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

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

**Call to Order:**

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

 **Seconded:** Cosme, passed

**CHAIR – Josh:**

* Need budget from Naveed today
	+ BBBS and year end banquet, need actual numbers for grad banquet
* Make sure you are an IEEE member, need to renew
	+ Rob needs to renew

**SOCIAL – Cosme:**

* Beer night Friday 7-9pm, 10$ for members, 15$ for non-members
	+ Lost $15, one ticket from breaking even
* Next beer night (Fri Feb 6, 8-10pm) will be a money maker
* Pub-crawl to make money? No
* Year end banquet, need to set dates

**MCNAUGHTON – Louis:**

* Textbook payback, cash
	+ Made 95$ on textbook sales, people have until end of Feb to collect
* Got a bunch of cabinet keys, who needs them
* Got some empty lockers, who needs them
* 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’
* Ticket sales are done
	+ 85 for wine and cheese, 65 for Saturday
* Financially we’re doing ok
	+ Enough to possibly do $300 bursary, IEEE member, undergrad, not in their final year, can’t have held a position with student branch, but based on involvement with IEEE, will need to put out an email AFTER illumination
* 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
* Doing lunch Sunday, 11:30 at the Cactus Club with the keynote

**GRAD BANQUET – Jacky and Fang:**

* Need to change dates for pizza sales, need to figure out when
	+ Monday pizza sales
		- Pizza was cut in squares
		- Ask for a discount because they screwed up
	+ Make posters
	+ Made $10 only, plus $31 in the fridge from last term
* Louis loft booked for March 27 (Friday)
	+ Still need to figure out food costs
	+ Need to come up with entertainment, ASAP

**ACADEMIC – Kevin:**

* SPARC this week, had 4 people out

**HVC – Ryan:**

* Need to get paypal unlocked
* March 21-22 is set
* Registration opening up this Friday, using illumination paypal
* Camp Tamarack has been selected as our charity
* Talking to USSU about insurance and credit and security and serving alcohol
* Need volunteers for security and selling beer
	+ Need to take the training
* Website up and running

**PUBLIC RELATIONS – Rob (absent):**

* Weekly email
	+ Pizza sales MONDAY, book sale over, have until end of feb
* 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:**

* Cosme 220, beer nigh
	+ Keira motions, Matt seconds, passed
* Cosme 328.53, BBBS
	+ Keira motions, Matt seconds, passed
* Jacky taking money from cash box 168.97
	+ Matt motions, Keira seconds, passed
* Need a budget for this semester, should have done by end of day
* Jacket sales starting in two weeks, want the same design
	+ Looking into different companies for prices and options, by next meeting
	+ Same jackets, hooded and non-hooded
	+ We also wants sweatpants and toques

**VICE CHAIR – Keira:**

* Got calendar key

**GRAD STUDENT REP – Keaton:**

* Nothing to report (absent)

**THIRD YEAR REP – Mike:**

* Nothing to report (absent)

**SECOND YEAR REP – Jayden:**

* Nothing to report

**ROBOTICS – Kyle:**

* Nothing to report

Motion to adjourn: Keira

Second: Louis, passed,