**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\* | Brendan Nykoluk |
|  | X | Robotics | Alex Mcnabb |
|  | X | Grad Student Rep X | Lance Pitka |
|  | X | 2nd Year Student Rep | Jonathan Tu |
| X | X | 3rd Year Student Rep | Ganesh  Arzen |

\* 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: Aldo

Second:Rob

Executive Items:

**Chair**

* Futon fund? Use for pillows
* Reimbusment for pop, $26.23, aldo motions, rob seconds
* Breakout escape at 3:30
* networking workshop conference on Saturday for people to attend, 10-1

**Vice Chair**

* + - * Update meeting minutes on website
      * Take pictures (chris, derek, lance)
      * Print pictures for board in beta
      * Put in new memberships

**Financial Director**

* Account was moved into savings so we get savings now, some kept in savings
* Mcnaughton handed over money from mcnaughton cash box
* Megan reimbursed for $256.57 for launchpads, aldo motions, rob seconds
* Megan reimbursed for $105.40 for pizza sales, Logan motions, lizzie seconds
* Derek reimbursed for $51.43 for toner

**Academic Director**

* SPARC is getting a helper named kevin to help lizzie
* Get LED phone circuit set up and tested
* One off tutorials and stuff
* EiE program is a weekly commit program
* 90mins/week, microcontroller based
* Too similar to robotics? Don’t want to cannibalize
* Table decision to next meeting, board specs, project specs, robotics attendance

**Social Director**

* + - * finalized contract with hose
      * NSS BBQ October 5th BOOKED, food at 6:30, drinks at 6, $15 member, $20 non, free for new
      * Bxxr night October 14th BOOKED, free for new members, $10 for members, $15 for non
      * hunt for social continues

**Public Relations Director**

* Send josh things for emails BEFORE Wednesday

**McNaughton Director**

* ***Toner is ordered :D***
* **Buy stuff from Costco**
* Derek hands over more money for chris
* ADM spreadsheet updated and given to andrew

**Illumination Director**

* + - * All positions filled except for corporate relations
      * Solar panel speaker perhaps
      * Looking for other speakers

**HVC Director**

* + - * Emails sent out to charities, waiting on responses
      * Signing authority should be fixed by end of week

**Grad Banquet Director**

* + - * MUST SELL PIZZA
      * Brendan is now grad banquet director, also two of his friends helping
      * Get panago logistics figured out
      * Room booking, megan has got it this week
      * Pizza must be ordered before 5pm the previous day

**Special Committee Items:**

**Robotics –** TBD

* + - * Figure out robotics bank account, nothing figured out still, talk to chandler
      * **September 30th @ 5:30 in Tau lab is first one**

**Student Representative Committee Items:**

**Grad Representative**

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

* + - * Email announcements
      * Rep pizza sales
      * NSS BBQ October 5th BOOKED, food at 6:30, drinks at 6, $15 member, $20 non, free for new
      * Bxxr night October 14th BOOKED, free for new members, $10 for members, $15 for non, 8-10

**Motion to end meeting:** Logan

**Second:** Rob

**Next meeting: October 5, 2016**