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

**Absent:** Keaton Wheeler (Grad Student Rep), Jayden Leister (2nd year rep), Rob Tremblay (PR Director) – left early,

**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
	+ Checking tomorrow, last chance
* Please come to illumination, tickets need to be bought asap (by Friday)

**SOCIAL – Cosme:**

* Beer night this Friday 7-9pm, 10$ for members, 15$ for non-members
* Next beer night will be a money maker, also want a pubcrawl to make money

**MCNAUGHTON – Louis:**

* Textbook payback, cash again? Yes
	+ Sold like no textbooks
	+ 2nd year rep advertise that the 271 books are in the textbook sales, Louis going to go in tomorrow
* Got a clock
* 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

**ILLUMINATION – Matt:**

* Date is Jan 23-24, at the Loft at Louis’
* Buy tickets right now, before Friday
* Financially we’re doing ok
* Industry tours (free if you’re going to illumination)
	+ Need supervision volunteers (can go on tour for free)
		- GMR (F8:30), Littelfuse (R8:30), Vecima (R12:30), SED (F1:15)
		- SED and Vecima have soldering tutorial
		- Some have extra requirements, check the signup sheet
* There is a thing in the cabinet to sell tickets
* Member students tickets 30$, non-member student 35$

**GRAD BANQUET – Jacky and Fang:**

* Need to change dates, need to figure out when
	+ Check if Monday will work 11-1pm, book the table and sell next week
	+ Make posters
* Louis loft booked for March 27 (Friday)
	+ Still need to figure out food costs
	+ Need to come up with entertainment, ASAP

**ACADEMIC – Kevin:**

* SPARC started this week, minty boost this week
	+ MW for minty boost 6pm
* Got cheques for tutorials

**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
* Trip went well
* Hockey tickets included in trip
* Trip went over by $380, because a stone chipped the bug guard
	+ So need some funding, can try APEGS (Josh will get him info, but the deadline has passed), but also NSS
* Keeping track of what money is coming in and out of
	+ Going to request for reimbursement next week

**FINANCE – Naveed:**

* Hotel in Calgary $613.36 to Keira
	+ Cosme motions, Louis second, passed
* 27.97 to Louis for clock
	+ Cosme motioned, Matt second, passed
* 519.84 to Jacky for pizza
	+ Cosme motioned, Matt second, passed
* 145 to Megan, for BBBS misc
	+ Cosme motioned, Louis second, passed
* Need a budget for this semester, should have done by end of day
* Jacket sales starting in two weeks, want the same design
	+ Same jackets, hooded and non-hooded
	+ We also wants sweatpants and toques

**VICE CHAIR – Keira:**

* Nothing to report

**GRAD STUDENT REP – Keaton:**

* Nothing to report (absent)

**THIRD YEAR REP – Mike:**

* Nothing to report
* May not be here because of WECC

**SECOND YEAR REP – Jayden:**

* Nothing to report (absent, bi-weekly lab)

**ROBOTICS – Kyle:**

* Nothing to report

Motion to adjourn: Cosme

Second: Keira, passed,