***IEEE Student Branch***

***University of Saskatchewan***

***Meeting Minutes***

***August 18, 2013***

**Present:** Joel Anderson, Kayla Rueve, Callahan Collier, Rob Tremblay, Bretton Hurd, Kyle Sheasby, Marci Detwiller, Jordan Clarke

**Absent:** Keith, Karen Innes, Nancy Winder (late)

**SOCIAL:**

 Sponsor Bar

 Possibilities: Specklebelly's, The Hose, Maguire's, JT's

 Maguire's: there's a possibility we could also team up with Great Western

 Events Schedule and Budget

 There are budget numbers from past years

 No formal schedule yet

 With the exception of Kicker and grad banquet, the plan should be to make money on events

 Another possibility is to cut a deal w/ hotels; maybe they can give us a deal if we hold all our events there

 \*\*\* This also affects Illumination and Grad Banquet, etc.

**MCNAUGHTON:**

 Cleaning

 Later today or next weekend?

 Send out an email to recruit assisstance

 The janitors would like to take everything out and wax the floors

 but right now haven't been able to get a hold of anyone

 Cardboard insert with a can-sized hole, to stop garbage from getting in the recycling

 Hang up stuff

 Buck, HVC posters

 Store

 ADMs are no longer our problem; SESS will take over that

 Are we still selling the parts for Denard's class? Still in discussion

 Talk to Dave Karloff today about parts orders

 Theft Curbing

 Problems might go away so wait and see?

 No more tabs

 Run things the same as last year for now but keep track and watch for issues

 Don't want to start off too harsh so we will ramp things up as needed

 Supplies to Buy

 Cork board for the door

 Windex

 Wreath hangers and Poster hanging stickies

 Sticky Tack

 McNaughton has a $200 budget for supplies etc.

 Book Sale

 (to come later in the minutes)

**ILLUMINATION:**

 Domain Name: what happened?

 Talk to Malcolm

 He said the domain was paid up for the year

 Positions

 Need to be filled

 Especially the Hotels Person

 Could be the same as another position's Hotels person

 ie Grad Banquet???

 Theme

 Needed?

 Could be marketable like sustainability was

 \*\*\*\*\*You can return single bottles of wine!!! Don't need to return by case

**GRAD BANQUET:**

 Schedule and Budget

 Have ideas but yet to be detirmined

 Talk to Jordan re: budget, cash box

 Talk with Rob re: funding, beer nights?

 Sponsors, pub crawls, other things like auction nights or steak nights

 Also talk with Karen re: fundraising for Calgary Trip

 Talk to pizza people

 Last year was JT's but that may change if they aren't our sponsor bar

 TJ's, Mr Sicily – will talk to a few

 People seemed to really like the dry ribs

 Negotiations are under way re: which day to sell

 Might be tough to get people to sell b/c everyone has class

 Look into organizing a committee?

**ACADEMIC:**

 Desperate for ideas

 Talk to Cinnati, he had some ideas

 Could do something that costs money => budget

 PIC projects are good and cheap

**HVC:**

 Committee

 Callahan will work on website/Facebook

 Haven't seen Ian's report yet

 Email him tonight and if he doesn't get back will find some other way to get ahold of him

 Do have Jordan's report though

 Work with CIS again this year?

 Need to know by Tuesday

 Recomendations from previous organizers are not to partner with them

 The two events didn't line up too well, people get busy and our student schedules don't work well with the CIS people

 Advantages were funding

 They paid for posters, signage etc

 The marker came off last year's posters so they can be reused

 Go through the many, many HVC files and clean out unneeded ones

**FINANCE:**

 Have access to the online accounts

 Current balance is consistent with the previous two years so we are starting out okay

 USSU ratification is coming up so get that rolling in September

 Check due dates for that

 Currently working on this year's budget

 Likely very similar to last year's

 Try not to rely too much on Dean's Funding (rumours of budget cuts)

 NSS Funding also needs to be submitted in September

 Textbook sale

 Will help Bretton

**ROBOTICS**

 What is happening?

 Haven't been able to get a hold of Mike

**GENERAL**

 Check into when the year emails update so we can email this year's second years and not last year's

 Bulletin Boards

 Check it out!!

 Give feedback

 Website/Facebook

 ditto

 Second Year Presentations

 Talked to Prof Johanson

 He seemed willing to give up some class time

 When?

 First Monday of school?

 Then could have textbook sale, NSS BBQ, Membership drive all in the first two/three weeks

 Organize pop/pizza

 Third Year Presentation

 Due to low attendance from them last year, go talk to them too

 Common class

 CME: CME 331

 Emails

 Should be set up by the end of this week

 Second, Third year, Grad Student Reps

 We need them, start recruiting!

 Membership Drive, Textbook Sale, NSS BBQ

 Rob motions to start Membership Drive and Textbook Sale on the 9th

 Bretton seconds

 motion carries

 NSS BBQ

 Coming up late September, approximately from the 23-25th

 Membership Drive

 Run out of McNaughton or outside Alpha Lab?

 Need people to man the table – work out hours

 Textbook Sale

 Need more precautions against theft?

 Move the textbooks into the cabinet when no one's around

 Then they are under lock and key

 Try to offer more incentives for membership

 Some sort of “go to 4 events, get one free”?

 Need to keep a good list of who is and isn't a member

 Lockers

 Currently have 6

 Will try to get another for Grad Banquet

 Regular Meetings

 Nancy motions for regular meetings to happen on Tuesdays at 5:30

 Rob seconds

 Motion carries

 First Meeting

 Wednesday September 4th, at 5:00pm

 Nancy motions

 Joel seconds

 Motion carries

 There will be pizza

 email Callahan or Kayla with any pizza preferences

Nancy motions to adjourn

Joel seconds

Motion carries