

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: Dan
2. **Accept meeting minutes from last meeting**
Motion: Stefan
Second: Arzen

EXECUTIVE ITEMS

Chair

- Advertise young professional mixer at Co-Labs. November 8th at 5:30 pm.
- Spectrum exhibits would like an electrical director for 2019 event.
- APEGS Funding application due October 24th 2018.
- SAF Funding application due November 9th 2018.

Vice Chair

- Updating IEEE website. Exam files are apparently not working correctly.
- Updating McNaughton Centre Calendar
- Coordination with Mentor Graphics to set up a Meet and Greet. Date is set for November 1st 2018 at 5:30pm. Room TBD. Need a working sign up sheet set up as head counts is required.

Financial Director

- Pizza Reimbursement for Lizzie \$170.22
 - Motion: Dan
 - Second: Courtney
- Beer Night Reimbursement for Dhrupal \$234.00
 - Motion: Stefan
 - Second: Courtney
- Make financial decision on EE clothing design, pricing etc. Finalize order form for clothing.



Academic Director

- EE221 tutorial this Wednesday 6:30-9:30pm.
- EE204 tutors, only one potential tutor available.
- Grade 12 presentation tentatively for second semester.

Social Director

- Big Sister/Big Brother has returned email. Date Sunday November 25th 2018.
- Beer Night event was successful.
- Courtney's Paint Night to be back to back with the next beer night.

Public Relations Director

- Not Present
- Include Mentor Graphics information in weekly IEEE email.

McNaughton Director

- Need to refill pop.
- Executives need to pay tabs at McNaughton Store.

Illumination Director

- Applied for USSU funding.
- Joel Fry proposed 3 hour workshop, wine and cheese night, and personality test instead of guest speaking.
- Ratifying Illumination to be its own group for potential for additional funding.

Community Outreach Director

- Meeting this Friday.
- Looking into USSU funding.
- Email correspondence for Dodgeball Archery event.

Graduation Banquet Director

- Ordered Pizza for Thursday Pizza Sale.
- Increase best selling pizza quantities, decreased amount of less popular pizzas.



SPECIAL COMMITTEE ITEMS

Robotics Coordinator

- Need recruitment effort – advertise!
- Not Present.

STUDENT REPRESENTATIVE COMMITTEE ITEMS

Graduate Student Representative

- Nothing to report.

Second Year Representative

- Not present

Third Year Representative

- Nothing to report.

Fourth Year Representative

- Making Mentor Graphics announcement to fourth years in capstone class.

CLOSING

1. **Call meeting to close**
Motion: Dan
Second: Stefan
2. **Next meeting scheduled for**
Monday, October 29th, 2018