

# Carleton University FIRST Alumni & Mentoring Association

## Meeting of the Executive

Date: December 23rd, 2017

Time: 11:00AM

Location: N/A (Teleconference)

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 Alex Churcher, seconded by Gabby Genereux, 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. Event Review

##### i. Fall AGM

- Non-Executive attendance was fairly poor, need to do a better job advertising and enticing members to attend
- Meeting ran fairly smoothly

## ii. Meeting with Mark Breadner

- Gabby and Alex Wilcox met with Mark Breadner at Carleton to tour the Athletics Centre. Was very impressed with the Field House/Alumni Hall for Pits/Field, had enough rooms available for judging
- Proceeded to uOttawa, their gyms had the space needed for Pits and Field, but lacked rooms for judging
- Proceeded to Algonquin College, had enough space to accommodate everything, but Pits and Field would be fairly far apart
- Hamilton is also vying for a 2019 District Event, Gabby and Alex Wilcox are putting together a report on Ottawa venues and District-hosting possibilities to send to FIRST Robotics Canada
- Gabby and Alex Wilcox have also been asked to make a Presentation to the Dean of Engineering to receive support from the University Administration to host the event
- Official announcement on which city will receive a District event will be made at Ontario District Championship Event

## iii. Ottawa FLL Tournament

- On the day-of, the event ran fairly well
- Several volunteers didn't show up, forcing Gabby and Emily Haws to fill in as Judges
- Elisabeth served as a Judge, Anthony served as DJ & A/V Operator, Bradley served as a Referee
- Crowd control was an issue, with students, parents, and mentors crowding the fields, AV area and scorekeepers
- Overall, the event was successful, but lack of communication and planning prior to the event made it rather difficult and stressful to prepare

b. Financial Update

- Received \$1500 in sponsorship through the Dean of Engineering's Office for our Kickoff Event
- Current Account Balance: ~\$40

c. Promotional Materials

i. New Banner

- We've received our new retractable banner!
- Design by Anthony with feedback from the Executive team, ordered through VistaPrint
- Gabby currently has it at her house

ii. Kickoff Signs

- Bradley will design signs to direct people around Richcraft Hall to the correct rooms

d. 2018 Ottawa FRC Kickoff

- Gabby and Alex Churcher will be a Carleton all day running the event
- Bradley and Elisabeth will be driving to and from Montreal to pick up the Kits
- Anthony will be in North Bay and is unable to attend
- Engineering Outreach Office has booked all of the rooms for us (Lecture Hall and Classrooms)
- Outreach Office will be presenting prior to the Livestream and will have an information/recruitment table set up
- IMS access needs to be arranged, but should be free (with refundable deposit) since we're a CUSA Club. They should re-open on January 2nd
- Arrange Parking Passes through Parking Services (assuming we wish to purchase in advance)

- Need to pre-purchase Drinks, Napkins, Paper Plates and Gloves
- Need Signage printed for Directions
- Need to place order for Pizza in advance
- Will send invitations to IEEE, certain University Staff and Faculty, and others from the community that might be interested in FIRST Robotics
- Executive will continue to discuss via Slack
- A sign up form for Members and Alumni that wish to attend will be sent out
- A sign up form for attendees that need a Parking Pass will be sent out to teams

i. FED Sponsorship

- Faculty of Engineering & Design has agreed to sponsor the event, will reimburse up to \$1500
- Originally budgeted for \$2000 worth of expenses, but those costs can be cut down or mitigated by charging for food

e. 2018 FRC Season

- Gabby, Bradley, and Elisabeth will all be mentoring teams this season
- Several members have expressed interest in mentoring and have been referred to area teams
- Lisgar, as a rookie team, should be given some extra attention to ensure they do well

f. 2018-2019 Executives

- Overall participation at CU FIRST events by members is fairly low
- Need to encourage Members to get involved so vacant Executive positions can be filled in March

## **6. Next Meeting**

- Date: TBD
- Time: TBD
- Location: N/A (Teleconference)

## **7. Adjournment**

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