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

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

**Call to Order:**

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

**Seconded:** Louis

**CHAIR – Josh:**

* Funding approved by the dean’s office, $1200 in total
* Need to finish funding forms by next week
* Book a room through the SESS for AGM
* Extending buck the scholarship by one week, until Monday
  + Send out an email, subject line “free money”
* Still:
  + 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:**

* Nothing to report

**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 26
* Talking about bursary next week

**GRAD BANQUET – Jacky and Fang:**

* Made $75 this week and sold out, buy an extra pizza next week
* Need to be reimbursed for $200.45 for pop, pizza etc
* Grad Banquet
  + Contacting James about food this week: getting food prices**,** thinking $30-35
  + Need entertainment
  + Tentatively have a photographer
  + Ticket prices $35, start selling tickets by Monday
  + Make Facebook event today

**ACADEMIC – Kevin:**

* Sign up sheet is on the door for tours
  + 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: no one showed up
  + Include project descriptions in the weekly emails?

**HVC – Ryan:**

* All paperwork done
* Need to finalize rentals
* Need volunteers for filling sand bags next Thursday morning
* Thought of getting our own hockey pads
  + Possible deal of 20% off from Al Anderson’s
  + Keep them in IEEE lockers
* Budget is looking really well so far
* March 21-22
* Team sign up is open (closes next Wednesday, March 18)
  + IEEE team is already signed up
  + 10 other teams signed up
* See if the SESS will put out an email to the whole college
* Free beer night tickets for volunteers

**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, extension
  + 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:**

* Still waiting on jackets

**VICE CHAIR – Keira:**

* Nothing to Report

**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: Matt, passed