**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), Ryan Fink (HVC Coordinator),

**Absent:** Matt Eisler (Illumination Coordinator), 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:** Louis

 **Seconded:** Cosme

**CHAIR – Josh:**

* Dean’s invoice template to be emailed to funding recipients
* Bumping AGM to a 6:30pm start
	+ Keira will order pizza the night before, order 10 pizzas
* 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:**

* McNaughton kicker, cancelled this year due to running out of time
* Billington Cup, 4 tables, $15/table/hour
	+ Tuesday, April 7, book and will let us know
* 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!

**MCNAUGHTON – Louis:**

* Nothing to report

**ILLUMINATION – Matt:**

* Nothing to report (absent)
* 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 by Mar 26
* Talking about bursary next week

**GRAD BANQUET – Jacky and Fang:**

* Made $53 this week and did not sell out
* Need to be reimbursed for $235.82 for pop, pizza etc
* Printing account has 73.79$ left, if not used by April 30, it will expire
* Grad Banquet
	+ Facebook event made
	+ Got tickets, $35
	+ STILL
		- Need entertainment, get prof Lynch to speak, need all the speakers, make a list of speakers, then get people to sign up
		- Tentatively have a photographer
		- invite profs!

**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: 3 people showed up
	+ Include project descriptions in the weekly emails?
	+ Not too many left

**HVC – Ryan:**

* Going to get some loonies for loonie stick
* Need to borrow a cashbox, taking one from McNaughton
* 16 teams so far are confirmed, 2 have signed up but haven’t paid, an ECE team, and one that signed up in person
* Fill out if you want to volunteer
* Everything is done!
* Sandbagging tomorrow at 9:30am
* 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
		- Still no nominations for:
			* HVC
			* Grad Banquet
			* Illumination
			* PR
			* Social
			* Robotics
	+ 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 20 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 for more details, sign up sheet will be on door of MCN
		- Vecima tour dates:
			* Mar 23, 9-11:30 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, 6:30pm
* Talk about the soldering tutorial
* Year-end banquet is March 26th**\*\*\*\* push this**

**SECOND YEAR REP – Jayden:**

* AGM date is March 23rd 6:30pm
* Talk about the soldering tutorial
* Year-end banquet is March 26th**\*\*\*\* push this**

**ROBOTICS – Kyle:**

* Nothing to report

Motion to adjourn: Keira

Second: Louis, passed