

COUNCIL AGENDA

30TH October 016

ECSGA/ EV 1.166

Present: Durai, Ardalan, Ibtissem, Jaipuneet, Nirmal, Bhavreet, Timir, Amit

Call to Order: 12:24 PM

1. Approval of September 30th Council meeting minutes

BIRT the meeting minutes of 30th September council meeting be approved.

Moved by: Nirmal

Seconded by: Durai

For:

Against:

Abstain:

Motion Passes unanimously

2. Adoption of Agenda

BIRT the Diwali Event Postponement to be included in the agenda at the end.

Moved by: Durai

Seconded by: Jaipuneet

For:

Against:

Abstain:

Motion Passes unanimously

3. November 8th Networking Event: Budget Approval and allocation of task

BIRT a budget of \$1000 be allocated for the networking event.

BIFRT following duties be assigned to respective council members:

Thungashree – event advertisement

Ibtissem - incharge for Newsletter, arrangements prior to the event

Bhavreet – incharge for internal things like catering and snacks and everything else

Timir, Nirmal, Jaipuneet – incharge for coordination and managing logistics on the day of the event.

Moved by: Timir
Seconded by: Amit
For:
Against:
Abstain:
Motion Passes Unanimously

4. ECSGA sponsored printing services to members

BIRT council approves the initial discussion with the DPrint and the estimated amount is between \$15000 - \$20000 for printing facilities.

Moved by: Durai
Seconded by: Bhavreet
For:
Against:
Abstain:
Motion Passes Unanimously

5. General assembly: Date & Plan

BIRT GA should be held on November 15th 2016 from 12:00 to 2:00 PM
BIFRT a budget of \$2000 be allocated for General Assembly 2016.
BIFRT a GA committee be formed for the planning and mobilization of the GA
BIFRT Durai, Nirmal, Bhavreet, Timir, Ibtissem are members of the GA
Committee

Moved by: Ardalan
Seconded by: Amit
For:
Against:
Abstain:
Motion Passes Unanimously

6. Updates on Career fair event

The status of the collaboration with ECA has been updated to council members. Based on the meeting with ECA before the second week of November, the budget and involvement of quantum of work will be approved.

7. Office hours Management

BIRT the council approves the office hours will be counted apart from the timesheet hours and the payment will be \$15 per hour.

BIFRT the following people will be incharge for the day of office hours

Monday – Ibtissem

Wednesday- Timir

Friday - Jaipuneet

Moved by: Durai

Seconded by: Amit

For:

Against:

Abstain:

Motion Passes Unanimously

8. Using the official email starting from November

BIRT the council members start using their official email ids for any communication, starting from November.

Moved by: Bhavreet

Seconded by: Nirmal

For:

Against:

Abstain:

Motion Passes Unanimously

9. Business card to council members

BIRT council members shall be provided with the business cards

BIFRT every council members shall have 100 cards with budget estimate of \$200 - \$300 for printing them.

Moved by: Durai

Seconded by: Bhavreet

For:

Against:

Abstain:

Motion Passes Unanimously

10. Website Update

BIRT the website must be updated with the meeting minutes and all other necessary information before General Assembly 2016.

Moved by: Timir

Seconded by: Ibtissem

For:

Against:

Abstain:

Motion Passes Unanimously

11. Moving the external account from TD Bank to National Bank

BIRT Ardalán and Durai will make a comparative statement after the discussion with both TD and National Bank. This will enable the council to take it forward.

Moved by: Jaipuneet

Seconded by: Timir

For:

Against:

Abstain:

Motion Passes Unanimously

12. Purchasing a new printer for the office

BIRT Council unanimously recommended to purchase a Black and White Laser Jet. The allocated Budget - \$1000 including the new printer and cartridges for the remaining duration. Responsible - Bhavreet.

Moved by: Jaipuneet

Seconded by: Timir

For:

Against:

Abstain:

Motion Passes Unanimously

13. Workshops in November

It is informed to the council that the SAP 2000 workshop (BCEE) starting from 5th November is planned.

On 12th November Six Sigma workshop (CIISE) has been planned.

Adjournment 14:15h