**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 ScribanteBrydan Sigurdson |
|  | XX | 3rd Year Student Rep | Tony FahlmanAdeoye 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**