**Present:** Josh Rohs (Chair), Keira Olszewski (Vice-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), Louis Veitenheimer (McNaughton Director),

**Absent:** Keaton Wheeler (Grad Student Rep), Fang Fang (Grad Banquet Co-Director), Mike Konieczny (3rd year rep), Jayden Leister (2nd year rep),

**Call to Order:**

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

**Seconded:** Matt

**CHAIR – Josh:**

* Had a funding meeting for dean’s funding, tentatively approved (by SESS) for funding for grad, illumination, and big brother big sister Christmas party
* Grad banquet needs to be finalized asap
  + Can comp tickets for the profs
  + Possibly a photo booth
* Year end banquet needs to be finalized asap
  + Need tickets and advertise it
  + Need a slide show

**SOCIAL – Cosme:**

* Year end banquet – Thurs, March 26, 5:45 PM at Louis.
  + $20/ticket members, $25- nonmembers
  + Steak and drink included
  + Facebook event made
  + Contact buck the scholarship- remind them.
  + Still need tickets and a slide show
* Need to pick a day for the next beer night.
  + Sunday March 29th,7 – 9 PM, need to book, and WINE NIGHT!
* Don’t forget to plan McNaughton Kicker and Billington Cup
  + need to pick dates, look into liquor licenses for McNaughton Kicker
  + Wed March 18, McNaughton kicker, don’t forget to invite the profs
  + Wed April 1, Billington Cup, invite profs, book the Snooker Shack

**MCNAUGHTON – Louis:**

* Deadline to pickup money and books passed, sending one last email to the address on the sheet

**ILLUMINATION – Matt:**

* Bursary: $300 applicant has to be a member of the IEEE (can apply once, they win), chosen based on involvement with IEEE, has to be an undergrad, not final year, involved with student branch but not a PAST executive (current is fine), submit a letter to [coordinator@ieeeillumination.ca](mailto:coordinator@ieeeillumination.ca) by Mar 20
* Talking about bursary next week

**GRAD BANQUET – Jacky and Fang:**

* Made $81 this week and sold out
* Need to be reimbursed for $200.45 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
  + Ticket prices $35, start selling tickets by Monday

**ACADEMIC – Kevin:**

* Vecima tour dates:
  + Mar 23, 9-11:30 am, soldering tutorials/tour
* SED tour dates:
  + Mar 19, 8-11:30 am, soldering tutorials/tour
* 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:**

* Starting advertising
* City permits and stuff are just about all done
* Need to get prizes together
* Need to get rentals together
* 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
  + 10 other teams signed up
* See if the SESS will put out an email to the whole college

**PUBLIC RELATIONS – Rob:**

* Nothing to report
* Email:
  + Send out the nomination form! And why to apply
  + 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 13 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
  + Year end banquet tickets
  + Grad banquet tickets
  + Tours: contact [academic@ieee.usask.ca](mailto:academic@ieee.usask.ca) for more details, sign up sheet will be on door of MCN
    - Vecima tour dates:
      * Mar 23, 9-11:30 am, soldering tutorials/tour
    - SED tour dates:
      * Mar 19, 8-11:30 am, soldering tutorials/tour
  + Bursary TALK TO MATT

**FINANCE – Naveed:**

* Orange juice, motion to reimburse Louis, 15.20, Keira motions, Cosme seconds, passed
* Motion to reimburse Naveed 615.51 for jacket sales, Keira motions, Louis seconds, passed

**VICE CHAIR – Keira:**

* Nothing to Report
* 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**\*\*\*\* push this**

**SECOND YEAR REP – Jayden:**

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

**ROBOTICS – Kyle:**

* Nothing to report

Motion to adjourn: Keira

Second: Louis, passed