**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: Matthew

Accept last week meeting minutes: Kyle

Second:Naveed

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
  + **Matt to find out when we will receive this money**
  + **Invite Fu to the A.G.M (running for USSU president and wants to meet with the IEEE branch)**

**Vice Chair**

* Executive
  + AGM will be on March 15th, 2016 at 5:30pm, 2C88
  + Nomination forms are out
    - Nomination forms must be completed and returned by 5pm on March 11th, 2016

**Financial Director**

* **Jacket Sales – last day to buy jackets/hoodies is Friday**
* **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
  + No attendance – considering axing the event
    - Focusing on first years to try to get them out

**Social Director – Logan**

* McNaughton Kicker
  + Poker Tournament (JT’s)
* 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

**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**
  + **Thinking late April**
* Reimbursement
  + $155.30
  + McNaughton food
    - Motion: Thomas
    - Second: Naveed
* 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
  + **Waiting on check from SESS**
* 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
  + Volunteers
    - Meet in McNaughton Friday 9:00am to fill sandbags
  + 2nd year reps to help HVC get volunteers for the event

**Grad Banquet Director**

* Ticket Sales
  + Tickets on sale ($35/person)
  + Fill out the form when you buy one
  + Make sure to ask about restrictions on the meals
  + Last day to buy tickets is March 25th, then the price will go up
* **Matt to do sound**
  + **Needs two microphones**

**Special Committee Items:**

**Robotics –** done for the year

* Dean’s Funding
  + March 21st 7:00pm – speak to board of directors for Robotics
* Next year
  + First year, Alexander, is taking over for next year
  + Will try to come to the AGM tomorrow

**Student Representative Committee Items:**

**Grad Representative**

* Nothing to report

**2nd/3rd/4th Year Representative**

* + Promote HVC
  + Promote Jacket/Hoodie sales
  + Mention that nominations for Exec
  + AGM March 15th

**Motion to end meeting: Naveed**

**Second: Kyle**

**Next meeting: March 21, 2015**