

Carleton University FIRST Alumni & Mentoring Association

Meeting of the Executive

Date: Friday October 14th, 2016

Location: MacOdrum Library Room 466

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

Meeting Chair: Alex Wilcox

Meeting Clerk: Anthony Caliciuri

1. Call Meeting to Order

- Alex calls the Meeting to Order

2. Approval of Previous Meeting's Minutes

- Motion to Approve the Minutes from the Previous Meeting put forward by Alex, seconded by Gabby, passes Unanimously

3. Approval of Meeting Agenda

- Motion to Approve the Meeting Agenda put forward by Alex, seconded by Gabby, passes Unanimously

4. Items for Discussion

a. CUSA Club Registration [Anthony]

- Officially approved by CUSA as an affiliated Club

b. Co-Curricular Record [Anthony]

- No new information

c. Constitution [Anthony]

- Will discuss further over Slack
- Will make edits/ratify at a later meeting

d. Branding [Anthony]

i. Logo Design Contest [Anthony]

- Reviewed submissions from Bradley and Anthony
- Advised both to make small changes to their designs
- Will revisit at next meeting to make final decision

e. Administration [Anthony]

i. Document Storage/Organization [Anthony]

- Uploaded previous Meeting Minutes and Agendas to our OneDrive
- Also uploaded Logo Designs

ii. Communications [Anthony]

- Got 20 Members (including the 3 Executives) signed up for our Slack Channel
- Slack is now our main method of Internal Communication

f. Ottawa FLL Tournament [Anthony]

- Sent out communication to our Members asking people to sign up as Volunteers in VIMS
- Alex and Gabby signed up
- Anthony out of town, unavailable
- Will continue pushing for more volunteers via our Bi-Weekly Newsletter

g. Ottawa FRC Kickoff [Anthony]

- Mark Breadner has suggested we hold an unofficial kickoff with CU FIRST acting as the “3rd Party Shipping Company” to get the KoPs from Toronto to Ottawa
- In order for this to happen, we need to get all teams attending our Kickoff to sign up to receive their Kits at the Crescent School Kickoff (Toronto)
- Need to secure Longsfield-Davidson Heights SS as our location

- Need to begin thinking about food/drinks, the schedule for the day, what activities we would like to run, if we would like to have a quick build

h. FRC Season [Anthony]

- Teams have registered for their 1st Event
- Waiting on Teams to confirm their 2nd Event Registration

i. Group Social Events [Anthony]

- Alex will look into booking a Trampoline park for the Week of November 7th-11th as a fun group activity

j. Additional Executives [Alex]

- Alex suggests the addition two positions to the Board of Directors: Treasurer and Board Member at Large
- Motion to add positions of Treasurer and Board Member-at-Large to the Board of Directors put forward by Alex, seconded by Gabby, passes Unanimously
- Will send out notification to Members and will begin accepting nominations
- Vote/Swearing in will take place at our Annual General Meeting on November

k. Square/Tilt [Alex]

- We will sign up for a Square account to accept Credit Cards as payment
- If we need to connect a Bank Account, we will wait until after Treasurer is sworn in at the AGM

5. Next Meeting

- Date: Tuesday November 1st, 2016
- Time: 5:30PM
- Location: TBD

6. Adjournment

- Motion to Adjourn the Meeting put forward by Alex, seconded by Gabby, passes Unanimously