

# Carleton University FIRST Alumni & Mentoring Association

## Meeting of the Executive

Date: January 23rd, 2018

Time: 5:00PM

Location: N/A (Teleconference)

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

Absent: Bradley Reid (Vice President - External)

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 Elisabeth Wood, seconded by Gabby Genereux, passes Unanimously

### 3. Approval of Meeting Agenda

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

### 4. Presentations from Members

- No Presentations Scheduled

### 5. Items for Discussion

#### a. Event Review

##### i. 2018 Ottawa FRC Kickoff

- Most significant positive feedback regarding Kickoff was arranging Underground Parking under Richcraft Hall
- However, there was confusion regarding how Parking

worked, with some accidentally paying for their own parking, and one participant receiving a parking ticket after not picking up a Parking Pass (which we had pre-purchased)

- In the future, extra attention should be given to ensure participants know how to receive their Free Parking Pass and clarify that CU FIRST isn't responsible if they don't pick up and properly display said Pass
- At future events, an announcement should be made to the entire group at the beginning of the event to ensure everyone has obtained a Parking Pass
- Gabby has yet to be reimbursed by the Dean of Engineering's Office for all of the purchases. Elisabeth will visit the Office this week to ask about our cheque
- At the Montreal Kickoff Event, the Kit Distribution area was a little disorganized, with some communication issues as to what each team ordered. Lisgar had an issue regarding the number of laptops they received, but they have since resolved the issues with FIRST HQ
- None of the classrooms were big enough to accommodate the teams. Extra consideration should be placed on which rooms we book in the future
- Number of pizzas ordered was perfect to fit the number of participants, Less Diet Coke should be purchased in the future
- The livestream's sound quality was very low, despite music and microphones working properly. In the future, a backup should be in-place, like external speakers
- In the future, if Rookie Teams attend, they should be given extra attention from us to help them out as much as possible. Luckily, the Robo Ravens helped Lisgar as much as possible

#### b. Financial Update

- Approximately \$1000 was spent on Food, Drinks, and Parking

Passes for the Kickoff

- Approximately \$55 was spent on Gas to and from the Montreal Kickoff Event
- Alex will continue to ask CUSA Clubs & Societies about changing our Bank Account signing authority

c. FRC Build Season

- Gabby is currently mentoring Team 2706, Bradley and Elisabeth is currently mentoring Team 4783, and Alex Wilcox is currently mentoring Team 7267
- Alex Churcher is planning on helping out Lisgar at some point
- Kevin Xia has been in contact and is looking to start mentoring teams in the future

d. Ontario FRC District Events

- Anthony and Alex Wilcox will be Game Announcer and Master of Ceremonies respectively as Georgian College, as well as the Game Announcing team at North Bay

e. 2018-2019 Executives

- Gabby and Elisabeth will be graduating next year, and thus there will be 2 vacancies on the Executive
- Executives will push to find candidates via Social Media in the coming weeks before the next Election

f. Non-Executive Involvement

- The Annual General Meeting had fairly low attendance, but the LEGO Building Party and Board Game Night were fairly successful
- Schedules are quite tight for the Executives this semester, and we may not be able to hold a Social Event until after Stop Build

- Best possible time appears to be the week of March 5th - 9th (FRC Week 2) for a Social Event, with March 19th - 23rd (FRC Week 4) being an ideal time for the Spring AGM
- The AGM can be promoted at the Social, and potential Executive candidates can be recruited
- Anthony will post poll on Social Media and our Email List to find out which day of the week works best

## **6. Next Meeting**

- Date: February 6th, 2018
- Time: 5PM
- Location: N/A (Teleconference)

## **7. Adjournment**

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