**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: Brendan, Josh seconds

Accept last week meeting minutes: Logan

Second:Josh

Executive Items:

**Chair**

* No

**Vice Chair**

* + - * Calendar outside needs to be updated
      * Rob, Josh, ~~and JS~~ NEED TO BUY MEMBERSHIPS PLEASE

**Financial Director**

* ***Josh needs to get Calgary trip sorted out***
* Brenden handed over pizza money
* Jacket sales are on the go now, updated logo has been created for future use

**Academic Director**

* Organizing tour for first years to get interested in electrical/computer engineering
* 232 tutorial is in the works for their midterm

**Social Director**

* Billington cup is booked for this Friday, $16/table\*hour
* Charging $10/person, signup will be on mcnaughton door

**Public Relations Director**

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

**McNaughton Director**

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

**Illumination Director**

* Illumination went smoothly this past weekend
* Some sponsors still need to give their money, will collect that soon
* Bill from the loft should be coming in soon

**HVC Director**

* + - * March 18th-19th, need some exec volunteers please
      * Posters are already going up!

**Grad Banquet Director**

* Reimbursed $140.76 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

* + - * Nothing to say

Student Representative Committee Items:

**Grad Representative**

* Absent

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

* + - * Read and report relevant email announcements

**Motion to end meeting:** Rob

**Second:** Josh

**Next meeting: February 13, 2017**