**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 |
|  | XX | 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: Naveed

Accept last week meeting minutes: Naveed

 Second:Devon

Executive Items:

**Chair**

* IEEE memberships
	+ **Matt needs to email out the emails for new members giving them their membership information**
* 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**
		- Devon is waiting on Derek to handle receipts
		- Naveed still needs to send in receipts
* Year End Banquet
	+ Add to SESS calendar
* Program Information Night
	+ Two timeslots
	+ Kyle & Matt to do CME
	+ Need recruits to do EE presentations
		- Some 3rd years maybe?

**Vice Chair - Absent**

* Executive
	+ AGM will be on March 15th, 2016
	+ Need to book room
	+ Nomination forms are out
		- Nomination forms must be completed and returned by 5pm on March 11th, 2016
* NSS Networking Event
	+ Tentative March 30, 2016
		- Doesn’t work – Design competition
	+ Can we fit this in anywhere?

**Financial Director - Absent**

* **Need to order new cheques immediately**
	+ **Cheques have been ordered**
* Jacket Sales
	+ Jacket sales will happen as soon as forms are made – should be in the next few days
	+ 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**
	+ Application has been made, sent to Chair and Vice-Chair has been reviewed
	+ No attendance – considering axing the event
		- Focusing on first years to try to get them out
* Tutorial
	+ Second year reps indicate that there aren’t many tutorials required right now

 **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
	+ Tickets have been printed
		- $15/ticket
* **Team building**
	+ Room escape or trampoline park
	+ Looking at dates March 11th to 13th

**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
* Need receipts back from Derek

**McNaughton Director**

* Square
	+ Should always charge the additional 3% on all items sold on the square
* New keys were made
	+ If you have fridge keys, grab one of the keys from the box
	+ If you don’t have fridge keys, can pay $20 to get one
* Reimbursement – Key for the new cabinets
	+ $49.50
	+ Motioned – Naveed
	+ Seconded – Devon
* Textbooks that just showed up to McNaughton
	+ Will incorporate them into the McNaughton books

**Illumination Director**

* Dean’s funding has been approved
	+ Illumination – $1,000
	+ **Must submit receipts in order to receive money**
* Need to have meetings before concrete monetary report
* Should have enough money for bursary
	+ Should be out by early March
	+ $300 or more

**HVC Director**

* + Charities – Camp Tamarak
	+ Made a deal with Mulberry’s to do 20% off food and drink discounts
	+ Registration for this year is now open
		- Two teams are now registered
	+ Sending emails for insurance certificates from the USSU
	+ Sponsorships are going well
	+ 2nd year reps to help HVC get volunteers for the event
	+ IEEE Exec look into volunteer duties

**Grad Banquet Director**

* Speeches
	+ Need to have students from the graduating class volunteer to do speeches
	+ Lance is going to do one
* 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
		- Hopefully have them available in McNaughton by the end of next week
		- Need the design and printing
* Professors’ toasts to the students is done
	+ Salt or Ha will do the speech, or both
* Reimbursement for plates
	+ $7.57
	+ Motion – Kyle
	+ Seconded - Logan

**Special Committee Items:**

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

* Lance will apply for Dean’s funding 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: Kyle**

**Next meeting: February 29, 2015**