**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\* | Rob Tremblay |
|  | X | McNaughton Director\* | Kyle Sheasby |
|  | X | Illumination Director\* | Naveed Mazloum |
|  | X | HVC Director\* | Jason MacLean |
|  |  | Grad Banquet Director\* | <not yet filled> |
| X |  | Robotics | Lance Pitka |
|  | X | Grad Student Rep | Keaton Wheeler |
|  |  | 2nd Year Student Rep | <not yet filled> |
|  |  | 3rd Year Student Rep | <not yet filled> |

\* 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: Kyle
 Second: Derek**

**Executive Items:**

**Chair**

* Bar deal – Matt & Megan need to contact The Hose and sign a new deal
* NSS BBQ <- too late to book this needs to come up with new date
	+ Need to select a new date, book The Hose
* SESS Council and Board of Directors meeting next week
	+ Any items need to be brought to Matt by Monday
* Beer Night
	+ Reimbursement – Keg for beer night
		- Amount: $287.50
		- Receipt Presented to Derek
		- Motion: Megan
			* Second: Kyle
	+ **Need to submit summary of Beer Night along with submit profit to Derek**

**Vice Chair**

* **SGM –** September 29, 2015, Tuesday 6:00pm – 7:00pm
	+ **Book room**
	+ **Order pizza**
	+ **Email promo**
	+ **Present in class**
		- **Second years - Kyle on Monday during 205**
		- **Third years – Megan & Derek**
* **Second Year’s Introduction**
	+ **Pizza reimbursement**
		- Amount: $98.51
		- Receipt Presented to Derek
		- Motion: Kyle
			* Second: Derek

**Financial Director**

* Ratification – require one more signature
* Bank accounts are now under the new exec; Matt, Derek & Kyle have signing authority

**Academic Director**

* **SPARC -** September 23rd, Wednesday, in 2C80 at 2:30 pm
	+ Anyone who is available should come out and help. Ryan has had 30-40 people show interest.

**Social Director**

**Public Relations Director**

**McNaughton Director**

* McNaughton fund – deadline November 15, 2015
* Exec Team Building Paintball
	+ Reimbursement
		- Amount: $383.39
		- Receipt Presented to Derek
		- Motion: Megan
			* Second: Derek
* McNaughton change in policy
	+ The executive heard from each member of the executive including the grad student representative in regards to concerns with the availability of McNaughton. After debating the issue and considering all possibilities it was decided that the McNaughton center will be accessible to all EE and CME undergraduate and graduate students. Access will continue to be via a key within the McNaughton locker. To gain access to the combination a student must meet with a member of the executive and prove they are currently a CME/EE student (log on to paws and show registration in a common core class).

**Illumination Director**

* Nothing to report

**HVC Director**

**Grad Banquet Director**

**Special Committee Items:**

**Robotics -** September 25th, Friday 5:30 in Tau lab

**Student Representative Committee Items:**

 **Grad Representative**

 **2nd Year Representative**

 **3rd Year Representative**

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

**Next meeting: Friday, September 25, 2015 3:30 in McNaughton**