**Present:** Josh Rohs (Chair), Keira Olszewski (Vice-Chair), Matt Eisler (Illumination Coordinator), Jacky Tam (Grad Banquet Co-Director), Louis Veitenheimer (McNaughton Director), Kevin Wan (Academic Director), Kyle Sheasby (Robotics), Rob Tremblay (PR Director), Cosme Loi (Social Director), Naveed Mazloum (Finance Director),

**Absent:** Ryan Fink (HVC Coordinator), Keaton Wheeler (Grad Student Rep), Jayden Leister (2nd year rep), Mike Konieczny (3rd year rep), Fang Fang (Grad Banquet Co-Director),

**Call to Order:**

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

 **Seconded:** Rob, passed

**CHAIR – Josh:**

* Got a cheque from the NSS
* There’s an AGM next month for the NSS, comes with dinner
* 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)
	+ Made $40
* Big Brother Big Sister Christmas Party
	+ Nov 30, there will be around 25 kids, we need to come up with a santa
* Mech elec Nov 7, selling tickets week of Nov 3 (2C01), Nov 6 and 7 (arts), will put up a sign up sheet
	+ Pubcrawl starts at 7pm at Scuz
	+ Beer night 5-7pm at the Hose
	+ Scuz, outlaws, rain, hose, scuz

**MCNAUGHTON – Louis:**

* Nothing to report

**ILLUMINATION – Matt:**

* Going to talk to professor Bui about combining grad student seminar with illumination
* Looking for the speaker list from IEEE
* Still working to pick a venue, need to coordinate with Grad and Social, should have decided by Wednesday
* Tentatively Jan 30-31

**GRAD BANQUET – Jacky and Fang:**

* Pizza (Tues at 11) and Booster Juice (Fri 8-930) sales
	+ Pizza: $70 profit
	+ Booster Juice: $15 profit
* Still working on places for grad banquet
* Can only book 3 tables at a time, need to re-book every time for the next week

**ACADEMIC – Kevin:**

* Need to get SPARC set up, Ryan was going to look into this, Josh will contact him
* Emailed second year profs about midterms
	+ EE202 midterm Nov 5
	+ EE265 midterm had a tutorial for first one, and possibly Nov 6
	+ EE221 midterm had a tutorial
	+ Waiting to hear from the rest
	+ Will be reimbursed for these tutorials
* Need to set up soldering tutorial, after midterms, November maybe

**HVC – Ryan:**

* Nothing to report (absent)
* 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
* Alberta trip, starting to look at industries for tours
	+ Messaged mechs about potentially collaborating
	+ Will have a budget up at some point

**FINANCE – Naveed:**

* Reimbursements
	+ To Rob 125.23, for McNaughton supplies, Naveed motions, Kevin seconds, passes
	+ To Cosme 78.58, for McNaughton supplies, Keira motions, Matt seconds, passes
	+ To Louis 82.14, for McNaughton supplies, Cosme motions, Rob seconds, passes
	+ To Jacky 833.33, for pizza, Booster Juice, and pop, Rob motions, Cosme seconds, passes
* 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:**

* Nothing to report (absent)
* 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 (absent)

**SECOND YEAR REP – Jayden:**

* Nothing to report (absent)

**ROBOTICS – Kyle:**

* Nothing to report (absent)

Motion to adjourn: Keira

Second: Louis, passed