**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: Aldo, JS seconds

Accept last week meeting minutes: Lizzie

 Second:Aldo

Executive Items:

**Chair**

* Remember to renew your IEEE memberships, megan will have **list for next meeting**

**Vice Chair**

* + - * Possibly looking into updating website, will get back on that next week

**Financial Director**

* Clothing sales end soon, get them orders in
* Brenden handed over pizza money
* JS handed over beer night money from december

**Academic Director**

* Planning for next sparc session should be starting soon
* Payment for tutorials is still underway

**Social Director**

* Bxxr pong tourney on 27th of January, $20 a group, free entry, at the senior center beside the hose

**Public Relations Director**

* **Send announcements to** pr@ieee.usask.ca
* Turn over Calgary money **next meeting**

**McNaughton Director**

* Need some more cups for coffee
* Considering not doing the book sales anymore

**Illumination Director**

* Tickets on sale now! $35 for members, $40 for non-members, $25 for just the mixer night
* Reimbursed $42.09 for buying the coffee maker, logan motions, aldo seconds
* Reimbursed $301.53 for gas from the Calgary trip, josh motions, Brenden seconds

**HVC Director**

* + - * March 18th-19th, need some exec volunteers please
			* First poster batch will put out soon

**Grad Banquet Director**

* Reimbursed $134.11 for pizza sales, Josh motions, Lizzie seconds
* Banquet currently planned for 25th of march at the besborough

 Special Committee Items:

**Robotics**(Invited by Chair) **–** Every Wednesday @ 2:30pm

* + - * Wanting to change meeting times to Wednesdays at 2:30pm

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 30, 2017**