**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 ScribanteBrydan  |
| X |  | 3rd Year Student Rep | Toni |

\* 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: Naveed

 Second:Jason

Executive Items:

**Chair**

* IEEE memberships
	+ **Naveed, Matt, Jason, Ryan, and Megan**
* 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
* CSSS – Comp Sci Career Fair (Thursday)
	+ Needs to go in to the email
* Spectrum
	+ Fill out the Doodle Poll and come help us run the booth
* McNaughton Grant
	+ We did not get our application on in time; we will try again for next year
	+ Try to apply to the next round of Dean’s funding

**Vice Chair**

* NSS
	+ Budget has been approved
	+ Will get check at next meeting
* Website
	+ Anyone want stuff posted
* Calendar
	+ Needs to be updated
* Orange Cabinet
	+ Megan is working with Jason to get an new orange cabinet

**Financial Director**

* Recording keeping
	+ Will have records up to date for second meeting back in January

**Academic Director**

* Tutorials
	+ Still need money for the tutorials that were run for finals in first semester
	+ Ryan will contact SESS to find out how many tutorials we will be paid for
* SPARC
	+ **Reimbursements**
		- Motion: Kyle
		- Second: Naveed
			* SPARC Parts: 317.14
	+ Ryan to come up with a plan for promoting SPARC
		- Booth will be set up at Spectrum
* Minty Boost – 7:00 pm 2C80

**Social Director – Logan**

* Comp Sci
	+ Bowling on January 22 or 23

**Public Relations Director**

* Industry Trip
	+ **Reimbursements to**
		- Motion: Jason
		- Second: Naveed
			* $224.49Matthew E (Industry Trip Hotel)
		- Motion: Jason
		- Second: Naveed
			* $241.74 Devon (Car rental)
			* $120 Devon (Gas)
			* $4 Devon (Parking)
				+ $366.48 Total to Devon

**McNaughton Director**

* Look into getting cabinet - Megan
	+ **Reimbursements**
		- Motion: Jason
		- Second: Naveed
			* $145.23 Kyle (Food for McNaughton)
* Square
	+ Additional 3% has been added to all the prices set up on the app
* McNaughton store is still consistently selling

**Illumination Director**

* Speakers
	+ Speaker list is filling up
	+ Devon to email Tech Startup to arrange speakers for us
* Promotion
	+ Trying to get Illumination advertisement on the school desktops

 **HVC Director**

* + Looking for new charities – Tentative yes from Camp Tamarak
	+ Still working on the website - Ryan

**Grad Banquet Director**

* Entertainment for the banquet!
	+ Barbershop Quartet!
* **Reimbursements**
	+ Motion: Kyle
	+ Second: Naveed
		- Pizza
		- $209.64

**Special Committee Items:**

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

* Will apply to Dean’s Funding
* Will table pre-approval of amount until next meeting once we have a financial report

**Student Representative Committee Items:**

 **Grad Representative**

* Nothing to report

 **2nd/3rd Year Representative**

* + Nothing to report

**Motion to end meeting: Naveed**

 **Second: Logan**

**Next meeting: January 18, 2015**