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

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

**Call to Order:**

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

 **Seconded:** Naveed

**CHAIR – Josh:**

* Determine date for handover supper
	+ Inviting new exec next week to discuss it
	+ **Tentative date: April 9th evening**
* Keira or Josh will contact the next exec to meet next week
* Received email from SESS about having a discipline night
	+ SESS wants to do it next week, they’ll give us money for pizza/drinks next week
	+ **Tentative date: Tuesday the 31st, with Thursday as a possible backup**
	+ Josh will email the SESS to talk about the date
* Dean’s invoice template to be emailed to funding recipients

**SOCIAL – Cosme:**

* Billington Cup, 4 tables, $15/table/hour
	+ Tuesday, April 7, book and will let us know
	+ Called the Snooker Shack
* Year-end banquet – Thurs, March 26, 5:45 PM at Louis.
	+ Presentation is being worked on
* Beer/Wine night March 29th, 7 PM
	+ At the Hose

**MCNAUGHTON – Louis:**

* Need to store the extra HVC stuff that’s in McNaughton currently
	+ Moving to a spare locker
	+ Can be put in the fridge and sold, or used for pizza sales

**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 by Mar 26
* Talking about bursary next week

**GRAD BANQUET – Jacky and Fang:**

* Made $61.55 this week and did sell out
* Need to return money to Naveed $833.33
* Need to be reimbursed for $205.94 for pop, pizza etc
* Printing account has 73.79$ left, if not used by April 30, it will expire
* Grad Banquet, starts at 6 PM
	+ 71 people coming, 5 tickets to spare
		- 8 profs are coming, 2 are bringing spouses
	+ Hypnotist
		- Need cheque from Naveed for $1050.00
	+ Prof Lynch is speaking
	+ MC is taken care of
		- Get him the numbers
	+ Photographer
		- Can do it, but NEEDS to be confirmed

**ACADEMIC – Kevin:**

* Tutorials happened, make sure they happen next week
	+ Vecima:
		- Went well, not huge attendance
	+ SED:
		- Went well, not huge attendance
* SPARC this week: didn’t happen
	+ Call SPARC done for this year
* Second years want tutorials for 232, 241, & 214
	+ Looking for people to give tutorials

**HVC – Ryan:**

* Tournament ran really well, snow was unfortunate
* Everything was set up in time, rentals worked out well
* Beer gardens were successful
* Money hasn’t been worked through yet, still needs to happen
* Some teams have not given their fees, working with them to get them
* Donation will between $5,000 & $6,000
* Pop in McNaughton is from the USSU, will be sold either in the pizza sales/fridge/banquets
* Free beer night tickets for volunteers
	+ Cosme has the list of volunteers to let them into the beer night
	+ Ryan will let the volunteers know

**PUBLIC RELATIONS – Rob:**

* Nothing to report
* Email:
	+ No SPARC
	+ Pizza Sale
	+ Beer/wine night
	+ Billington Cup
	+ Keg suck
	+ Think about 2nd/3rd year reps
	+ Bursary TALK TO MATT
	+ Jackets are in

**FINANCE – Naveed:**

* Jackets are in
	+ Naveed will contact the people that purchased the jackets
* Motion to reimburse Jacky $205.94 – Kevin
	+ Seconded – Cosme
* Motion to reimburse Kiera $343.89 for pizza/snacks/AGM – Cosme
	+ Seconded – Louis
* Need to fix the budget
	+ Looks like there is some form of deficit, need to see that we’re maintaining a balance
* Need receipt from Jacky regarding the hypnotist

**VICE CHAIR – Keira:**

* Nothing to report (absent)
* Needs to update the constitution online
* Need to update the website events
	+ This lacked this year a bit, need to remember to do this next year

**GRAD STUDENT REP – Keaton:**

* Nothing to report (absent)

**THIRD YEAR REP – Mike:**

* Year-end banquet is March 26th**\*\*\*\* push this**

**SECOND YEAR REP – Jayden:**

* Year-end banquet is March 26th**\*\*\*\* push this**

**ROBOTICS – Kyle:**

* Nothing to report

Motion to adjourn: Rob

Second: Cosme, passed