**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 |
| XX |  | 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: Brenden motions, rob seconds

Accept last week meeting minutes: Rob

 Second:Logan

Executive Items:

**Chair**

* Meeting times will be 8am Mondays, looking into alternating days for Monday and Wednesday
* Reimbursed $7.67 for binder for financial, logan motions, js seconds
* Reimbursed $753.36 for Calgary trip hotel booking, logan motions, js seconds

**Vice Chair**

* + - * Update calendar outside

**Financial Director**

* Jacket sales on, directions on board in mcnaughton, keep pushing jacket sales

**Academic Director**

* Nothing to report

**Social Director**

* Turn over money from last beer night to chris next meeting!
* JS, megan, and rob will plan out semester by next meeting hopefully

**Public Relations Director**

* Send josh things for emails BEFORE thursday@ 4pm, email out at 6pm
* **Send announcements to** pr@ieee.usask.ca
* Trip leaves tomorrow at 10am! Have fun!

**McNaughton Director**

* BOOK SALES must start soon. Alex will be heading that up as stated earlier in meeting minutes
* ADM’s need to be brought back, must put out the word
* McNaughton cleaning will happen in the next weekend or two, lizzie is organizing.
* Rob is buying a coffee pot and some extension cords for mcnaughton
* Must recruit McNaughton director this term, send out notice in emails

**Illumination Director**

* $122.78 for mcnaughton supplies, JS motions, brenden seconds
* One paragraph email to megan giving a status report

**HVC Director**

* + - * One paragraph email to megan giving a status report

**Grad Banquet Director**

* Pizza sales need date, Mondays work for Brenden, no pizza sale this coming week to figure out when we should be doing it
* Details for grad booking is being hammered out with Louie’s

 Special Committee Items:

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

* + - * No meeting this week, starts next week hopefully

Student Representative Committee Items:

 **Grad Representative**

* Absent

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

* + - * Read and report relevant email announcements

**Motion to end meeting:** Brenden

 **Second:** Logan

**Next meeting: January 9, 2017**