

Carleton University FIRST Alumni & Mentoring Association

Meeting of the Executive

Date: December 6th, 2016

Time: 3:30PM

Location: CSES Student Group Resource Centre

Participants: Alex Wilcox (President), Gabby Genereux (Vice President - External), Anthony Caliciuri (Vice President - Internal), Alex Churcher (Vice President - Finance)

Absent: Bradley Reid (Executive-at-Large)

Meeting Chair: Alex Wilcox

Meeting Clerk: Anthony Caliciuri

1. Call Meeting to Order

- Alex Wilcox calls the Meeting to Order

2. Approval of Previous Meeting's Minutes

- Motion to Approve the Previous Meeting's Minutes put forward by Alex Wilcox, seconded by Alec Churcher, passes unanimously

3. Approval of Meeting Agenda

- Motion to Approve the Meeting Agenda put forward by Alex Wilcox, seconded by Alec Churcher, passes unanimously

4. Presentations from Members

- No Presentations Scheduled

5. Items for Discussion

a. Results of Executive-at-Large By-Election

- Bradley Reid won with 55% of the vote (5/9)
- Results verified and signed by Executives that were present
- Bradley will assume office immediately

b. Branding

i. New Logo

- Have yet to receive final logo design from Bradley
- Need final design to proceed with creation of T-Shirt

ii. T-Shirts/Swag

- Looking to get T-Shirts made, not necessarily any other Swag items
- Executives present willing to purchase their own shirts due to our lack of available funds
- We will ask Gabby to look into purchasing/ordering

c. Website

i. CSES Subdomain or Purchase our Own

- Executives present OK with using a CSES Subdomain to set up our new Website
- May look into purchasing our own domain in the future
- Anthony will contact CSES Technical Director to set up

d. Finances

i. Bank Account

- Alex Churcher will investigate our options through Scotiabank
- Alex Churcher and Alex Wilcox will schedule an appoint in the next few weeks and open the account

e. Ottawa FLL Tournament Event Review

- Event was a success
- 5 CU FIRST Members participated
- Looking forward to begin organizing 2017 Event
- Better organization and planning required for a more successful event

f. Ottawa FRC Kickoff

- Rough schedule established at previous meeting

- Will finalize details of the schedule via Slack
- Teams have requested simple lunch, Pizza should be good
- Drinks, Utensils etc. need to be purchased ahead of time
- Will send out form to teams to establish how much food needs to be purchased
- We want to use Kickoff as a recruitment/PR tool
- Will encourage teams to invite friends, sponsors, partners
- Will promote via our Social Media and Email List

g. FRC Season

- Alex Wilcox will begin sending email blasts focused on Mentoring

6. Next Meeting

- Date: Thursday January 5th, 2017
- Time: 2:30PM
- Location: TBD

7. Adjournment

- Motion to Adjourn the Meeting put forward by Alex Wilcox, seconded by Alex Churcher passes unanimously