

ATTENDANCE

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*	Trey Vives
	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.	Jessi Lipoth
	X	Third Year Rep.	Jordan Richter
	X	Fourth 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

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

EXECUTIVE ITEMS

Chair

- Dhruval to get in contact with big brother and big sister Christmas party – possibly apply for funding.
- Meeting with department head. Would like to meet once a month, and host a career fair in second semester for EE and CME only.
- Mario Kart time trial leader board monthly competition, small prize for winners. \$5 store credit for the winner.
- Dept. Head will be organizing the career fair.
- Team building event brainstorming for the IEEE executive.

Vice Chair

- Will be managing IEEE website, posting minute meetings.
- Updating calendar with midterms, and other events.
- Reimbursement for \$894.32 for IEEE memberships.
 - Motion: Courtney
 - Second: Trey
- Sent emails to new IEEE members which includes login and password.
- Will be attending NSS meetings.

Financial Director

- \$227.00 pizza sale
- \$1300 funding for HVC, Calgary, and Grad banquet, SAF funding - Sept 19th deposited.
- \$226.50 pizza sale
- Moved money to savings account to increase interest earned.
- Need members help for budget. Each event will have it's own budget. Need an estimated budget.



- Sweater sale could include hats, backpacks too. Previous years did not sell well based on price, could work for less expensive items. Will design some clothing, and present them at the next meeting.
- \$105.89 Lizzie pizza reimbursement
 - Motion: Dan
 - Second: Aldo
- \$170.22 Arzen pizza reimbursement
 - Motion: Courtney
 - Second: Alice
- \$367.79 Stefan McNaughton Miscellaneous and chocolate bars reimbursement
 - Motion: Courtney
 - Second: Avery

Academic Director

- Second years midterm tutorials.
- Do some sort of introduction to first years, perhaps second semester for timing.

Social Director

- Made membership cards, to be approved by Aldo. Will get 50 made, or minimum order size.
- Will coordinate big sister and big brothers.
- Set up google form for NSS welcome back BBQ.

Public Relations Director

- Trey introduced as new Public Relations Director.
- Got Associated Engineers contact.

McNaughton Director

- Restocked bars, Kleenex and hand sanitizers.
- Provided Chair, and Vice Chair keys.
- McNaughton Store hard tab limited to \$50 for executive only. Members can buy a credit.
- McNaughton printer, and microwave are both malfunctioning. \$100 replacement for microwave. \$200-\$300 for new printer.

Illumination Director

- Held first meeting.



Community Outreach Director

- Emailed St. John for therapy dog, filled out application form.
- Figured out IEEE email.

Graduation Banquet Director

- Lizzie, Aldo, Arzen, and Alice will take over pizza sales this week. Stefan will have cash box ready.
- Grad committee positions by next week.

SPECIAL COMMITTEE ITEMS

Robotics Coordinator

- Need recruitment effort – advertise!

STUDENT REPRESENTATIVE COMMITTEE ITEMS

Graduate Student Representative

- Second year rep has been appointed.
- Will be attending NSS meeting.
- Pizza sales

Second Year Representative

- Not present
- NSS BBQ this Friday \$10 member \$15 for non member, free for new members.
- Beer Night this Friday \$10 member \$15 for non member.
- Community Outreach position
- Memberships
- Mario Kart leaderboard

Third Year Representative

- Third Not present
- NSS BBQ this Friday \$10 member \$15 for non member, free for new members.
- Beer Night this Friday \$10 member \$15 for non member.
- Community Outreach position
- Memberships



- Mario Kart leaderboard

Fourth Year Representative

- Not present
- NSS BBQ this Friday \$10 member \$15 for non member, free for new members.
- Beer Night this Friday \$10 member \$15 for non member.
- Community Outreach position
- Memberships
- Mario Kart leaderboard

CLOSING

1. **Call meeting to close**
Motion: Aldo
Second: Stefan
2. **Next meeting scheduled for**
Monday, October 1st, 2018