

# Carleton University FIRST Alumni & Mentoring Association

## Meeting of the Executive

Date: August 23rd, 2017

Time: 7:00PM

Location: N/A (Teleconference)

Participants: Gabby Genereux (President), Bradley Reid (Vice President - External), Anthony Caliciuri (Vice President - Internal), Alex Churcher (Vice President - Finance), Elisabeth Reid (Executive-at-Large)

Meeting Chair: Gabby Genereux

Meeting Clerk: Anthony Caliciuri

### 1. Call Meeting to Order

- Gabby Genereux calls the Meeting to Order

### 2. Approval of Previous Meeting's Minutes

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

### 3. Approval of Meeting Agenda

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

### 4. Presentations from Members

- No Presentations Scheduled

## 5. Items for Discussion

### a. Promotional Material

#### i. Retractable Banner

- Unfortunately, we don't have enough funds right now to make the purchase
- Price would end up being approx. \$115 and we only have approx. \$55 in our bank account
- Will hold off for now

#### ii. Materials from Heather Kelso

- Alex will make contact with Heather Kelso from Team 1305 in North Bay and will arrange (via Anthony, currently in North Bay) to get FIRST and FIRST Canada promotional materials for our outreach events
- Anthony will bring these materials back to Ottawa with him when he returns in early September

### b. Member Social Events

- Executive Team availability is Friday and Saturday evenings in the Fall Semester
- Thinking about a Thursday evening event in September, possibly at the Raven's Roost in Residence (Private Booking)
- Alex will investigate
- Will continue to provide suggestions via Slack

### c. Upcoming events

#### i. Expo Carleton

- Tuesday September 5th from 12PM to 4PM
- Gabby, Alex and Anthony are available and will be there
- Gabby will send out Google Form for other members to sign up and help us out manning our booth

ii. CSES FYC

- Thursday September 14th from 10AM to 2PM
- Will make plans closer to the event

d. Ottawa FLL Tournament

i. Meeting with Candace Labelle

- Candace will be the 2017 Ottawa FLL Tournament Director
- Gabby reached out several months ago offering our assistance in planning and running the event.
- Candace is very excited that we've volunteered to join the FLL Tournament planning committee and is looking forward to working us
- Several members of the executive expressed interest in serving in some of the Primary and Secondary Roles as outlined in the FLL Tournament Manual:
  - Gabby expressed interest in Judge Advisor or Volunteer Coordinator
  - Anthony expressed interest in Technical Advisor
  - Alex expressed interest in Production Manager
  - Bradley expressed interest in Materials Coordinator
  - Elizabeth made herself available to take on any empty roll that needs to be filled
- Ken James, who has acted as Head Referee at past tournaments, will be contacted and asked to continue in that role
- Alex Wilcox (Former CU FIRST President) has expressed interest in the role of Judge Advisor. Gabby make contact with him and discuss
- Gabby will reach out to Emily Haws and Alex will reach out to Kenna Tisseur to see if either of them are interested in a role, specifically Media Coordinator
- Candace will get back to us in the next week to confirm whether or not we can officially take on the roles we've expressed interest in

- Candace also confirmed that our preferred location is Ashbury College. If we cannot secure Ashbury, we have several alternates lined up, including
- Our preferred date is Sunday December 3rd, as to best accommodate all Ottawa-area teams

## **6. Next Meeting**

- Date: Mid September
- Time: TBD
- Location: TBD

## **7. Adjournment**

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