**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: Lizzie motions, Logan seconds

Accept last week meeting minutes: Lizzie

Second:Logan

Executive Items:

**Chair**

* Mondays at 8am will be the regular meeting time
* Chris needs to write a new check, won’t go through

**Vice Chair**

* + - * Update calendar outside!!

**Financial Director**

* Jacket sales on, directions on board in mcnaughton, keep pushing jacket sales
* Rob will have expenses from Calgary trip ready for next meeting
* Clothing sale should be pushed at the book sale

**Academic Director**

* Make sure people get paid for the tutorials from last semester

**Social Director**

* Turn over money from last beer night to chris when not sick!
* JS, megan, and rob will plan out semester by next meeting hopefully
* Motion to pay JS for posters for mechelec $29.92, Aldo motions, Rob seconds

**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)

**McNaughton Director**

* Rob is buying a coffee pot and some extension cords for mcnaughton
* Must recruit McNaughton director this term, send out notice in emails
* Need to buy microwave cover
* Sign up for book sale!! Book sale starts ASAP, so we need people to sign up

**Illumination Director**

* One paragraph email to megan giving a status report

**HVC Director**

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

**Grad Banquet Director**

* Trying to get ahold of Louie’s still
* Food is sold every day of the week, except Thursdays, but Thursdays don’t work for Brenden
* Logan, Chris, Megan, and sometimes Lizzie can do it

Special Committee Items:

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

* + - * Absent

Student Representative Committee Items:

**Grad Representative**

* Absent

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

* + - * Read and report relevant email announcements

**Motion to end meeting:** Aldo

**Second:** Logan

**Next meeting: January 16, 2017**