**Present:** Josh Rohs (Chair), Keira Olszewski (Vice-Chair), Kevin Wan (Academic Director), Naveed Mazloum (Finance Director), Cosme Loi (Social Director), Louis Veitenheimer (McNaughton Director), Matt Eisler (Illumination Coordinator), Jacky Tam (Grad Banquet Co-Director), Ryan Fink (HVC Coordinator), Jayden Leister (2nd year rep), Kyle Sheasby (Robotics),

**Absent:** Keaton Wheeler (Grad Student Rep), Mike Konieczny (3rd year rep), Rob Tremblay (PR Director), Fang Fang (Grad Banquet Co-Director)

**Call to Order:**

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

**Seconded:** Matt, passed

**CHAIR – Josh:**

* Mech Elec – Nov 7, Cosme to contact Lucas Baldo about the date
* If you want to book 2C01 or something to sell tickets or something, you have to contact the USSU
* Mechs want come on Calgary trip for an industry tour, could join with them to save on travel expenses, need to pick the same city though so depends if they want to go to Calgary or Edmonton
* If a group needs funding, talk to Josh for further details (Illumination, and Robotics)

**SOCIAL – Cosme:**

* NSS BBQ is tomorrow
  + Around 70 people have RSVP’d
  + Around 50 tickets have been sold/free
* Need to pick a day for the next beer night
* Meeting next week at the Hose at 5pm

**MCNAUGHTON – Louis:**

* Parts have been all received
  + Reimbursement for $872.93
    - Motioned by Cosme, Matt seconded, passed

**ILLUMINATION – Matt:**

* Still filling positions, only one left, technical director
* Still working to pick a venue, need to coordinate with Grad and Social
* Tentatively Jan 30-31

**GRAD BANQUET – Jacky and Fang:**

* Need to discuss with board of directors which is our day for pizza and booster juice sales
  + Started pizza sales last week, need to wait until we’re ratified
  + Jacky to contact Booster Juice to start once we’re ratified

**ACADEMIC – Kevin:**

* Contacted Engenuics, he’ll talk with a group about the program
* Emailed second year profs about midterms
  + EE202 midterm Nov 5
  + EE265 midterm Oct 7 or 9, and possibly Nov 6
  + Waiting to hear from the rest
* Ryan to run SPARC and Minty Boost
  + Minty Boost this Wednesday
* Need to set up soldering tutorial, after midterms, November maybe

**HVC – Ryan:**

* Nothing to report
* Setting up signing rights next week
* Still looking for charities and committee members
* Old coordinators to send report in next few days
* Need to pick a date

**PUBLIC RELATIONS – Rob:**

* Weekly email
  + Textbook sale over, pick up your money by October 15, robotics Friday 5:30 in Tau it will help you with programming microcontrollers, hvc committee members, advertise twitter and facebook,
* Alberta trip, starting to look at industries for tours

**FINANCE – Naveed:**

* Need to get us ratified by the end of the week
* Need to find key to the grad banquet cash box, still no luck, going to check the orange cabinets
* If you need float for a cash box, talk to Naveed
* Any interest in a jacket sale, plan for second semester
* Give Naveed leftover cash, don’t just leave it in the cash box
* Need to order more cheques
* Reimburse Jacky for pizza for $200
  + Keira motions, Cosme seconds, passed

**VICE CHAIR – Keira:**

* All email forwarding should be set up now
* Set up google drive
* Let me know what people want added to the website and calendar

**GRAD STUDENT REP – Keaton:**

* Nothing to report
* For future events to entice people to volunteer for exec, offer half price cost to events, something to discuss (maybe just beer nights, or one free event or something)
* Voting system from last year seemed bizzare, potentially vote chair first, then next position, and so on, because they ran for more than one position, have multiple ballots, instead of all names on one ballot, check the wording on the constitution
* Grad students feel there are not enough networking events
  + Thinking of trying to do an industry booth event in a very informal setting
    - He used to do a “beers and careers on the lawn,” would not work due to weather
    - Getting positive feedback from industry including offers from industry for $$ support
    - Going to plan something similar

**THIRD YEAR REP – Mike:**

* Nothing to report

**SECOND YEAR REP – Jayden:**

* Tell the 2nd years to come buy their parts kits
  + Nice: 45 or 40 for members
  + Other: 25 or 20 for members

**ROBOTICS – Kyle:**

* Nothing to report

Motion to adjourn: Kevin

Second: Louis, passed