**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:Kyle

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
* **Program Information Night – March 3rd 6:00 – 8:30 pm**
  + Two timeslots 6:30 and 7:00 pm
  + Kyle & Matt to do CME (2C44)
  + Megan Leach & Brittany to do EE (2C40)

**Vice Chair - Absent**

* Executive
  + AGM will be on March 15th, 2016 at 5:30pm
  + Need to book room
  + Nomination forms are out
    - Nomination forms must be completed and returned by 5pm on March 11th, 2016

**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
* Reimbursement
  + $13.17 for folder box
  + Motion: Naveed
  + Second: Kyle

**Academic Director**

* SPARC
  + Applied for Dean’s funding
  + No attendance – considering axing the event
    - Focusing on first years to try to get them out
* Tutorial
  + Run Verilog tutorial next week some time
  + Ryan coordinate a time and room

**Social Director – Logan**

* McNaughton Kicker
  + Poker Tournament (at the Hose or another bar)
* Year End Banquet
  + Louis’ is booked for March 22, 2016 for 5:30-9:00
    - **Invite Buck the Scholarship**
    - Final numbers need to be in by March 16
  + Tickets have been printed and are for sale in McNaughton
    - $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 trip**
* Devon to track in his report how much money will carry forward from the NSS funding
  + NSS gave $900 for the trip
* Submit for Deans Funding
  + Need receipts back from Derek

**McNaughton Director**

* **Floors – organize waxing**
* 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 – Pop and soup
  + $36.96
  + Motioned – Megan
  + Seconded – Naveed

**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
  + Value $300

**HVC Director**

* + Registration for this year is now open
    - Two teams are now registered
    - Registrations closes March 16th, 2016
  + 2nd year reps to help HVC get volunteers for the event
  + IEEE Exec look into volunteer duties

**Grad Banquet Director**

* Ticket Sales
  + Tickets will go on sale Monday ($35/person)

**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/4th Year Representative**

* + Promote HVC
  + Promote Jacket/Hoodie sales
    - Take coats to class to advertise more
  + Mention that nominations for Exec

**Motion to end meeting: Naveed**

**Second: Kyle**

**Next meeting: March 7, 2015**