**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 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: 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**