**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), Jacky Tam (Grad Banquet Co-Director), Ryan Fink (HVC Coordinator), Matt Eisler (Illumination Coordinator), Mike Konieczny (3rd year rep),

Next year’s exec: Megan Leach (mls818), Jason McLean (jdm353),

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

Next year’s exec: Lance Pitka (lmp091), Derek Halls (deh183), Justin Pelan (jfp059)

**Call to Order:**

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

 **Seconded:** Cosme, passed

**CHAIR – Josh:**

* Note the new exec were invited to this meeting
* SESS discipline night is tonight 5:30pm in 2C02, a little earlier if you need to setup
* Student space survey needs to be done
* Last week was busy, we lost a bunch of money, because people no showed for year end banquet, also on grad banquet, make notes for next year to sell tickets ahead of time
* **Handover supper (lunch!)**
	+ **Thien Vietnam (on 3rd Ave), Josh will book the table for 11:45am, Thursday April 9**
* Josh needs revised budget from Naveed within the week
* Dean’s invoice template to be emailed to funding recipients, these are past due from Cosme and Jacky
* No meeting next week, only the turnover meal
* **Start writing your reports**

**SOCIAL – Cosme:**

* Year end banquet:
	+ 17 people showed, 2 were free because of Buck
	+ lost $376 because of no shows and additional drink costs
* Billington Cup, 3 tables for 2 hours, $15/table/hour
	+ Tuesday, April 7, 6:30pm, this is booked
	+ Called the Snooker Shack
* Beer/Wine night
	+ 18 bottles of wine, cost $360
	+ HVC volunteers got in for free
	+ Sold 20 tickets, so we lost $160
	+ Keep track of number of bottles of wine, probably cap it next time not unlimited
	+ Work wine into the contract for next year
	+ Possibly charge more for the tickets as well

**MCNAUGHTON – Louis:**

* Space allocation: Louis and Kyle do it, Louis is filling it out right now

**ILLUMINATION – Matt:**

* Bursary: Bui and Lynch deciding

**GRAD BANQUET – Jacky and Fang:**

* Made $81.55 this week and did sell out
* We had free pop from HVC
* Need to be reimbursed for $200.45 for pop, pizza etc
* Matt motions, Keira seconds a cheque for $200 for Breanna for the photographer, need receipt for this, passed
* $2735.09, have received $2,300 from tickets (2 people still have not paid), lost $365.09 (between tickets and food)
* Hypnotist was $1,050, wrote cheque last week, need to give Naveed receipt
* $3985.09 - $2370 (tickets) - $700 (maybe? From pizza) - $500 NSS = $415.09 (will be covered by the $500 from SESS)
* Got the invoice from Louis’ Loft, Keira motions to write Louis’ a cheque $2,735.09, Cosme for grad food (write cheque later in the week), passed
* Giving Naveed $2,300 from tickets (74 tickets in total)
* Profs didn’t like that the grad banquet was at the loft, and no program
* Food was good, saves a lot of money, but they weren’t refilling food fast enough

**ACADEMIC – Kevin:**

* Keith will do a 241 tutorial, what day works best?
	+ April 20th works best according to Megan
* 232 want tutorial for Verilog and transistors
* Second years want tutorials for 232, 241, & 214
	+ Looking for people to give tutorials

**HVC – Ryan:**

* Going to have final meeting tomorrow night to determine how much to donate
	+ New directors coming to that

**PUBLIC RELATIONS – Rob:**

* Nothing to report
* Email:
	+ Pizza Sale – last week
	+ Billington Cup – just graduating students
	+ Think about 2nd/3rd year reps
	+ Jackets are in

**FINANCE – Naveed:**

* Keira motions, Rob seconds $359.82 to Cosme for wine and beer night, passed
* Louis motions to reimburse up to $50 for tee shirts for social event to Rob, Cosme seconded, passed
* HVC donated $160 worth of pop, from pepsi
* Jackets are in
	+ Naveed will contact the people that purchased the jackets
* 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
* Keira motions to reimburse Cosme for $676.71, Naveed seconds, for grad banquet, passed

**VICE CHAIR – Keira:**

* Nothing to report
* Updated the constitution online
* Need to update the website events
	+ Calendar on the side bar is broken
* Keira motions to accept this weeks minutes in one week if no one has any changes, Matt seconds, passed

**GRAD STUDENT REP – Keaton:**

* Nothing to report (absent)

**THIRD YEAR REP – Mike:**

* Nothing to report

**SECOND YEAR REP – Jayden:**

* Nothing to report (absent)

**ROBOTICS – Kyle:**

* Nothing to report

Motion to adjourn: Keira

Second: Matt, passed