**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 | GaneshArzen |

\* 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: Aldo, Logan

Accept last week meeting minutes: Aldo

 Second:JS

Executive Items:

**Chair**

* Wait to use extra orientation pizza money until after mech elec
* SESS board approved $500 for Calgary trip funding, $1000 for illumination

**Vice Chair**

* + - * Put in new memberships! Only 3 left to put in
			* Put up JS’s photo
			* Reimbursed $458.40 for paying for 10 new IEEE student memberships, Aldo motions, derek seconds

**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**

* New SPARC date coming next week
* Held 221 tutorial over the weekend, went very well with 50-60 people
* In talks to get money from sess to pay Thomas for tutorial

**Social Director**

* Logan will get vtools money from nss
* Big Brothers Big Sisters, November 19th 1:00
* Will get in contact with MESA concerning Mechelec
* Hand over money for beer night nex

**Public Relations Director**

* Send josh things for emails BEFORE thursday@ 4pm
* Emails now going out on Thursday at 6pm
* **Send announcements to** pr@ieee.usask.ca
* Ticket sales for trip must be done before finals this semester

**McNaughton Director**

* Inputted names from ADM sales, email to Andrew
* Currently selling parts to the 204 students, they MUST have paid for their ADM before we can sell their parts
* Rob is buying stapler for mcnaughton
* Mcnaughton now has a to buy list on the pin board

**Illumination Director**

* Done 40% of corporate calling
* ask nss if ieee trademark extends over illumination
* Possibly register as not for profit to be more inviting to donars
* In talks to get art piece made by STEAM student group
* Possibly creative director in illumination to coordinate with STEAM and other groups

**HVC Director**

* + - * Children’s Hospital has yet to respond, should get back this week hopefully
			* As soon as that’s through, starting to get the rest of the operations underway
			* Will talk to Edwards school of business to help with marketing, get more people involved

**Grad Banquet Director**

* + - * $147.26 reimbursed for pizza, Aldo motions, Brendan seconds
			* Will consider thinking about getting bookings done for grad

**Special Committee Items:**

**Robotics –** Every Friday @ 5:30

* + - * Changed to every friday

**Student Representative Committee Items:**

 **Grad Representative**

* Planning event to teach grad students on how to present

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

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

**Motion to end meeting:** Rob

 **Second:** Logan

**Next meeting: November 2, 2016**