

# Meeting Minutes

IEEE Executive Committee

November 24<sup>th</sup>, 2020



## 1. CALL MEETING TO ORDER

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Motion: Rafeh  
 Second: Braeden

## 2. CALL FOR QUORUM

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ABSENT	PRESENT	POSITION	MEMBER	SIGNATURES
	x	Chair*	Alexandria Shields (Lexie)	
	x	Vice Chair*	Jonathan Tu	
	x	Finance Director*	Rafeh Khan	
	x	Academic Director*	Devin Ramaswami	
	x	Social Director*	Leo Blocka	
x		Public Relations Director*	Austin Grismer	
	x	McNaughton Director*	Braeden Leisler	
		Illumination Director*	N/A	
	x	Community Outreach Director*	Nate Berzolla	
	x	Grad. Banquet Director*	Riley Stevenson	
		Robotics Coordinator	N/A	
	x	Discord Manager	Alex Bechtold	
	x	Grad. Student Rep.	Logan Markewich	
	x	Second Year Rep.	Gedeon Isezerano Hasin Raihan	
x				
	x	Third Year Rep.	Alex Bechtold Drew Johnston	
	x			
x		Fourth Year Rep.	Dayne Gawley Dayton Haubrich	
	x			

\* 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).

## 3. Accept meeting minutes from last meeting

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Motion: Braeden  
 Result: Pass  
 Against: 0  
 Abstain: 0  
 For: 6



## 4. NEW BUSINESS

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### 4.1. Executive Items

#### Chair

- Dec 19<sup>th</sup> – Tentative day for Holiday gift exchange
- NSS AGM link posted in the Discord (Dec 3, 5:30)
  - Guest speakers, awards, Etc

#### Vice Chair

- Nothing to Report

#### Financial Director

- Clothing sale
  - Store front up by ~10 days hopefully
  - Expect prices to be around last year
    - If personalization, there is extra cost

#### Academic Director

- Two tutorials coming up
  - Same people as last time (Chris + Lars(ee265), Zhongru (ee221))
  - Looking for EE321
- PES will contact us if they are able to get a grad student to run a tutorial

#### Social Director

- Got the orders in for Big Brother Big Sister
  - Still waiting for response
- Next week (Friday)
  - Last possible time for event before finals
  - Could do Movie night, Among us, Minecraft, Jack box

#### Public Relations Director

- Needs to put out advertisements for tutorials and social event (not present)
- ~~Needs to remember to send out email on Monday~~



## McNaughton Director

- Nothing to Report

## Illumination Director

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## Community Outreach Director

- Charity page for Big Brother Big Sister almost set up
  - Just need Paypal code

## Graduation Banquet Director

- Not present

## **SPECIAL COMMITTEE ITEMS**

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### Social Committee

- Dayne
  - What movie would we like to see
  - Genres
    - Christmas
    - Comedy
    - Action

### Discord Manager

- Nothing to Report

## **STUDENT REPRESENTATIVE COMMITTEE ITEMS**

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### Graduate Student Representative

- Nothing to Report.

### Second Year Representative

- Nothing to Report.



## Third Year Representative

- Nothing to Report.

## Fourth Year Representative

- Nothing to Report.

## 5. DISCUSSION

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- Possibly add a permanent discussion item
  - Check in with everyone in the meeting
- Discord Guideline
  - Need to keep it a safe place
    - No discriminations
    - No derogatory statements about anyone's protected identity
  - No NSFW material
  - No exam material
  - Mental health
    - We should have links to go to website to go to
      - Hotline, behaviour, appropriate conversations etc
    - Everyone should be respectful to other users in conversation while discussing mental health, struggle etc
  - Could have a log to keep messages even if they are deleted
  - 2 chances to users regarding the same topic before we need to deal with problematic users
    - Warning, Vice chair or Chair will most likely reach out to them in a direct message
    - If severely inappropriate/deliberately trying to bully or harm someone – could lead into a sever ban
  - If someone finds inappropriate/ goes against the guideline can/should reach out to someone with a role (most likely exec and reps
  -
- USESF
  - Another meeting tomorrow
- Homework Help
  - Could have a pinned message about posting rules
    - We should not be able to post the picture directly
    - We are not an entity just to provide answers



## CLOSING

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1. **Call meeting to close**

Motion: Leo

Result: Pass

Against:0

Abstain: 0

For: 7

2. **Next meeting scheduled for**

Dec 1, Tuesday 2020