**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 | 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: Lizzie, Aldo seconds

Accept last week meeting minutes: Aldo

 Second:Chris

Executive Items:

**Chair**

* Megan handed over money for key deposits, as well as from McNaughton cashbox
* Advertising for AGM and elections needs to start
* Student group theft issues seem to be rampant in the college, engineering student center will have a safe that can be accessed by only student groups, but not available yet
* IEEE Eng paper has a quote, pricing seems attractive, Rob motions, all in favor, Josh abstains

**Vice Chair**

* + - * Get exam dates and fill out april in calendar
			* Website currently needs to be rebuilt, will be working on it

**Financial Director**

* Brenden handed over pizza money
* Josh handed over Calgary money and receipts

**Academic Director**

* Discipline night tonight, will have signup for a vecima there to get people interested in electrical/computer engineering
* Tutorials are being considered for second years
* SPARC is also being considered for the coming weeks

**Social Director**

* Beer night is this Friday @ 8pm at the hose, come on down
* Motion to reimburse JS $25.50 for the pool tables, Logan motions, Lizzie seconds

**Public Relations Director**

* **Send announcements to** pr@ieee.usask.ca
* Needs to calculate reimbursement for Calgary trip

**McNaughton Director**

* Possibly increase in price in chocolate prices, while buying chocolate bars that people want to eat, probably going to do that next year. Pop price needs to increase as well

**Illumination Director**

* Financials need to be squared off
* Application for bursary as well needs to be completed

**HVC Director**

* + - * March 18th-19th, need some exec volunteers please
			* Pushing for teams to signup
			* Still trying to contact radio
			* Posters are up around campus
			* PAWS bulletin is going to go up
			* Must schedule liquor serving training

**Grad Banquet Director**

* Reimbursed $154.90 for pizza sales, Logan motions, Lizzie seconds
* Banquet currently planned for 25th of march at the besborough
* Logan is selling pizza this week
* TODO list needs to be created for grad banquet

 Special Committee Items:

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

* + - * Absent

Student Representative Committee Items:

 **Grad Representative**

* Absent

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

* + - * Read and report relevant email announcements

**Motion to end meeting:** Josh

 **Second:** Lizzie

**Next meeting: March 6, 2017**