**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\* | VACANT |
|  | 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  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 motions, Lizzie seconds

Accept last week meeting minutes: Aldo

Second:Rob

Executive Items:

**Chair**

* Possibly start having punch cards available, buy one, hole punch/mark it as the use it to keep track of it, avoids making change for 20s
* Turned over money from 204 parts kits
* Voted not to have a meeting next week, all were in favor

**Vice Chair**

* + - * Get finals schedule for calendar, put it on the board
      * $46.63 for entering a new membership, aldo motions, rob seconds

**Financial Director**

* Jacket sales on, directions on board in mcnaughton, keep pushing jacket sales
* Derek needs to be removed from the signing list, doing that tomorrow with megan
* Robotics account closed, money moved to main account

**Academic Director**

* 265 tutorial this Sunday December 4th, 11:30 – 2:30
* 221 tutorial during exams

**Social Director**

* Beer night on December 2nd, 8-10, at the hose
* Beer pong tournament 20th of January, department vs department
* Push push push beer night
* Pre-motion money for poster printing $29.92
* Turned over money from social cash box

**Public Relations Director**

* Send josh things for emails BEFORE thursday@ 4pm, email out at 6pm
* **Send announcements to** [pr@ieee.usask.ca](mailto:pr@ieee.usask.ca)
* Ticket sales for trip must be done before finals this semester
* Calgary trip happening January 5th-8th, cost $150/person hopefully. That includes transport, hotel, activities

**McNaughton Director**

* Parts kits moved into food cabinet
* Lizzie wants to have a cleaning party over the break
* Redo tabs sheet, keep updated totals
* Interest in drinks other than pop for store

**Illumination Director**

* Get website up and ready
* Creative director found
* Going to have “two speaker stages” so you can see the speaker you want to see
* $16.29 for mcnaughton supplies, Lizzie motions, aldo seconds

**HVC Director**

* + - * Trying to get interest in refs and teams to sign up
      * Permits are in the works
      * Trying to get people to help from edwards

**Grad Banquet Director**

* + - * Pizzas are continuing to be sold
      * $263.87 for pizza reimbursed, Chris motions, Aldo seconds
      * Pizza money handed over

Special Committee Items:

**Robotics**(Invited by Chair) **–** Every second Friday @ 5:30

* + - * Robotics done till next semester

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
      * Rep pizza sales
      * Rep Beer night this friday

**Motion to end meeting:** Lizzie

**Second:** Aldo

**Next meeting: January 4, 2017**(Subject to change)