**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: 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**