

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

EXECUTIVE ITEMS

Chair

- Mentor open house February 4, 2019. 5:30-7:30pm.
- Professor Johanson would like someone to update the Billington tournament trophy.

Vice Chair

- Updated current/previous executive, and meeting minute section of the IEEE Usask website.
- Update McNaughton Center calendar.

Financial Director

- Placing clothing order tomorrow. 11 orders have been placed to date.
- Submitted NSS budget updates to Aldo.
- Pizza Reimbursement for Dan \$108.95
 - Motion: Courtney
 - Second: Avery
- Grad Decoration Reimbursement for Courtney \$115
 - Motion: Dan
 - Second: Avery

Academic Director

- Looking into tutorials for both the midterm and final for EE271; may not be possible due to lack of willing tutors.
- Looking into tutorials for both EE241 and EE232.



Social Director

- Beer night lost \$10.
- Steak night profited \$125.

Public Relations Director

- Nothing to report.

McNaughton Director

- Need to restock some items in McNaughton.
- Plan Costco trip for next week.

Illumination Director

- Not Present.
- Work on gifts for speakers, and ticket sales.
- Maintain dialogue with venue.

Community Outreach Director

- Secured therapy dogs for event.
- Sourcing GameCube controllers.
- Organizing poster making, and social media advertisements.
- Sorting out ways to sign up participants like vTools or Eventbrite.

Graduation Banquet Director

- Increase pizza order to 10 pizzas.
- Aldo will pick up pizza.
- Braeden and Jordan will sell.

SPECIAL COMMITTEE ITEMS

Robotics Coordinator

- Not Present.



STUDENT REPRESENTATIVE COMMITTEE ITEMS

Graduate Student Representative

- Nothing to report.

Second Year Representative

- Not Present.

Third Year Representative

- Advertise Mentor open house, though mainly relevant to fourth years.

Fourth Year Representative

- Advertise Mentor open house.

CLOSING

1. **Call meeting to close**
Motion: Courtney
Second: Stefan
2. **Next meeting scheduled for**
Wednesday, February 6th, 2019