

Carleton University FIRST Alumni & Mentoring Association

Meeting of the Executive

Date: January 29th, 2017

Time: 6:00PM

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 Gabby Genereux, seconded by Alex Churcher, 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. Branding

i. T-Shirts/Sweater Orders

- Received two orders via email
- Anthony, Gabby, Alex C, and Bradley all interested in purchasing a shirt and/or hoodie depending on cost
- Will inquire at local business and ask for quote before

placing our order

- Will most likely keep T-Shirts simple with CU FIRST/FIRST Logos to cut costs
- Will order two extra shirts to have on hand
- Quotes will be presented at next meeting

b. Finances

i. Bank Account

- CUSA rejected initial Bank Account application form due to formatting
- Alex C will reformat and resend

c. CSES Winter Student Group Funding

- Will think about it between now and the next meeting
- Might ask funding to donate to area FRC Teams

d. Website

i. Current Progress

- Anthony has been using Wix to build a sample website as an example of what we're looking to build ourselves
- Will inquire again to CSES for hosting, have not received any messages back
- Will look into purchasing a domain in the future
- Bradley has volunteered to help Anthony with website development

e. Sharing Executive Meeting Minutes/Agenda with all Members

- Motion to post Executive Meeting Minutes to Slack General Channel to make them easier to access put forward by Alex Wilcox, seconded by Anthony Caliciuri, passes unanimously

f. FRC Season

i. Student Mentor Database

- Will start using the FRC Mentoring Channel in Slack
- Gabby will collect Meeting information from all of the Teams in Ottawa

6. Next Meeting

- Date: Saturday February 11th, 2017
- Time: 7:00PM
- Location: Teleconference

7. Adjournment

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