**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 X | Keaton Wheeler |
| X | X | 2nd Year Student Rep | Aldo Scribante Brydan Sigurdson |
|  | X  X | 3rd Year Student Rep | Tony Fahlman  Adeoye Demilade |

\* 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:Kyle

Executive Items:

**Chair**

* IEEE memberships
  + **Matt, Jason, and Ryan**
  + **Matt needs to email out the emails for new members giving them their membership information**
  + **Matt has one new member to enter online**
* SESS – waiting to hear back on this
  + Illumination – passed through for $1,000
  + PR – passed through for $500
* Spectrum
  + The IEEE (Megan and Matt) will also put on a thank you
* Year End Banquet
  + Add to SESS calendar

**Vice Chair**

* NSS
  + Budget has been approved
    - Derek received a check for $91.08 reimbursement for NSS BBQ Vtools tickets
    - Derek received a check for $1,674.93 annual student branch funding
  + Notes from Logan
    - They want information for Current Source
      * HVC Information
      * Illumination
      * What’s coming up/what we’ve done
    - Contact Jon Poulin
* Website
  + Anyone want stuff posted
* Orange Cabinet
  + Megan is working with Jason to get an new orange cabinet
* AGM
  + Need to select a date before the year end banquet
  + Tentative March 15, 2016

**Financial Director**

* Jacket Sales
  + Derek is looking in to venders to use for jacket sales

**Academic Director**

* Tutorials
  + SESS will give the IEEE a check for running tutorials each semester
  + SESS will not tell us how many tutorials we can run; they will stop paying once the money runs out.
* SPARC
  + **Ryan to email Megan and Devon the new SPARC schedule**

**Social Director – Logan**

* Bowling with the Computer Science students
  + Bowling turnout – 15 people
* Beer Night
  + Lost around $100
  + Need to re-think how these beer nights are run
* Money
  + Logan turned over
    - $195.00 cash from bowling tickets
    - $130.00 cash from beer night
  + **Reimbursements** 
    - Motion: Megan
    - Second: Kyle
      * $215.00 for beer night
      * $238.00 for bowling
* Year End Banquet
  + Tentatively set for March 22, 2016

**Public Relations Director**

* Nothing to report

**McNaughton Director**

* Square
  + Should always charge the additional 3% on all items sold on the square

**Illumination Director**

* Reps to promote illumination
* Ticket sales
  + Reduced Ticket prices are posted
* Promotion
  + **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
  + Made a deal with Mulberry’s to do 20% off food and drink discounts
  + 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
* Chandler will do an Eagle tutorial
* 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**

* + Push illumination and Littel Fuse tour

**Motion to end meeting: Kyle**

**Second: Megan**

**Next meeting: January 25, 2015**