**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\* | J.S. |
|  | 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 | Lance Pitka |
|  | X | 2nd Year Student Rep | Jonathan Tu |
|  | 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: Logan, Josh

Accept last week meeting minutes: Aldo

Second:Josh

Executive Items:

**Chair**

* Orientation Pizza Money - $303.81 back, paid $203.81. Money going towards something for the IEEE at something in future. Revisit next meeting.

**Vice Chair**

* + - * Put in new memberships! Only 3 left to put in

**Financial Director**

* Pizza money handed over to chris
* Will look at price of Jackets at this company rather than usual route. More options, will gauge interest in messenger bag and t-shirts and polos.
* Need to have a signed copy of meeting minutes to close account.
* Will close Robotics account before the next meeting.
* Vote to close the robotics account – unanimous vote 7 for, 0 against, 0 abstain

**Academic Director**

* Attempted to book a room for the 221 tutorial for Sunday, waiting to hear back from facilities management.
* SPARC is happening next week

**Social Director**

* Beer night was successful, broke even
* Filled out form for beer night, handed money over to chris next meeting
* Logan will get vtools money from nss
* Big Brothers Big Sisters, November 19th 1:00
* Will get in contact with MESA concerning Mechelec

**Public Relations Director**

* Send josh things for emails BEFORE Wednesday @ 5pm
* Looking into getting destinations for calgary trip

**McNaughton Director**

* Inputting names from ADM sales, mostly done
* Another round of parts kits selling for $2 each
* Envelope for parts sales in cabinet
* Tab sheet in cabinet, EXEC only, $10 max
* exec members need to clear outstanding tab at the last meeting of the month

**Illumination Director**

* Will start sponsorship calls this week.
* Trademarking will cost $450
* Rob reimbursed $210.00, Logan motions, Aldo seconds

**HVC Director**

* + - * Children’s Hospital looks promising, will wait on other charities before making a final decision

**Grad Banquet Director**

* + - * $114.49 reimbursed for pizza, Rob motions, Aldo seconds
      * Pizza sales went well
      * Will place larger order this week

**Special Committee Items:**

**Robotics –** Every second Friday @ 5:30

* + - * Chris is handling bank account, getting deleted

**Student Representative Committee Items:**

**Grad Representative**

* Nothing to report

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

* Read and report relevant Email announcements to respective class
  + - * Rep pizza sales

**Vote in New Members**

JS

For – 7

Against – 0

Abstain - 0

Brenden

For – 7

Against – 0

Abstain - 0

**Motion to end meeting:** Logan

**Second:** Rob

**Next meeting: October 26, 2016**