**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: Thomas

Accept last week meeting minutes: Jason

 Second:Thomas

Executive Items:

**Chair**

* IEEE memberships
	+ **Matt needs to email out the emails for new members giving them their membership information**
* **Wooden blocks for the table in McNaughton**
* SESS – waiting to hear back on this
	+ Dean’s funding has been approved
		- Illumination – $1,000
		- PR – for $500

**Vice Chair**

* 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**

* **Jacket Sales**
	+ Jacket will be in on Wednesday
	+ 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
	+ Applied for Dean’s funding
		- **Need to follow up regarding speaking**
	+ No attendance – considering axing the event
		- Focusing on first years to try to get them out
* Tutorial
	+ Thursday Delta – Verilog Tutorial

 **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 are on sale for $15
* **Team building**
	+ Room escape March 11th

**Public Relations Director**

* Devon to issue refunds to the people who went on the trip
	+ Reimbursements
		- Motion: Jason
		- Second: Thomas
			* Joel, Omarlara, Kumar: $15
			* Daniel: $80
			* Aldo: $70.44
			* Devon: $70.44
			* Ryan: $70.00
* 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**
	+ **Thinking late April**
* Square
	+ Should always charge the additional 3% on all items sold on the square
* Tickets are on sale in the cabinet; write down names on the page in the door

**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
		- Seven 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**

* Reimbursement
	+ Pizza
	+ Banquet Tickets
	+ Total $212.53
		- Motion: Kyle
		- Logan: Second
* Ticket Sales
	+ Tickets on sale ($35/person)
	+ Fill out the form when you buy one
	+ Make sure to ask about restrictions on the meals

**Special Committee Items:**

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

* Dean’s Funding
	+ March 21st 7:00pm – speak to board of directors for Robotics

**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
	+ AGM March 15th

**Motion to end meeting:**

 **Second:**

**Next meeting: March 14, 2015**