

Carleton University FIRST Alumni & Mentoring Association

Meeting of the Executive

Date: September 14, 2017

Time: 7:00PM

Location: ME5249 (CSES Student Group Resource Centre)

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

3. Approval of Meeting Agenda

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

4. Presentations from Members

- No Presentations Scheduled

5. Items for Discussion

A. Event Review

a. Expo Carleton

- Event was very successful
- Gabby, Anthony, Alex and Sarah Kirke were there to man our booth
- We met quite a few FIRST Alumni who were very excited to see us and join as members
- We had approximately 30 new signups to our mailing list

B. Club Accreditation

- We have been re-accredited through CUSA Hub for the 2017/18 School Year

C. Financial Update

- No Bank Account update yet
- Alex and Gabby are still working at changing the signing authority

D. Sponsorship & Fundraising

- Alex should have a draft of a sponsorship letter finished very soon
- Funding priorities
 - a. *LEGO* Kits (available for sign-out by local teams)
 - b. Promotional Materials
 - c. Event Volunteer Travel Reimbursement
 - d. FRC Kickoff
 - e. Social Events
- We will also look into working with the Dean of Engineering to distribute University funding to area FRC teams
- Elisabeth will investigate funding through CUSA
- Brad will investigate funding through CSES
- Alex will continue to investigate funding through external companies/organizations

E. Member Social Event

- Unfortunately, the Raven's Roost is not available to be booked
- Brad will look into booking space in Residence or another Building on campus through the Student Affairs Office

F. CSES FYC

- Moved to next Thursday, September 21st, from 10AM - 2PM in the MINTO Foyer
- There were communications issues with CSES regarding this change in scheduling. Anthony has already followed to fix
- Several individuals have volunteered to help man our booth

G. Ottawa FLL Kickoff

- Saturday September 23rd, 2017 at Longfields-Davidson Secondary School
- The extent of our involvement is unknown, but we'll bring our promotional materials for a static display

H. CUSA Clubs & Societies Conference

- Sunday September 24th, 2017, 10AM to 1PM in Richcraft Hall
- Must be attended by at least 1, but not more than 2 Executives
- Gabby and Alex will attend on our behalf

I. CUSA Sexual Violence Training

- At least 5 Members/Executives need to take it in order to receive funding through CUSA

J. Ottawa FLL Qualifying Tournament

- Gabby will email Candace for updates, haven't received any communication since our last meeting
- Sarah Kirke has expressed interest in handling Food Coordination
- Emily Haws has expressed interest in helping with Social Media
- Kenna Tisseur has also expressed interest in Photography and Videography at the event

K. Newsletter

- 72% of new subscribers opened the Welcome edition of the CU FIRST Newsletter, much higher than the average open rate
- Will be interest to see if higher numbers can be sustained moving forward
- Previous average opening rate was approx. 33%

L. Fall Annual General Meeting

- Based on the availability of our Executives, we will tentatively schedule the Fall AGM for Thursday November 9th, 2017
- Time and Location to be determined

M. Student Mentoring

- Will send out a survey to members about their location, availability and skillset, and we will attempt to match them with a team
- Will also provide them with advice as to how to plan their schedules during FRC build season

N. Paragraphs for Christine

- Executives are invited to provide feedback for Gabby's paragraphs
- Christine Bibic has asked for a short write-up about CU FIRST, will be used by FIRST Canada for recruiting sponsors

6. Next Meeting

- Date: Thursday September 28th, 2017
- Time: 7:00PM
- Location: TBD

7. Adjournment

- Motion to Adjourn the Meeting put forward by Gabby Genereux, seconded by Anthony Caliciuri, passes unanimously