**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: Js motions, Lizzie seconds

Accept last week meeting minutes: JS

Second:Aldo

Executive Items:

**Chair**

* We have now ordered eng problem paper with our logo on it to sell

**Vice Chair**

* + - * **Need budget from Chris finalized**
      * **Need membership count December 31 from Megan**

**Financial Director**

* Brenden handed over pizza and grad banquet money
* NSS budget for the term needed
* Clean up the square, lots of items on it that we don’t know what they are anymore

**Academic Director**

* Tutorial is being planned for EE232, EP214(maybe)

**Social Director**

* Last beer night/turnover supper/year end banquet happening on march 31st
* $15 for supper, $10 for beer night, $20 for both, COMBO DEAL BREAKER
* Please sign up for the supper on the sheet TODAY

**Public Relations Director**

* **Send announcements to** [pr@ieee.usask.ca](mailto:pr@ieee.usask.ca)

**McNaughton Director**

* Food store supplies are needed, Rob is on it, list is on the board
* $19.97 for AGM pop and some McNaughton supplies to Megan, Lizzie Motions, Aldo Seconds
* $151.54 for McNaughton supplies for Rob, Lizzie Motions, Aldo seconds

**Illumination Director**

* Handed over illumination deans funding
* Illumination budget has been created, will be emailed out

**HVC Director**

* + - * HVC happened this past weekend, final budget numbers will be ready by end of day
      * Check will be written out to charity this week

**Grad Banquet Director**

* Reimbursed $243.40 for pizza sales and AGM pizza, Logan Motions, JS seconds
* $381.57 for caricaturist from grad to Alex, Lizzie motions, Aldo seconds
* Grad banquet happened, budget is being accounted for currently
* Megan is selling pizza this week

Special Committee Items:

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

* + - * Nothing to 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:** Lizzie

**Next meeting: April 3, 2017**