**Present:** Josh Rohs (Chair), Keira Olszewski (Vice-Chair), Naveed Mazloum (Finance Director), Kevin Wan (Academic Director), Louis Veitenheimer (McNaughton Director), Cosme Loi (Social Director), Ryan Fink (HVC Coordinator), Matt Eisler (Illumination Coordinator), Keaton Wheeler (Grad Student Rep)

**Absent:** TBD (PR Director), TBD (Grad Banquet Director), TBD (3rd Year Rep), TBD (2nd Year Rep)

**Call to Order:**

 **Motion to Accept Last Week's Meeting Minutes:**

 **Seconded:**

**Motion to start the meeting Matt, seconded Louis**

**CHAIR – Josh:**

* Regular meeting time
	+ Monday at 5:30pm
		- Motion, Keira, seconded Louis, unanimous in favor
* Handover reports
	+ Contact your previous exec, get them as soon as you can
* PR is unfilled
	+ We’re going to contact past candidates and send out a general email
* Grad banquet is unfilled
	+ Let people know who might be interested, and will send out a general email
* Have the entire exec go talk to EE265 (TR 2:10 go to their class, 2C44), professor Daku, to announce the pizza rally, and look for class reps
	+ Most of the exec go to this class next week
	+ Pizza that day right after
	+ Contact Daku about us talking at the end of their class
	+ Discuss pitch at next meeting
* Textbook sales
	+ All next week, that’s Naveed and Louis, email all students

**SOCIAL – Cosme:**

* Went to the Hose to discuss deals
	+ Will follow up
* Want to set up a back to school beer night
	+ Free for new members
	+ Free for first 10 second years, good time to try out the scene
	+ Sell tickets in advance
* Going to set up a committee

**MCNAUGHTON – Louis:**

* Need to announce textbook and parts sales
	+ Denard said he would purchase parts for the sale, will talk to him to see when the parts will be here
	+ Inventory done for parts
	+ Please sign up for at least one shift for this
* Need to set a date to clean, what’s the plan for the furniture
	+ He was just going to move furniture by himself today after class
* Coffee machine broken
	+ Do we want to replace it, we’re going to toss it
	+ Josh going to bring a coffee pot
* Any other things we want to add to McNaughton?
	+ Any thing we want to buy or bring from home?
	+ Can we access the SESS movies server? Louis will ask them

**ILLUMINATION – Matt:**

* Half of the members for the committee lined up

**GRAD BANQUET – TBD:**

* No exec member elected
* Going to put out a general call for this

**ACADEMIC – Kevin:**

* Plan is to talk to 2nd year profs about exam dates
* Maybe offer a weekly help desk, by demand?
* Ryan may run SPARC

**HVC – Ryan:**

* Both previous directors have agreed to help
* Going to wait to involve 2nd years for the committee, look for someone to take over next year
* Need to pick a date

**PUBLIC RELATIONS – TBD:**

* No exec member elected
* Going to put out a general call for this

**FINANCE – Naveed:**

* Nothing to report

**VICE CHAIR – Keira:**

* People who have not confirmed their email forwarding:
	+ Kevin Wan
	+ Cosme Loi, has clicked the button
	+ Ryan Fink
* Delete old emails from each account

**GRAD STUDENT REP – Keaton:**

* No exec

**THIRD YEAR REP – TBD:**

* No exec

**SECOND YEAR REP – TBD:**

* No exec

**ROBOTICS – TBD:**

* No exec
* May have some candidates lined up for this

**GENERAL:**

* Nothing to report

Motion to adjourn: Naveed

Second: Louis