

Meeting Minutes

Engineering and Computer Science Graduate Association Council Meeting- 6 May, 2016 in EV 2.301

Meeting called to order at 6:11 pm by meeting chair Duraichelvan Raju.

Members Present:

Duraichelvan Raju (President)(Chair)
Bhavreet Gill (VP internal)
Mahsa Moosavi (VP Finance)
Amit Chandra (VP External)
Jaipuneet Singh (CIISE Rep.)
Thungashree Maragowdanahalli Somegowda (CSE Rep.)
Mahsa Khoshab (ECE Rep.)
Nirmal Perumal Vinayagam (MIE Rep.)
Timir Baran Roy (BCEE Rep.)

Reading of the Agenda:

Motion: To approve the agenda for 6 May, 2016 Council Meeting

Vote: Motion carried

Resolved: Agenda for the Council meeting on 6 May,2016 approved without modification.

Business:

1. The Chair addressed the meeting with a welcome note.
2. Next meeting date and time fixed with the consent of all the council members on May 27, 2016 from 6:00pm – 8:00pm.
3. A Decision is made by the council unanimously to purchase a website domain for the ECSGA website.
Task: VP Finance along with CIISE Representative and CSE Representative will be presenting about the same by Mid May 2016.
Task: President will get the Website and Facebook username and password from the last president Mostapha.
Task: Responsibility for Facebook page update and maintenance will be handled by VP internal and CSE Representative.
4. Roles and Responsibilities of the executive and Department Representative.
Task: The representatives will submit a proposal for various workshops & Certifications suitable for their respective departments, which they plan to do in this academic year 2016-17, by the next council meeting.

5. Council unanimously decided to have ECSGA hours from 3-5 PM on Mondays, Wednesdays and Fridays instead of five days.
6. **Task:** ECE Representative will be providing previous data to VP External about the previous year's events.

Task: VP External will be managing events for summer 2016 and will be giving a proposal about them.
7. Online registration for internal and External events: Since students have to wait in long queue to register or to buy tickets for any internal or external event, so the council decides to make online registration.
Task: VP Finance, VP External, CIISE Representative, CSE Representative will be creating the online registration.
8. **Task:** The departmental representatives should keep a track of the emails been properly sent out to the graduates from their respective departments.
9. Discussion on Co-op Opportunities: Challenges and possible improvements:
Task: CSE Representative will be sharing all the information about the Ministry rules and Concordia's rules about the co-op by next week to the council.
10. Career Fair: Whether two or more departments should join or ECSGA should plan it in collaboration with other Associations.
Task: Each Representative will come up with ideas about it by next June Council Meeting.
11. Free Printing Facility Sponsored by ECSGA:
Decision: The council discussed the possibility of sponsoring limited printing facility to ECSGA members subject to sponsorship and budget availability.
12. The Council briefly explained the need and work of the Budget committee. With the consent of the council members, the selected budget committee members are:
Masha Moosavi(Chair)
Duraichelvan Raju
Amit Chandra
Jaipuneet Singh
Mahsa Khoshab
13. The Council briefly explained the need and work of the bylaw committee. The Chair of the bylaw committee will be VP internal. The bylaw committee members that are selected with consent of all the council members are:
Amit Chandra
Bhavreet Gill
Timir Baran Roy
Thungashree Somegowda
Nirmal Vinayagam

Task: Select the first meeting date and time, prepare the agenda.

14. Lounge Cleaning

Task: BCEE Representative Timir Baran Roy will be taking charge of this and will be reporting to council about the present condition of all the Lounges.

15. **Task:** President & VP Internal will try to get the student data access right from the Dean of Student's Office.

16. Payments will remain the same as it was last year \$15/hr and per meeting \$50.

17. For meeting honorarium councillors have to attach their respective meeting minutes along-with their monthly timesheet to be eligible for honorarium payment.

18. **Task:** VP Internal will be taking lead for the fall Orientation 2016 along with CIISE Representative and CSE Representative.

19. The sponsorship for the CUSP Events will be discussed after getting the knowledge of the full budget.

Meeting adjourned at 8:42pm by Chair.