

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.	Brydan 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: Lizzie
2. **Accept meeting minutes from last meeting**
Motion: Aldo
Second: Stefan

EXECUTIVE ITEMS

Chair

- Big Brother's and Big Sister's set up (Dhrupal).
- IEEE charity bank account signing authority given to Avery, and Braeden.
 - Motion: Stefan
 - Second: Dan
- Beer Night and NSS BBQ last Friday.
- Maisha, and Lizzie will be taking signing authority over the illumination account (Acct.# 7223829)
 - Motion: Stefan
 - Second: Dhrupal
- Increase the price of beer nights by \$5.00 for tickets purchased during the week of the event for members and non-members.
 - Voted unanimously among attending executives.
- Potentially selling of rights and name to HVC, but could tarnish IEEE name as IEEE is historically attached to event.

Vice Chair

- New executives photos, for photo wall.
- Will be attending NSS meetings with Lizzie. Next meeting is next week.
- Update website with meeting minutes. Need to send email to ICT.
- Get memberships complete up to date.
- Keep pushing for new members, keep selling beer nights.
- Send out email to ask members to pick up membership cards.

Financial Director

- Working budget file on the drive is now up to date.



- Budget is complete except for Community Outreach budget.
- Pizza sales
- Will be working on sweater sales, and design for next week.
- Stefan Reimbursement for Beer Night \$247.50
 - Motion: Lizzie
 - Second: Courtney
- Aldo reimbursement for Beer Night expenses \$620.29
 - Motion: Courtney
 - Second: Dan
- Dhrupal reimbursement for \$42.46 for membership cards.
 - Motion: Arzen
 - Second: Dan
- Lizzie reimbursement for \$172.52 for pizza sales
 - Motion: Dan
 - Second: Trey

Academic Director

- Organizing EE221 tutorials for the second year students. Thomas Sturgeon will be performing tutorials.
- Looking into organizing EE265 tutorials, Arzen may perform tutorial.
- What is engineering? Noreen wondering if IEEE would be interested in participated in event. Presenting some current EE projects. This is during the November break.
- SPARK program to introduce Grade 12 computer science students to EE/CME.

Social Director

- Finalize date for next Beer Night/Bowling to accommodate midterm exam schedule.
- Beer Night schedule for October 19th.
- Get students comfortable with Illumination.
- Advertise beer nights.
- Look into organization of Big Brothers and Big Sisters event.

Public Relations Director

- Sent out weekly PR email.
- Beat second years in a beer chugging contest at beer night.
- Will challenge third years at the next beer night.
- Advertise for grad committee with Courtney.
- Looking for engineering contacts in Calgary for the Calgary Trip.



McNaughton Director

- Need to restock McNaughton store.
- Source a way to buy Reese in bulk, to accommodate demand.
- Jordan, JS, and Braeden added to McNaughton Sub-Committee.

Illumination Director

- Have 5 confirmed speakers for event.
- Started to make sponsorship calls.
- Illumination Committees is full.
- Avery to contact Mentor.
- Nutrien to be primary sponsor.

Community Outreach Director

- Contacted Kelly at the Wildlife Federation for equipment for the Archery Tag event. The equipment is for sale so they will inform us if the equipment sells.
- Will develop more of a finite budget for the event.
- Trying to get charity number from St. John's.

Graduation Banquet Director

- Pizza sales will be taken care of by Aldo, Alice, and Lizzie.
- Possible steak night to fundraise for grad banquet.
- Possible paint night to fundraise grad banquet. \$45/person.
- Half sweater profit could go to grad banquet.

SPECIAL COMMITTEE ITEMS

Robotics Coordinator

- Need recruitment effort – advertise!
- Advertised in EE205 today.

STUDENT REPRESENTATIVE COMMITTEE ITEMS

Graduate Student Representative

- Pizza sales
- NSS Meeting next week with Dan.



Second Year Representative

- Not present

Third Year Representative

- Advertised Discord to CME331 class.

Fourth Year Representative

- Nothing to report, will push events, and keep up with discord.

CLOSING

1. **Call meeting to close**
Motion: Aldo
Second: Courtney
2. **Next meeting scheduled for**
Monday, October 9th, 2018