

Carleton University FIRST Alumni & Mentoring Association

Meeting of the Executive

Date: February 28th, 2017

Time: 7:00PM

Location: N/A (Teleconference)

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

3. Approval of Meeting Agenda

- Motion to Approve the Meeting Agenda put forward by Gabby Genereux seconded by Bradley Reid, passes unanimously

4. Presentations from Members

- No Presentations Scheduled

5. Items for Discussion

a. Upcoming Events

i. National Engineering Week Showcase

- RSVPed and Registered
- Currently One of Two CSES Clubs Registered so far, according to email from organizers
- Alex Wilcox will include call for helpers to run our booth in

Newsletter to members

b. Branding

i. T-Shirt/Sweater Order Update

- Shirts are \$12.05 each, \$13.55 for XXL and XXXL
- Hoodies are \$23.55, \$25.05 for XXL
- The writing on the back is \$9.50 Extra, therefore:
 - A regular shirt with writing on the back is \$21.30
 - A regular hoodie with writing on the back is \$33.05
- Prices are still subject to change
- Hailey from Carte Blanche in North Bay is interested in taking on the order, will look into it
- Alex Wilcox will finalize numbers by tomorrow evening
- General Agreement to sell items to Executives at (or above) cost

c. Finances

i. Bank Account Update

- Bank Account has been successfully opened (Yay!)
- \$155 currently in our account
- Alex Churcher and Alex Wilcox have signing authority
- Alex Churcher has our Bank Card & Cheque Book

d. Website

i. Domain

- cufirst.ca has been purchased and now forwards to cufirst.mycses.ca

e. Spring Annual General Meeting

i. Agenda

- Year In-Review
- Formal Finance Update
- Reports from Executives
- Feedback/Requests from Members

ii. Election

- A call for Candidates will be sent out tonight for the 2017/2018 Executive Elections
- Alex will include a call for Elections Officers in the upcoming Newsletter
- Anthony has prepared an Oath of Office for Elections Officers

6. Next Meeting

- Spring Annual General Meeting
- Date: Tuesday March 21st, 2017
- Time: 6:00PM
- Location: TBD

7. Adjournment

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