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

**Absent:** Kyle Sheasby (Robotics), 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:** Keira

 **Seconded:** Cosme

**CHAIR – Josh:**

* Applied for funding from the SESS for Illumination, BBBS, Grad Banquet, and HVC
* Need budget from Naveed today
* 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?)
* Buck the Scholarship needs to be advertised! As a separate email.

**SOCIAL – Cosme:**

* Beer night made 70$
* Year end banquet – Thurs, March 26 at Louis.
	+ Contact buck the scholarship- remind them.
* Need to pick a day for the next beer night.
	+ Put posters up for the last one!
* Don’t forget to plan McNaughton Kicker and Billington Cup

**MCNAUGHTON – Louis:**

* Nothing to report.

**ILLUMINATION – Matt:**

* Nothing to report.

**GRAD BANQUET – Jacky and Fang:**

* Only got 10 pizzas this week by accident so we’ll get an extra free one this time.
* Made 52$ this week and sold out
* Need to be reimbursed for 168.97 for pop, pizza etc
* Need food prices
	+ Just look online
* Need entertainment
* Need photographer for events
	+ Possibly Breanne (sp?) who has done photos for us previously

**ACADEMIC – Kevin:**

* Got contact info for Vecima, SED, Littelfuse, and GMR for tours/soldering tutorial.
* SPARC this week: 3 seconds years.
* 271 tutorial fell through because no interest in leading it

**HVC – Ryan:**

* Nothing to report.
* 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:**

* Trip receipts and stuff have been handed in and we’re 388.36 short of money from the trip and will have to be supplied by the branch
* Email:
	+ 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 95, no-hood 70, last day to sign up (and PAY) is FRIDAY, sample sizes in McNaughton \*\*\*BE CAREFUL WHETHER YOU WANT LADIES OR MENS SIZES\*\*\*
	+ Advertise Buck the Scholarship
	+ Advertise that people HAVE TO pick up their textbooks/money by end of Feb

**FINANCE – Naveed:**

* Cosme: 220$ for beer night, Keira motion, Matt seconds, passed
* Jacky: $168.97 for pizza, Louis motion, Keira seconds, passed
* Next week we’ll motion to reimburse Rob for the trip
* Jacket sales (ECE on chest, w/ university crest on arm):
	+ Hooded 90, no-hood 70, last day to sign up (and pay) is Thurs. Feb 12, sample sizes in McNaughton
	+ Last day was supposed to be tomorrow, EXTEND TILL FRIDAY

**VICE CHAIR – Keira:**

* Nothing to report

**GRAD STUDENT REP – Keaton:**

* Nothing to report (absent)

**THIRD YEAR REP – Mike:**

* Advertise jackets in class (even bring the sheet and cash box to actually sell them) last day is Friday

**SECOND YEAR REP – Jayden:**

* Advertise jackets in class (even bring the sheet and cash box to actually sell them) last day is Friday

**ROBOTICS – Kyle:**

* Nothing to report (absent)

Motion to adjourn: Keira

Second: Louis, passed