**BAS683  
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 Scribante Brydan Sigurdson |
|  | X | 3rd Year Student Rep | Tony Fahlman |

\* 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: Kyle

Second:Naveed

Executive Items:

**Chair**

* IEEE memberships
  + **Naveed, Matt, Jason, Ryan, and Megan**
  + **Matt needs to email out the emails for new members giving them their membership information**
* 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
* Spectrum
  + There will be a thank you for the volunteers on January 29th, 2015
  + The IEEE (Megan and Matt) will also put on a thank you
* Year End Banquet
  + Add to SESS calandar

**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
  + **Reimbursements for Spectrum Displays**
    - Motion: Naveed
    - Second: Kyle
      * $45.84Mega for display boards

**Financial Director**

* Nothing to report

**Academic Director**

* Tutorials
  + **Ryan to ask about the bonus check for running tutorials**
  + **Ryan will contact SESS to find out how many tutorials we will be paid for**
* SPARC
  + **Ryan to email Megan and Devon the new SPARC schedule**
* Minty Boost – might be doing one more

**Social Director – Logan**

* Bowling on January 22nd with the Computer Science students
* Must sign up through the Google Poll by Wednesday
  + Eastview Bowling at 7:00pm and drinks
  + Beer Night 8:00pm at The Hose
* Year End Banquet
  + Tentatively set for March 22

**Public Relations Director**

* Industry Trip
  + **Reimbursements** 
    - Motion: Megan
    - Second: Naveed
      * $19.47Devon for thank you cards

**McNaughton Director**

* Square
  + Should always charge the additional 3% on all items sold on the square
* Kyle to figure out if we can get four matching locks for the new cabinets

**Illumination Director**

* Reps to promote illumination
* Ticket sales
  + Need exec members to help sell tickets
  + Tickets are $10 off until September 22nd
* Promotion
  + Trying to get Illumination advertisement on the school desktops
  + Naveed to send information to Devon for the email and the reps
* Industry Tour
  + Littel Fuse – February 5th 2:00-4:00

**HVC Director**

* + Looking for new charities – Tentative yes from Camp Tamarak
  + Still working on the website – Ryan
    - * There is an HVSC site buried under an old IEEE site hosted on the University computers. This will be deleted.
        + Ryan to contact Trevor, Usask IT, to delete

**Grad Banquet Director**

* **Reimbursements**
  + Motion: Megan
  + Second: Kyle
    - Pizza
    - $137.56
* Tickets will go on sale after illumination

**Special Committee Items:**

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

* Old Robotics website will be deleted
  + **Ryan to contact Trevor, Usask IT, to delete the site**
* 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: Megan**

**Second: Logan**

**Next meeting: January 25, 2015**