**Attendance:**

|  |  |  |  |
| --- | --- | --- | --- |
| Absent | Present | Position | Member |
|  | X | Chair\* | Matthew Eisler |
|  | X | Vice Chair\* | Megan Leach |
|  | X | Finance Director\* | Derek Halls |
|  | X | Academic Director\* | Ryan Fink |
|  | X | Social Director\* | Logan Markewich |
|  | X | PR Director\* | Devon Haubold |
|  | X | McNaughton Director\* | Kyle Sheasby |
|  | X | Illumination Director\* | Naveed Mazloum |
|  | X | HVC Director\* | Jason MacLean |
|  | X | Grad Banquet Director\* | Thomas Truong |
| X |  | Robotics | Lance Pitka |
|  | X | Grad Student Rep | Keaton Wheeler |
| XX |  | 2nd Year Student Rep | AldoBrydan |
|  |  | 3rd Year Student Rep | <not yet filled> |

\* Indicates Officer positions entitled to vote and compose the “Executive Committee”

Executive meetings are only to be attended by Executive members, the Class Representative Committee and any non-Executive individual(s) invited by the Branch Chair for official purposes. (Constitution Article 9 Sec. 2).

Quorum for any Executive meeting is two-thirds of the Executive. No motions can be passed without quorum.

**Call meeting to order: Matt E.**

**Accept last week meeting minutes:** **Devon**

 **Second: Kyle**

**Executive Items:**

**Chair**

* McNaughton
	+ Food cannot be taken from McNaughton store unless it is immediately paid for.
* Event Summary Sheets
	+ Filling out a form at the end of each event summarizing the financial and participant details.
	+ **Megan & Matt to create these for next meeting**
* **HVC**
	+ **Need to get Website back up**

**Vice Chair**

* **Pictures**
	+ **Need to print exec pictures**

**Financial Director**

* Nothing to report

**Academic Director**

* Tutorials
	+ EE 265 Exam on Tuesday
		- Thomas will run a tutorial on Monday at 7:00pm
		- Ryan will book a room and deal with the SESSS

**Social Director – Logan**

* **NSS BBQ**
	+ **Money has not been turned over to Financial yet**
* **Mech/Elec – November 21st**
	+ 8 tickets remaining
* Big Brother/Big Sister
	+ November 29th, 2015 at 1:00pm

**Public Relations Director**

* Industry Trip
	+ Energy Center in North Battleford
	+ EMC – cloud computing company
	+ Willowglen – controls
	+ Eaton & Powell – switching
* Team of with U of A
	+ Invite them back to Saskatoon
		- Little Fuse
		- SED & Vesima
	+ Try to get in to the nano tech lab at the U of A
* Other tours
	+ Brewery

**McNaughton Director**

* McNaughton fund – deadline November 15, 2015
* **Look into getting cabinet**
* Will buy fridge as soon as possible
* Square
	+ You can do refunds on the square
	+ Matt and Kyle to figure out how the refund feature fully operates

**Illumination Director**

* Date is set for February 5th/6th
	+ **Megan to update McNaughton calendar and Matt to update SESS calendar**
* SaskPower
	+ Wants to do a talk to IEEE members
	+ Monday, November 30th at 5:00pm
* Speaker Idea
	+ The future of the electrical grid

 **HVC Director**

* Crones and Colitis foundation looks like a very likely candidate
* Beginning to look into the paperwork with the City
* Website is still down

**Grad Banquet Director**

* **Reimbursements**
	+ Motion: Kyle
		- Second: Devon
			* Grad Pizza Sales, receipts turned over to Derek
				+ $208.92 – Pizza

**Special Committee Items:**

**Robotics –** Friday’s 5:30 in Tau lab

* **Nothing to report**

**Student Representative Committee Items:**

 **Grad Representative**

* Nothing to report

 **2nd/3rd Year Representative**

* + Announce a tutorial for EE 265 on Monday

**Motion to end meeting: Thomas**

 **Second: Kyle**

**Next meeting: November 27, 2015**