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

**Absent:** Keaton Wheeler (Grad Student Rep), Fang Fang (Grad Banquet Co-Director), Keira Olszewski (Vice-Chair)

**Call to Order:**

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

 **Seconded:** Cosme

**CHAIR – Josh:**

* Moving back AGM
	+ Date - March 23rd, 5:30 PM
	+ Need to book a room
	+ Need to figure out our voting strategy
	+ Need to advertise for 3 weeks
* Send out the nomination form this week in weekly email
* Applied for funding from the SESS for Illumination, BBBS, Grad Banquet, and HVC
* **Need budget from Naveed tomorrow**
* SESS reviewing funding activities February 28 Saturday, 3 PM
	+ People who are applying, come to back up Josh

**SOCIAL – Cosme:**

* Year end banquet – Thurs, March 26, 5:45 PM at Louis.
	+ $20/ticket
	+ Steak and drink included
	+ Facebook event made
	+ Contact buck the scholarship- remind them.
* Need to pick a day for the next beer night.
	+ March 28th?8 – 10 PM, need to book
* Don’t forget to plan McNaughton Kicker and Billington Cup

**MCNAUGHTON – Louis:**

* Nothing to report.

**ILLUMINATION – Matt:**

* Talking about bursary next week

**GRAD BANQUET – Jacky and Fang:**

* Got a free pizza for the mistake last week
* Made $64.45 this week and sold out
* Need to be reimbursed for $202.55 for pop, pizza etc
* Grad Banquet
	+ Getting food prices**,** thinking $30-35
	+ Need entertainment
	+ Need photographer for events
		- Possibly Breanne (sp?) who has done photos for us previously
		- Josh getting her email so Jacky can email her

**ACADEMIC – Kevin:**

* Vecima tour dates:
* SED tour dates:
	+ Open any day
* SPARC this week: Might switch to optional drop-in due to low attendance because of midterms
	+ Include project descriptions in the weekly emails?

**HVC – Ryan:**

* Thought of getting our own hockey pads
	+ Possible deal of 20% off from El Anderson’s (sp?)
	+ Keep them in IEEE lockers
* Budget is looking really well so far
* March 21-22
* Team sign up is open
	+ IEEE team is already signed up
	+ 7 other teams signed up
* See if the SESS will put out an email to the whole college

**PUBLIC RELATIONS – Rob:**

* Email:
	+ AGM date is March 23rd, 5:30 PM
	+ Advertising all positions for next year, annual general meeting and elections March 23 5:30-7:00pm (at AGM), 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)
	+ Advertise Buck the Scholarship
	+ Advertise that people HAVE TO pick up their textbooks/money by end of Feb
	+ If you want to learn eagle, Kyle will run a mini-tutorial on Friday

**FINANCE – Naveed:**

* Nothing to report (absent)
* Received 2 cheques from the USSU for Illumination and HVC
	+ They’re addressed to the IEEE and need to be dispersed properly
	+ Endorsed the cheques so they can be deposited
* Next week we’ll motion to reimburse Rob for the trip

**VICE CHAIR – Keira:**

* Nothing to Report (absent)
* Book a room for the AGM
	+ March 23rd 5:30 PM

**GRAD STUDENT REP – Keaton:**

* Nothing to report (absent)

**THIRD YEAR REP – Mike:**

* AGM date is March 23rd
* Apply for Buck the Scholarship
* Year-end banquet is March 26th

**SECOND YEAR REP – Jayden:**

* AGM date is March 23rd
* Apply for Buck the Scholarship
* Year-end banquet is March 26th

**ROBOTICS – Kyle:**

* Nothing to report

Motion to adjourn: Cosme

Second: Louis, passed