**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 | Keaton Wheeler |
| X |  | 2nd Year Student Rep | Aldo Brydan |
|  |  | 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: Devon**

**Accept last week meeting minutes:** Kyle, subject to correct of Keaton being marked as absent

**Second: Logan**

**Executive Items:**

**Chair**

* NSS BBQ
  + Need to promo it NSS
  + Nee to promote to professors
* Faculty Meeting
  + Need someone to proxy for Monday at 12:30
* Special General Meeting
  + Motion to reimburse Matt for SGM Pizza $75.31– Kyle
    - Second: Megan

**Vice Chair**

* **Pictures**
  + **Thomas, Logan & Reps still need photos taken**
* **Website**
  + **Update with new exec members and pictures**

**Financial Director**

* **NSS Funding Proposal & Budget**
  + **Megan, Matt & Derek to all sit down**

**Academic Director**

* **SPARC** 
  + **Funding proposal; Ryan is requesting $823.93**
  + Providing parts for 10-20 people (more than 10 will be paired up)
  + Equipment can be re-used in future years
  + **Ryan email excel sheet to Megan**
* **Tutorials**
  + **Monday 6:30 pm in 2C01**
  + **Exec show up at 7:30 in computer rooms for Matlab assistance**
* Soldering
  + SED – 2 hour tutorial still being worked out

**Social Director – Logan**

* Sponsor Bar
  + Waiting to receive contract
* **NSS BBQ – confirm with the Hose; need to confirm prices**
* **CME & CS joint event** 
  + **Need to create an invent and invite the CS students**
* **Mech/Elec – November 20th**
  + **Need to get a date set up for it and get it booked with the Hose**

**Public Relations Director**

* Nothing to report

**McNaughton Director**

* McNaughton fund – deadline November 15, 2015
* EE 204 Parts kits reimbursements
  + Reimbursement made out to Sui Piot
    - Amount: $2480
    - Receipt Presented to Derek
    - Motion: Megan
      * Second: Derek
* McNaughton Centre Food
  + Reimbursement
    - Amount: $132.87
    - Receipt Presented to Derek
    - Motion: Megan
      * Second: Derek
* McNaughton
  + Kyle to forward budget to Derek regarding cabinet & fridge purchase

**Illumination Director**

* Nothing to report

**HVC Director**

* Signing authority has been changed over
* Chandler will take over administration of the website
  + Ryan is working on getting the site back up
* Jason to word up something asking NSS for funding for new banner

**Grad Banquet Director**

* Pizza sales (TJ’s) are ready to go

**Special Committee Items:**

**Robotics –** Friday’s 5:30 in Tau lab

* Nothing to report

**Student Representative Committee Items:**

**Grad Representative**

**2nd/3rd Year Representative**

* + Welcome Back BBQ – October 23rd, 6:00pm The Hose & Hydrant
  + Pizza sales – Tuesday 11:00am-1:00pm; 2 slices & 1 pop for $5

**Motion to end meeting: Megan  
 Second: Devon**

**Next meeting: T.B.D**