

Carleton University FIRST Alumni & Mentoring Association

Meeting of the Executive

Date: August 12th, 2018

Time: 7:00PM

Location: N/A (Teleconference)

Participants: Anthony Caliciuri (President), Alex Churcher (Vice President - External), Sai Vikranth Desu (Vice President - Finance), Mackenzie Willis (Executive-at-Large)

Absent: Bradley Reid (Vice President - Internal)

- 1. Call Meeting to Order**
- 2. Approval of Previous Meeting's Minutes**
- 3. Approval of Meeting Agenda**
- 4. Presentations from Members**
- 5. Items for Discussion**
 - a. Transition to 2018/19**
 - i. Alex and Bradley met several weeks ago to finalize their transition documents and memos
 - ii. **ACTION: No further actions required**
 - b. Social Media**
 - i. CU FIRST's Instagram account is now active (as of August 1st)
 - ii. **ACTION: Executives are encouraged to post relevant CU FIRST or FIRST-related content on a regular basis**
 - c. Carleton Co-Curricular Record**
 - i. Anthony has confirmed that Bradley has been added as an Approver for most positions for CU FIRST in the CCR (excluding President & Vice President - Internal)
 - ii. **ACTION: No further actions required**
 - d. Expo Carleton**
 - i. Anthony has registered CU FIRST for a booth at the Expo
 - ii. Sai, Mac, Alex and Anthony are confirmed to be attending and tabling for us at the Expo
 - iii. Running from 12-4PM on Thursday September 4th in the Fieldhouse
 - iv. Mac reports that CSES may be running their First Year Conference on the same day, or possibly at the same time as the Expo
 - v. **ACTION: Will confirm the location of our Promotional Materials and Banner and have them ready for our booth at the expo**
 - vi. **ACTION: Mac will confirm the date/time of the FYC, the Executive will then discuss how to proceed via Slack**

e. Sponsorship & Fundraising

1. Our primary goal will be to set up a LEGO Mindstorm EV3 Loan program for Ottawa-area FLL teams and student groups
2. ACTION: Sai will begin developing our sponsorship package once he returns to Ottawa in a few weeks

f. Directorships

- i. FRC Kickoff and FLL/FLL Jr. Directorship job descriptions are ready and published on the CU FIRST website
- ii. The application period will be open from August 14th to September 14th
- iii. The Executive will meet just before applications close to discuss how the process is going
- iv. ACTION: Anthony will open the hiring process and publicize the job openings via our social media and website.

g. 2018 Ottawa FLL Kickoff

- i. Anthony has yet to reach out to the Planning Committee to discuss our involvement at this years event.
- ii. ACTION: Anthony will contact them this week to suggest that we act as representatives for Carleton University and FIRST Canada, rather than volunteering to run activities

h. Ottawa Maker Faire

- i. Alex has reached out to area FRC teams to hopefully organize a FIRST Ottawa booth at the Maker Faire
- ii. Maker Faire Ottawa has reached out to us via social media looking for robotics-based booths at their event
- iii. ACTION: Will await responses from area teams and the Executive will discuss new developments as they happen via Slack

i. 2019 FRC Season

- i. The Ontario District Event schedule has been released
- ii. FRC Teams will become active in September when the school year begins
- iii. ACTION: As previously discussed, Alex will begin making contact and meeting with area teams to discuss their needs and how CU FIRST can help them in the upcoming season

6. Next Meeting: Wednesday September 12th @ 6:00pm

7. Adjournment

Previous Meeting's Minutes:

<https://docs.google.com/document/d/1v7SovOnumAcyi9eutX9Vy49ogaMtPO5te9cz>

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