**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 |
| X | X | 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: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**