**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 |
| X | X | 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: Megan

Accept last week meeting minutes:

 Second:

Executive Items:

**Chair**

* 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
* SESS
	+ Illumination – passed through for $1,000
	+ PR – passed through for $500
* McNaughton Grant
	+ Apply for SPARC and Robotics

**Vice Chair**

* Pictures
	+ Need to print exec pictures
* NSS
	+ Budget has been approved

**Financial Director**

* Nothing to report

**Academic Director**

* Tutorials
	+ Plans of doing EE 221 tutorial on Saturday, December 5th
* SPARC
	+ Ryan will bring us a budget amount he would like approved for January; we will then apply for the McNaughton gran in March to reimburse the IEEE
* Minty Boost – first week of January

**Social Director – Logan**

* **NSS BBQ**
	+ Monday has been turned over for this event
* Beer Night
	+ **Reimbursements**
		- Motion: Kyle
		- Second: Jason
			* Pitchers & tip for beer night
			* $112.48
* Big Brother/Big Sister
	+ November 29th, 2015 at 1:00pm
	+ **Reimbursements**
		- Motion: Naveed
		- Second: Kyle
			* Nerf Guns and Snack
			* $260.03

**Public Relations Director**

* Industry Trip – January 7th – 10th
	+ Energy Center in North Battleford
	+ Willowglen – controls
	+ Powell – switching
	+ Capital Power – power plant runs off landfill gas
	+ Start-up Edmonton
	+ Yellow Head Brewery ($10/person, 30 minutes)
* Team of with U of A
	+ Invite them back to Saskatoon
		- Little Fuse
		- SED & Vesima
	+ They can get us in to
		- JV driver
		- Epcore
		- U of A nano tech lab

**McNaughton Director**

* McNaughton fund – deadline March
* **Look into getting cabinet or look in to fixing door**
* **Fridge**
	+ **Reimbursements**
		- Motion: Naveed
		- Second: Logan
			* Fridge & McNaughton store
			* $324.83
* Square
	+ You can only refund to the account the purchase was made on (no card swipe required)
	+ Additional 3% has been added to all the prices set up on the app

**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 5:00 pm

 **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: Devon
	+ Second: Kyle
		- Pizza
		- $207.34

**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 SaskPower Talk

**Motion to end meeting: Megan**

 **Second: Logan**

**Next meeting: November 20, 2015**