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

**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:** Louis

**CHAIR – Josh:**

* Student activities funding due Friday
	+ Illumination has submitted application
	+ Grad, HVC, and Calgary need to
* Need budget from Naveed today (again)
	+ Waiting on Rob for numbers
* Make sure you are an IEEE member, need to renew
	+ Rob needs to renew still
* Need to choose a date for AGM/election (in March), need to advertise for a 3 weeks
	+ March 10th, 5:30-7:00
	+ Need to book a room
	+ Need to figure out our voting strategy (one at a time)

**SOCIAL – Cosme:**

* Beer night Saturday, February 7 at 8-10pm
* Year end banquet – date? Louis. Contact buck the scholarship- remind them.
	+ Still need to contact Louis for dates.

**MCNAUGHTON – Louis:**

* Do we buy printer ink online or locally? Not much of a cost difference, so locally is fine.
	+ We have printer ink again.
* Thanks Megan for cleaning the microwave, so we’re giving the “new” one to the SESS lounge.

**ILLUMINATION – Matt:**

* Still haven’t received cheques from some company, but can give projected values.
	+ Around $3,200 profit
* Re-scheduling tours because no one came. Megan to email information to Kevin

**GRAD BANQUET – Jacky and Fang:**

* Made 69.15$ this week and sold out, possibly buy more pizza next week
* Ryan put posters up
* Need to be reimbursed for 200.45 for pop, pizza etc
* Still looking for food, entertainment. Need photographer for events.
* Need to apply for student activities funding.

**ACADEMIC – Kevin:**

* SPARC this week: 4 seconds years.
* Setting up tours that didn’t happen at illumination.
* Setting up a 271 tutorial for next week.
	+ Jayden to ask around if there’s any interest.

**HVC – Ryan:**

* March 21-22
* Team sign up is open
	+ IEEE team is already signed up
	+ 1 other team signed up
* See if the SESS will put out an email to the whole college

**PUBLIC RELATIONS – Rob (absent):**

* Apply for student activities funding
* Renew IEEE membership
* Email:
	+ Beer night Saturday, February 7 at 8-10pm
	+ Advertising all positions for next year, annual general meeting and elections March 10 5:30-7:00pm, applications due March 6 at 5pm
		- Members and all graduate or undergraduate students are invited (free pizza and pop)
		- Need to be an IEEE member to be an executive
	+ HVC team sign up open (ROB: get info from Ryan)
	+ Jacket sales (ECE on chest, w/ university crest on arm)
		- Hooded 85, no-hood 70, last day to sign up (and pay) is Thurs. Feb 12, sample sizes in McNaughton \*\*\*BE CAREFUL WHETHER YOU WANT LADIES OR MENS SIZES\*\*\*

**FINANCE – Naveed:**

* Louis: for printer 94.07, Keira motions, Matt seconds, passed
* Jacky: 200.45 for pizza, Keira motion, Louis seconds, passed
* Jacket sales (ECE on chest, w/ university crest on arm):
	+ Hooded 85, no-hood 70, last day to sign up (and pay) is Thurs. Feb 12, sample sizes in McNaughton

**VICE CHAIR – Keira:**

Nothing to report

**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,