**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 |
|  |  | 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: Kyle

Second:Devon

Executive Items:

**Chair**

* IEEE memberships
  + **Matt needs to email out the emails for new members giving them their membership information**
  + **Reimbursements**
    - Motion: Kyle
    - Second: Jason
      * New member application
      * $46.83
* SESS – waiting to hear back on this
  + Dean’s funding has been approved
    - Illumination – $1,000
    - PR – for $500
  + **Must submit receipts in order to receive money**
* Year End Banquet
  + Add to SESS calendar

**Vice Chair**

* Executive
  + AGM will be on March 15th, 2016
  + Nomination forms are out
    - Nomination forms must be completed and returned by 5pm on March 11th, 2016
* NSS
  + Committee members who have been asked to write part of an article for the NSS Current Source needs to have their paragraphs in by tomorrow morning.
* NSS Networking Event
  + Tentative March 30, 2016

**Financial Director**

* **Need to order new cheques immediately**
* Jacket Sales
  + Prices will be posted next week sometime
* Keep track of amount of money from the NSS that belongs to PR for next year’s trip

**Academic Director**

* SPARC
  + **Apply for Dean’s funding by February 24th, 2016**
* Tutorial
  + IEEE received $300 as bonus for hosting tutorials from the SESS

**Social Director – Logan**

* Year End Banquet
  + Louis is book for March 22, 2016 for 5:30-9:00
    - Final numbers need to be in by March 16
* **Team building**
  + **Logan to start planning a team building evening for the end of february**

**Public Relations Director**

* Devon to issue refunds to the people who went on the NSS
* Devon to track in his report how much money will carry forward from the NSS funding
* Tour of the switch at Sasktel
  + Brailyn Johnsgaard may have connections

**McNaughton Director**

* Square
  + Should always charge the additional 3% on all items sold on the square
* **Kyle to get new keys to the cabinets as soon as possible**

**Illumination Director**

* **Send 1 paragraph write up to Megan for the NSS by Feb 8th**
* Littelfuse tour went well
  + It seemed to work well only having one tour
* Event went well
  + Speakers went well
  + Budget is good, we will have it finalized within the next week or so
* Dean’s funding has been approved
  + Illumination – $1,000
  + **Must submit receipts in order to receive money**

**HVC Director**

* + **Send 1 paragraph write up to Megan for the NSS by Feb 8th**
  + Charities – Camp Tamarak
  + Made a deal with Mulberry’s to do 20% off food and drink discounts
  + HVC website needs to be updated
  + Registration for this year is now open
  + 2nd year reps to help HVC get volunteers for the event

**Grad Banquet Director**

* Speeches
  + Need to have students from the graduating class volunteer to do speeches
* Raffle
  + There will be a grad frame to be raffled off
* Ticket Sales
  + The banquet is now funded; any money made from here on out reduces the price of the ticket
  + Tickets will go on sale after illumination

**Special Committee Items:**

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

* Lance will apply for Dean’s funding this week
* No Robotics this week

**Student Representative Committee Items:**

**Grad Representative**

* Nothing to report

**2nd/3rd Year Representative**

* + Promote HVC
  + Promote Jacket/Hoodie sales
  + Mention that nominations for Exec

**Motion to end meeting: Naveed**

**Second: Devon**

**Next meeting: February 22, 2015**