**Attendance:**

|  |  |  |  |
| --- | --- | --- | --- |
| Absent | Present | Position | Member |
|  | X | Chair\* | Megan Leach |
|  | X | Vice Chair\* | Logan Markewich |
|  | X | Finance Director\* | Chris Bonkowski |
|  | X | Academic Director\* | Lizzie Adams |
| X |  | Social Director\* | N/A |
|  | X | PR Director\* | Josh Karpyshyn |
|  | X | McNaughton Director\* | Derek Halls |
|  | X | Illumination Director\* | Rob Tremblay |
|  | X | HVC Director\* | Aldo Scribante |
| X |  | Grad Banquet Director\* | N/A |
|  | X | Robotics | Alex Mcnabb |
|  | X | Grad Student Rep X | Lance Pitka |
|  | X | 2nd Year Student Rep | Jonathan Tu |
| X |  | 3rd Year Student Rep | N/A |

\* 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: Rob

Accept last week meeting minutes:

 Second: **N/A**

Executive Items:

**Chair**

* Meeting times at **WEDNESDAYS 8AM,** Derek motioned, rob seconded
* Get Emails and drive set up
* Communication switch to slack
* IEEE Membership, trying to get price subsidized, can’t promote yet
* September 13, 5-7, megan needs help at club night. We need a booth, megan and rob are going, maybe lizzie and lance too.

**Vice Chair**

* + - * Fix HVC folder
			* Get emails and drives all set up (Derek, Chris, Josh, Rob, Alex, Jonathan)
			* NSS Meeting possibly Thursday, bring up funding memberships

**Financial Director**

* + - * Make appointment with bank before next meeting

**Academic Director**

* SPARC going once a semester, before shuttering completely if attendance does not increase, early in the semester. Aldo Motioned, rob seconded.

**Social Director**

* + - * Rob is slightly taking over, but we need one. He will get some bar contracts together.
			* Promote memberships with free pizza after talking to classes
			* Possible Universal Exec events?
			* NSS BBQ
			* Free bxxr night

**Public Relations Director**

* Trip in Calgary most likely, get that going
* Emails going out Wednesday night. Send Josh messages about stuff

**McNaughton Director**

* + - * Book sale starting September 8-14.
				+ Derek needs Excel
				+ Get Schedule made, people to sign up and forms for book drop off
			* Parts kit talks with Andrew
			* Get keys, $20 deposit

**Illumination Director**

* + - * Lizzie is vice chair of committee
			* Seeking out new people for committee, put something in weekly email

**HVC Director**

* + - * Checking for refs and captains

**Grad Banquet Director**

* + - * Need one plz
			* Megan is handling pizza sales, 50% off at panago

**Special Committee Items:**

**Robotics –** TBD

* + - * Alex and lance are getting caught up after meeting

**Student Representative Committee Items:**

 **Grad Representative**

* Mystery Event that lance is planning possibly

 **2nd/3rd/4th Year Representative**

**Motion to end meeting: Rob**

 **Second: Aldo**

**Next meeting: September 14, 2016**