



Executive Meeting Minutes

4th May 2016

Present: Durai, Amit Chandra, Bhavreet Gill, Mahsa Moosavi

Call to order: 4:16 pm

1. **Emails to students:** The department representatives should keep a regular check on the emails been sent to the departments by ECSGA team.
2. **Summer events:** tulip festival, La Ronde Tickets, Aqua Park, Toronto. More can be added to this.
3. The president will check with the IITS regarding the official email ids for the executives.
4. **Website and Facebook:** To get the username and password of the Facebook and the website from the previous executives.
5. **Financial Report:** VP Finance has to get the financial report from Ex- VP Finance.
6. The executive team agrees to have a workshop survey from all departments by the dep. Rep. The workshops should be internal and external.
7. The executive team agrees for not hiring the office manager and to distribute the office hours among the department representatives.
8. **Fall orientation:** VP internal is in charge of it.
9. Work for each individual and their hours of operation: the work on the day of the event will be counted as volunteer work and the time spent for arrangements/allocation will be counted.
10. Workshops for each department rep should be 6 (agreed unanimously)
11. For payment of a council member: MOM of the department faculty meeting, time sheet, monthly report is mandatory for a dep. Rep. and MOM of the faculty council, executive committee meeting, time sheet and monthly report is mandatory for an executive.
12. A website domain needs to be purchased for a better ECSGA website.
13. Few points which were discussed by the team: Job allocation (VP internal has to make a weekly schedule of the office hours), CCR by Dean of Students (President will cross check the details), Lounge Cleaning (to be discussed in council), brainstorming for by-law changes (by law committee to be formed in council meet), Prior notice before resigning, registration of internal events, honorarium discussion.

Adjournment: 8 pm