**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: 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**