**Present:** Josh Rohs (Chair), Keira Olszewski (Vice-Chair), Louis Veitenheimer (McNaughton Director), Rob Tremblay (PR Director), Kyle Sheasby (Robotics), Matt Eisler (Illumination Coordinator), Naveed Mazloum (Finance Director), Mike Konieczny (3rd year rep), Jacky Tam (Grad Banquet Co-Director), Kevin Wan (Academic Director), Cosme Loi (Social Director), Ryan Fink (HVC Coordinator), Jayden Leister (2nd year rep), Fang Fang (Grad Banquet Co-Director),

**Absent:** Keaton Wheeler (Grad Student Rep),

**Call to Order:**

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

 **Seconded:** Cosme, passed

**CHAIR – Josh:**

* Make sure you are an IEEE member, or you’ll be booted off of exec
* HVC paypal frozen, need to unfreeze through the IEEE
* Year end banquet
	+ Maybe do it as a steak night or something
	+ Definitely scale it down but has to be something because of Buck the Scholarship
* Meeting times?
	+ Wednesday 2:30-3:30 are the best from the poll, done

**SOCIAL – Cosme:**

* Beer night next Friday 7-9pm, 10$ for members, 15$ for non-members
* Big Brother Big Sister
	+ Went well
	+ Naveed needs to get the info to us next meeting

**MCNAUGHTON – Louis:**

* Got a bunch of cabinet keys, who needs them?
* Got some empty lockers, who needs them
	+ Naveed
* We have a new microwave, need to look at the power consumption so we don’t constantly blow the breaker
* Book sale, need volunteers
* Need a clock

**ILLUMINATION – Matt:**

* Date is Jan 23-24, at the Loft at Louis’
* Need to talk to classes about this, what times are good for 2nd, 3rd, 4th year
* There is a thing in the cabinet to sell tickets
* Member students tickets 30$, non-member student 35$

**GRAD BANQUET – Jacky and Fang:**

* Possibly need to change dates, need to figure out when
* No more Booster Juice sales
* Need to put up posters for pizza sales
	+ Need to increase pizza sales a bit since cutting booster juice sales
* Louis loft booked for March 27 (Friday)
	+ Still need to figure out food costs
	+ Need to come up with entertainment
* Pizza sale profit: (nov 25) $83, (dec 2) $80
* Booster Juice profit: (Nov 28) $15
* Overall term I profit $566

**ACADEMIC – Kevin:**

* There was a 265 tutorial dec 2
* SPARC start next week, minty boost next week
	+ MTWR for minty boost (probably after supper)
	+ Need volunteers

**HVC – Ryan:**

* Need to get paypal unlocked
* March 21-22 is set
* Camp Tamarack has been selected as our charity
* Talking to USSU about insurance and credit and security and serving alcohol

**PUBLIC RELATIONS – Rob:**

* Weekly email
* Tours with SMART and Alta-link
* Staying at Ramada
* Meeting up with U of C IEEE Student branch
* Have flames tickets for Friday
* Going to take a 15 passenger van
* Keeping track of what money is coming in and out of

**FINANCE – Naveed:**

* Need a budget for this semester
* Jacket sales starting in two weeks, do we want the same design
	+ Same jackets, hooded and non-hooded
	+ We also wants sweatpants and toques
* Sobey’s to Louis $6.60 for OJ
	+ Keira motion, Rob seconds, passed
* Co-op to Louis $15.98 for pop
	+ Keira motions, Rob seconds, passed
* Canadian Tire to Louis $21.90 for keys
	+ Keira motions, Rob seconds, passed

**VICE CHAIR – Keira:**

* Nothing to report

**GRAD STUDENT REP – Keaton:**

* Nothing to report (absent)

**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, Rob opposed,