**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: Brenden, Aldo seconds

Accept last week meeting minutes: Chris

 Second:Lizzie

Executive Items:

**Chair**

* Advertising for AGM and elections needs to start
* AGM elections are on the 23rd, nomination forms available by the end of the day

**Vice Chair**

* + - * Filling out calendar this morning
			* Website rebuild is going to be a summer project

**Financial Director**

* Brenden handed over pizza money
* Reimbursements for Calgary trip are currently being calculated, chris motions to reimburse, Rob seconds

**Academic Director**

* EP 214 tutorial has no interest, won’t happen
* Vecima and littelFuse tours looking to be all set to go

**Social Director**

* Handed over money from Friday’s beer night

**Public Relations Director**

* **Send announcements to** pr@ieee.usask.ca
* Needs to calculate reimbursement for Calgary trip
* Josh reimbursed $334.10 for Calgary trip expenses, Logan motions, lizzie seconds

**McNaughton Director**

* Rob reimbursed $71.33 for McNaughton supplies, Aldo motions, logan seconds

**Illumination Director**

* Nothing to note

**HVC Director**

* + - * March 18th-19th, need some exec volunteers please
			* Pushing for teams to signup, only 4 teams now
			* PAWS bulletin is going to go up
			* Must schedule liquor serving training

**Grad Banquet Director**

* Reimbursed $154.90 for pizza sales, Lizzie Motions, Josh seconds
* Shania Reimbursed $37.40 for making grad banquet tickets, Aldo motions, lizzie seconds
* Banquet currently planned for 25th of march at the besborough
* We now have physical grad banquet tickets, megan took 20 to sell
* Motion to write deposit for DJ for grad, $350, logan motions, lizzie seconds

 Special Committee Items:

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

* + - * Nothing of note

Student Representative Committee Items:

 **Grad Representative**

* Absent

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

* + - * Read and report relevant email announcements

**Motion to end meeting:** Aldo

 **Second:** Brendan

**Next meeting: March 13, 2017**