**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: Aldo, Brendan seconds

Accept last week meeting minutes: Aldo

Second:Logan

Executive Items:

**Chair**

* Not Present

**Vice Chair**

* + - * Website update still being looked into
      * Rob, Josh, JS need to buy memberships!!
      * Everyone needs to help make a last final push to sell illumination tickets. Aim for selling 5 per person

**Financial Director**

* Josh needs to get Calgary trip sorted out
* Logo is too small to blow up, anyone good with photoshop could they please help Chris
* Brenden handed over pizza money

**Academic Director**

* Reimbursed $80 to pay a tutorial from last semester, Aldo motions, Logan seconds\
* Organizing tour for first years to get interested in electrical/computer engineering

**Social Director**

* Not present

**Public Relations Director**

* **Send announcements to** [pr@ieee.usask.ca](mailto:pr@ieee.usask.ca)
* Turn over Calgary money **next meeting!!!**

**McNaughton Director**

* Need some more cups for coffee
* Some food supplies are needed!

**Illumination Director**

* Tickets on sale now! $35 for members, $40 for non-members, $25 for just the mixer night
* Still looking to sell more tickets

**HVC Director**

* + - * March 18th-19th, need some exec volunteers please
      * Posters are already going up!
      * **Registration for HVC opens today**

**Grad Banquet Director**

* Reimbursed $267.78 for pizza sales, Aldo motions, Lizzie seconds
* Banquet currently planned for 25th of march at the besborough
* Entertainment is still being sorted

Special Committee Items:

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

* + - * Wanting to change meeting times to Wednesdays at 2:30pm
      * $32.98 reimbursed for robotics, Brendan motions, Rob seconds

Student Representative Committee Items:

**Grad Representative**

* Absent

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

* + - * Read and report relevant email announcements

**Motion to end meeting:** Logan

**Second:** Brendan

**Next meeting: February 6, 2017**