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

**Absent:** Jayden Leister (2nd year rep), Mike Konieczny (3rd year rep), Fang Fang (Grad Banquet Co-Director) Kevin Wan (Academic Director) Kyle Sheasby (Robotics), Rob Tremblay (PR Director),

**Call to Order:**

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

 **Seconded:** Keaton, passed

**CHAIR – Josh:**

* Need to schedule an SGM
	+ At the end of the school year when we’re already reviewing the constitution
* To be able to book a room with the USSU (pizza sales) we needed to be ratified
	+ We are ratified conditionally
	+ Conditions:
		- 75% undergraduates
		- No graduate students on the executive
	+ We’ve never had this problem before
	+ Josh going to contact USSU to discuss our options
		- Only our president, vice-president, and treasurer need to be undergrad

**SOCIAL – Cosme:**

* Beer night this Friday (Oct 24)
* Big Brother Big Sister Christmas Party
	+ they couldn’t do Nov 29, but possible Nov 30 or Nov 22 or 23
* Mech elec Nov 7, selling tickets week of Nov 3 (2C01), Nov 6 and 7 (arts), will put up a sign up sheet

**MCNAUGHTON – Louis:**

* Nothing to report

**ILLUMINATION – Matt:**

* Looking for the speaker list from IEEE
* Still working to pick a venue, need to coordinate with Grad and Social, should have decided by tomorrow
* Tentatively Jan 30-31

**GRAD BANQUET – Jacky and Fang:**

* Pizza (Tues at 11) and Booster Juice (Fri 8-930) sales
	+ Pizza: $45 profit
	+ Booster Juice: $15 profit

**ACADEMIC – Kevin:**

* Nothing to report (absent)
* Need to get SPARC set up
* Emailed second year profs about midterms
	+ EE202 midterm Nov 5
	+ EE265 midterm Oct 9, and possibly Nov 6
	+ Waiting to hear from the rest
* Need to set up soldering tutorial, after midterms, November maybe
* Minty boost
	+ Going to do it again this Wednesday and next

**HVC – Ryan:**

* Nothing to report
* Got a letter from a charity about sponsoring them
	+ Ryan to contact for a full proposal
* Still need to set up signing rights
* Still looking for charities and committee members
* Old coordinators to send report
* Need to pick a date

**PUBLIC RELATIONS – Rob:**

* Weekly email
	+ Robotics Fridays 5:30 in Tau it will help you with programming microcontrollers, hvc committee members, advertise twitter and facebook, pizza sales Tues (get details from jacky! Prices!!! and Booster Juice Fri (details from Jacky), beer night this fri 8-10pm, Mech Elec Nov 7,
* Alberta trip, starting to look at industries for tours
	+ Messaged mechs about potentially collaborating

**FINANCE – Naveed:**

* Nothing to report
* ordered cheques, they should be on their way
* Need to find key to the grad banquet cash box, still no luck
	+ May need to buy a new one
* 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
* Wants to buy a file folder thing, that’s ok

**VICE CHAIR – Keira:**

* Still need to take photos for
	+ Rob
	+ Fang
	+ Mike
* Let me know what people want added to the website and calendar

**GRAD STUDENT REP – Keaton:**

* Need all Illumination info before finals
* 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:**

* Nothing to report

**ROBOTICS – Kyle:**

* Nothing to report

Motion to adjourn: Keira

Second: Louis, passed