**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: Jason

Second:Thomas

Executive Items:

**Chair**

* IEEE new student accounts
  + Reimbursement for IEEE memberships
    - Motion: Megan
    - Second: Devon
      * **$507.54**
* Event Summary Sheets
  + Must be filled out before you leave that week’s meeting
* SESS – waiting to hear back on this
  + Illumination – passed through for $1,000
  + PR – passed through for $500
* McNaughton Grant – (Sunday)
  + Apply for SPARC and Robotics

**Vice Chair/ 3rd Year Rep**

* NSS
  + Budget has been approved
  + Interaction with the NSS
* Website
  + Anyone want stuff posted
* Facebook
  + Totally forgot about it ☺
* 3rd Year Rep
  + Moral is low

**Financial Director**

* Recording keeping
  + Will keep record of all cash being turned in and reimbursements
  + Will have records up to date for first meeting back in January

**Academic Director**

* Tutorials
  + Tutorial payments are behind; Ryan to look in to it
  + 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 grant in March to reimburse the IEEE
    - Motion: Megan
    - Second: Jason
      * Vote in favor: 5
      * Vote against: 2
        + Approved for up to $330 budget
  + Ryan to come up with a plan for promoting SPARC
* Minty Boost – Second week of January

**Social Director – Logan**

* **Mech Elec**
  + Reimbursements
    - Motion: Megan
    - Second: Devon
      * Mech Elec T-shirts & their half of the profit
      * $982.50
* Comp Sci
  + Are interested in doing bowling or joint event

**Public Relations Director**

* Industry Trip – January 7th – 10th
  + Devon will keep presenting to the classes
  + Thomas will present in class on Monday

**McNaughton Director**

* McNaughton fund – deadline March
* **Look into getting cabinet or look in to fixing door**
* Coke & cleaning wipes
  + **Reimbursements**
    - Motion: Devon
    - Second: Megan
      * Fridge & McNaughton store
      * $39.33
* Square
  + Additional 3% has been added to all the prices set up on the app
* McNaughton store is still consistently selling
* Book Sale – will be first week in January
  + Needs to be sent out in the email
  + Kyle will make up new sheets

**Illumination Director**

* Date is set for February 5th/6th 
  + **Megan to update McNaughton calendar and Matt to update SESS calendar**
* SaskPower
  + Needs to fill out a report

**HVC Director**

* + Looking for new charities
  + Pushing volunteering on 2nd, 3rd, 4th years
  + Still working on the website

**Grad Banquet Director**

* Sales are consistent
* Entertainment for the banquet!
  + Barbershop Quartet!
  + Could be persuaded to go longer perhaps?
* **Reimbursements**
  + Motion: Jason
  + Second: Logan
    - Pizza
    - $208.92
* No pizza sales next week

**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**

* + Industry Tour – Jan 7-10
    - Present on Monday
  + Report was submitted to chair regarding morale and state of the 2nd years

**Motion to end meeting: Kyle**

**Second: Jason**

**Next meeting: New year**