

# ATTENDANCE

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ABSENT	PRESENT	POSITION	MEMBER
	X	Chair*	Aldo Scribante
	X	Vice Chair*	Dan Bedard
	X	Finance Director*	Alice Zhang
	X	Academic Director*	Arzen Magadia
	X	Social Director*	Dhrupal Patel
X		Public Relations Director*	N/A
	X	McNaughton Director*	Stefan Heincke
	X	Illumination Director*	Maisha Nasim
	X	Community Outreach Director*	Avery Harder
	X	Grad. Banquet Director*	Courtney Offet
X		Robotics Coordinator	Alex McNabb
	X	Grad. Student Rep.	Lizzie Adams
X		Second Year Rep.	N/A
X		Third Year Rep.	Bryden Sigurdson

\* 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, Section 2).

Quorum for any Executive meeting is two-thirds of the Executive. No motions can be passed without quorum. With quorum, all motions may be passed by simple majority vote (Constitution Article 9, Section 4).



## OPENING

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1. **Call meeting to order**  
Motion: Aldo  
Second: Dan
2. **Accept meeting minutes from last meeting**  
Motion: Arzen  
Second: Stefan

## EXECUTIVE ITEMS

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### Chair

- North Saskatchewan Thursday meeting conflict – Lizzie will attend.
- IEEE Byelection - Lizzie booked a meeting room, Courtney will book pizza.
- Promote Discord to student body – all IEEE executives are registered.

### Vice Chair

- Lockers – Courtney has taken care of this with SESS.
- Memberships – Dan to enter the memberships. Keep selling IEEE memberships.
  - Google Form on tablet
  - Free half-pad of paper, locker, eventually a membership card
- Email and Drive access
  - Taken care of by Lizzie.

### Financial Director

- Signing authority – Alice added to signing authority
- Reimbursement to SESS for \$30
  - Motion: Courtney
  - Second: Avery

### Academic Director

- Access to google files



## Social Director

- Contact Anton at Hose, double check contract for member discounts from last year. Leave voicemail.

## Public Relations Director

- Lizzie will send out an email
  - Discord
  - Pizza sales on Thursday at 11:30 AM
  - Byelection
  - Illumination and year-rep positions
  - Avery's stuff
  - Advertise robotics

## McNaughton Director

- ADM rentals are ongoing
- Floats for store and pizza sales.
- Book sales ongoing similar to last year.
- Potential new food items for sale in store.

## Illumination Director

- Nothing to report.

## Community Outreach Director

- Waiting for email

## Graduation Banquet Director

- Pizza sales – will go with Panago Pizza, good relationship. 40% off.
- Will place orders on Tuesdays.

## **SPECIAL COMMITTEE ITEMS**

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### Robotics Coordinator

- Not present



- Spoke to max welsh member of robotics. Alex is still robotics coordinator, max has agreed to step in as liason.

## STUDENT REPRESENTATIVE COMMITTEE ITEMS

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### Graduate Student Representative

- Present

### Second Year Representative

- Not present

### Third Year Representative

- Not present

## CLOSING

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1. **Call meeting to close**  
Motion: Aldo  
Second: Avery
2. **Next meeting scheduled for**  
Monday, September 17, 2018