**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 | Aldo Brydan |
|  |  | 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**