

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

EXECUTIVE ITEMS

Chair

- Went to Mentor on Friday, they are looking to have another meet and greet. There are many positions available, they are hiring. February 4th there will be an open house at Mentor.
- Alice to update budget with recent expenses.
- SESS council meeting on Thursday. Courtney will attend.

Vice Chair

- Promote tickets sales for Illumination, and IEEE beer/steak night on Friday.
- Update calendar with midterm dates.
- Sourcing tech equipment for Community Outreach event.
- Update IEEE website.

Financial Director

- Promote clothing sale.
- Send Aldo Budget.
- Reimbursement for Trey \$99.51
 - Motion: Dan
 - Second: Avery
- Pizza Reimbursement for Aldo \$195.66
 - Motion: Maisha
 - Second: Arzen

Academic Director

- Schedule winter term tutorials.



Social Director

- Beer/Steak Night this Friday. Keep advertising.
- Organize student/prof bowling or pool night.

Public Relations Director

- Add beer/steak night to email.

McNaughton Director

- Nothing to report.

Illumination Director

- Nothing to report.

Community Outreach Director

- Organizing technology for event.

Graduation Banquet Director

- Organizing raffle prizes for grad.
- Reduced amount of pizza, as it has not been selling out.

SPECIAL COMMITTEE ITEMS

Robotics Coordinator

- Not Present.

STUDENT REPRESENTATIVE COMMITTEE ITEMS

Graduate Student Representative

- Not Present.

Second Year Representative

- Not Present.



Third Year Representative

- Not Present.

Fourth Year Representative

- Advertise events and sales.

CLOSING

1. **Call meeting to close**
Motion: Courtney
Second: Stefan
2. **Next meeting scheduled for**
Wednesday, January 30th, 2019