**Attendance:**

|  |  |  |  |
| --- | --- | --- | --- |
| Absent | Present | Position | Member |
|  | x | Chair\* | Matthew Eisler |
|  | X | Vice Chair\* | Megan Leach |
|  | X | Finance Director\* | Derek Halls |
|  | X | Academic Director\* | Ryan Fink |
|  |  | Social Director\* | <not yet filled> |
|  |  | PR Director\* | <not yet filled> |
|  | X | McNaughton Director\* | Kyle Sheasby |
|  | X | Illumination Director\* | Naveed Mazloum |
|  | X | HVC Director\* | Jason MacLean |
|  |  | Grad Banquet Director\* | <not yet filled> |
| X |  | Grad Student Rep | Keaton Wheeler |
|  |  | 2nd Year Student Rep | <not yet filled> |
|  |  | 3rd Year Student Rep | <not yet filled> |
|  | x | Robotics Coordinator | Lance Pitka |

\* 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.

**Motion to begin meeting: Naveed Mazloum
 Second: Derek Halls**

**Executive Items:**

**Chair**

* Open positions: PR position has become vacant. We have a CME student interested in the PR; still vacant Social and Grad Director.
* Special general meeting will be help on September 29, 2015, Tuesday 6:00pm – 7:00pm
	+ **We will need to book a room – Megan (once we are ratified)**
	+ Motion: Naveed Mazloum
	Second: Kyle Sheasby
* First beer night – tomorrow at The Hose at 8pm-10pm
	+ $10 members, $15 non-members
	+ **Naveed will bring cash box and take money at the door**
* McNaughton clean up 11:00am; Exec Paintballing 2:00pm; The Hose ~6:00pm
	+ **Matthew Eisler to book the paintballing**
* NSS BBQ September 23rd, 2015 6:30 pm @ The Hose (steak night)
	+ **Need to make the deal with the Hose and book the steak night – Matthew & Megan**

**Vice Chair**

* New locker combination
	+ The locker combination will NOT be given to any members outside of the executive.
	+ McNaughton will be left unlocked daily from 9:30am – 4:30pm

**Financial Director**

* Signing rights
	+ **Derek** to call and make appointment with the bank
	+ Derek, Matt and Kyle need to be there for signing rights
* Derek to set up times with exec members to go over budgets
	+ Kyle - McNaughton

**Academic Director**

* **SPARK**
	+ Wednesdays at 2:30 pm
	+ Will start September 23rd, 2015 in 2C80

**Social Director**

* <position not filed>

**Public Relations Director**

* **Kyle will handle the PR emails for the time being**
	+ Submit anything that needs to be sent out send it to Kyle by Sunday noon
	+ **Kyle will email regarding email**

**McNaughton Director**

* McNaughton clean up – **Kyle will buy a mop**
* Kyle has more fridge keys ($20 deposit)
* **Kyle will look into the McNaughton fund**

**Illumination Director**

* Naveed hopes to have his committee finalized by Monday
* **Naveed will get information to Kyle to send out in the email asking for second years to sign up to help with illumination**

**HVC Director**

* Tentatively looks at March 25th, 26th

**Grad Banquet Director**

* <position not filled>

**Student Representative Committee Items:**

 **Grad Representative**

 **2nd Year Representative**

 **3rd Year Representative**

 **Robotics**

* September 25th, 2015 Friday 5:30 in Tau lab
* **Lance to send Kyle info to include in the email going out tonight**

**Motion to end meeting: Derek Halls
 Second: Naveed Mazloum**

**Next meeting: Friday, September 18, 2015 3:30 in McNaughton**