**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 |
|  | XX | 2nd Year Student Rep | Aldo ScribanteBrydan 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**