That requirement of proof would force societies to put systems in place that will benefit them and carry them through the future.

IEEE: There was an amount being cut -- we're trying to level out what's being cut, not allocating more money. My only concern with this is cutting the $1000 from academic.

SEC: Academic and social events hit the largest percentage of our membership. We shouldn't be taking funding away from accessible events and putting it towards those that benefit only a small audience.

CSME: Why not merge conferences and competitions into the same budget? Send us the report; show us you deserve to go.

NSBE: Not all clubs can do competitions, and not all clubs can do conferences. Those that only hold conferences should get their fair share; otherwise it's favouritism towards some societies.

Chair: Let's do this by consent instead of formal motions.

> **Motion** to enter unmoderated discussion for 5 minutes (NSBE, Space Concordia)
> **Motion passes**

VP Sports and Competition: If we're saying all events should be budgeted lower, why shouldn't conferences be budgeted lower as well? Why are we putting it at last year's?

NSBE: The ECA reimburses less than 50%, it's not like we get a good deal.

VP External: I have spent at least $5k in travel expenses that have not been reimbursed. For two years in a row, GNCTR participants did not get their money back.

EngGames: ECA gives us about 10% of the funding we use.

Chair: I think you guys need more alternate funding. Conferences are a great thing, but maybe your list of sponsors is too short.

NSBE: When I was making the budget for conferences for NSBE, I brought it down to the barest minimum possible, and we still won't get it all funded.

*Five minutes elapsed, at which time it was adopted by consent to extend unmoderated discussion by another 5 minutes.*

VP Finance: Last year, the ECA made about $4k from crash tutorials, all of which was given to the society that hosted the tutorial. I want societies to move towards that funding model. Also, we may open our SPF to conference applications.

VP Social: I don't feel it's fair that social events are also being cut. But we don't have unlimited amounts of money.

CSME: No one has money; our department enrolment is down 17%. There will always be someone losing out.

IIE: We've been discussing a reduction in the overall conferences budget, but we don't yet know what we've been funded. Perhaps we can try to work it out individually.

SAE: I know the discussion is to restore the funding to last year's amount, but no conference reports were written last year. Our Formula team gets $35k of sponsorship each year, and I can tell you that if we didn't give a report to a corporate funder, we would NEVER get funding from them again. If we go with the status quo for conferences, nothing will change.

IEEE: That will no longer be a problem, as no money will be reimbursed without a report.

*Five minutes elapsed, and we entered moderated discussion again.*

IEEE: I'm still not happy that you're taking money from Academic, and I still think it should be $500. I suggest taking it from competitions to maintain proportionality of funding losses.

VP Finance: Remember, the budget you're seeing doesn't include external sponsorship, and thus doesn't accurately reflect what's actually spent in a year. I was hoping to allocate an amount per student to attend conferences; I can do this for competitions as well. For that to work, we should consider how much of the fee levy we'd like to allocate per student. Should a single full-time student's fee levy fund a student to go to a conference? What about 10 students? There are very few students that benefit from our services, and I would like to see a push to involve those who are currently under-served. My intention had been to shift funding from events that benefit those that are already involved to those that will involve new students.

SAE: I know a billion ways to raise money. In SAE, we can sell tickets to an event and raise $1500 in a night. And that's just from the members of the societies asking their friends to show up to an event. You need to work for your money. Our competitions raise a shit-ton of money and it's the only way we

survive. Formula alone raises $35k; you guys can raise that money, too. Come to me if you want to get money, our methods of fundraising aren't secret.

IEEE: I'm not sure there's anybody else who's willing to lobby about academics. A lot of our sponsorships go towards funding competitions, because it's easier to get funding for them. I'm passionate about academics because our academic services, like our arduino tutorials, benefit a lot more ENCS students than competitions. However, it's much harder to get sponsorships for them specifically because they're internal to Concordia, and thus provide little publicity. So I really don't like removing money from academics.

CSME: Dante should allocate stuff at his own discretion. We're talking like $500 per fund, which isn't a big difference.

VP Finance: I like the idea of using a portion of SPF for conferences. I think we could take $500 from social, $500 from operations, and allocate up to $2500 from SPF. There are also other ways to get money. I really like taking money from students for academic events. This distribution is fair with the understanding that, if you can demonstrate a genuine need for money, we can potentially make things work.

VP Finance: There's also a lot of conservative projections in this budget. I would suggest waiting to see the final numbers for frosh, and if we're doing better than expected, we could always re-allocate money to other areas.

Space Concordia: You're suggesting we allocate the first extra $3k?

VP Finance: We can do whatever we want. We should come up with the proportion of surplus that we want to allocate to each.

NSBE: Would that be approved now or next council?

VP Finance: We would approve at this meeting that we would re-allocate a proportion of frosh surplus to other budget lines. In other words, we would pass what would happen to the surplus if it exists.

EngGames: If that's the case, the money should restore funding to last year's levels.

> **BIRT** the budget is amended such that Social Events Expenses (account 7132) is reduced by $500, Stationery and Office Supplies (account 7511) is reduced by $500, and Conferences Expenses (7134) is increased by $1000.
> **BIFRT** $2500 of the $5000 allocated for Special Projects is reserved for the purpose of funding conferences. (VP Finance, CUBES)
> **Motion carries**
>
> **BIRT** the 2014-2015 budget is approved as amended. (CSCE, SAE)

*Motion carries*

*Motion* to add to the standing regulations that any funding disbursed having to do with conferences requires a report from the individual in question before the funding is disbursed (VP Finance, Space Concordia)
**Motion carries**

### c. Society Budgets

VP Finance said he will allocate the budgets this week if the budget is approved today, and they will be ready for next council. He is hiding societies and allocating based on groups of events to be as fair as possible.

## 9. New Business

### a. CVAP Director appointment

CVAP, the Concordia Volunteer Abroad Program needs an ENCS student for their board. They send to students every year to Uganda to continue work on long-term projects that span many years.

The CSU VP Student Life, who is on the board for CVAP, explained what it is. CVAP is a fee levy organization which collects about $400k from students each year. They send students to Uganda for humanitarian projects. The rest of the board has already been there for a year. The position can be added to a student's co-curricular record.

The time commitment is roughly 1-2 hours each month. If the appointed ENCS student decides to resign, the appointment will end up back at ECA Council. The appointee can be any ENCS student; it is not limited to those on Council.

NSBE felt there should be a window of opportunity so that any ENCS student can apply for the position. With the next Council meeting on the 6th, someone could be appointed in time for the CVAP meeting on the 8th.

*Motion* to have the application process open and advertised to all ENCS students, with the appointee decided next council and the application deadline being the day before Council. (IEEE, IIE)

*Amendment* to state in the advertisement that they must come to council to present their candidacy, to close applications on the 3rd, and that applications are sent to the chair. (NSBE, VP Social)
**Amendment adopted by consent**

*Motion carries*

### b. Paul Goubko from Dean of Students

Paul Goubko came to say hello and talk about the Dean of Students office. Their mandate is supporting student groups and their initiatives. They help with booking events and have a whole bunch of people who are dedicated for that. They also have sources of funding for one-off events and a list of all funding bodies that can be applied to as student groups.

They also manage the co-curricular record which can be added as an adjunct to your transcript. It's all done through the MyConcordia portal.

## 10. Varia

Charles: The b-annex renovations came up at the last CSU Council meeting, and $5k was approved from the Student Space, Accessible Education, and Legal Contingency fund for the renovations. Also, if the ECA or any societies need tents or BBQs or whatever, they can contact studentlife@csu.qc.ca. It's a free service offered to students.

## 11. Adjournment

*Motion* to adjourn at 11:04PM (VP Finance, Space Concordia)
***Meeting adjourned***.