

Carleton University FIRST Alumni & Mentoring Association

Meeting of the Executive

Date: September 20th, 2018

Time: 6:00PM

Location: MacOdrum Library Room 473, Carleton University, Ottawa

Participants: Anthony Caliciuri (President), Alex Churcher (Vice President - External), Sai Vikranth Desu (Vice President - Finance), Mackenzie Willis (Executive-at-Large), Bradley Reid (Vice President - Internal), Priya Tailor (FLL/FLL Jr. Director Candidate), Sayfullah Eid (FRC Kickoff Director Candidate)

1. Call Meeting to Order

- a. Meeting called by Anthony

2. Approval of Previous Meeting's Minutes

- a. Motioned by Mac, Seconded by Sai

3. Approval of Meeting Agenda

- a. Motioned by Anthony, Seconded by Alex

4. Presentations from Members

- a. Members present have no presentations.

5. Items for Discussion

a. From Last Meeting

i. CUSA Clubs & Societies Conference

- Event review
- Attended by Anthony and Mac
- Lengthy talk on CUSA Clubs & Societies services, training being provided
- To qualify for CUSA funding, all 5 execs will need to go through equity training. (email otcarleton.training@gmail.com)
- Participated in Elections for C&S committees
- Funding presentations will start next week, we must book a time if we want to apply
- Ollivers, roosters, and haven are all open for FREE booking through C&S. Percentage of purchases during event goes back to club, excluding alcohol.
- Can rent tablecloths, tripods, microphones, etc from CUSA
- Free IMS service if we register as a CUSA club
- Insurance for events was pushed, very important for large/off-campus events
- CUSA also offering storage space for clubs, consisting of

1 bin and space for a pop-up banner

- ACTION: cuFIRST will pursue funding from CUSA. Going to base this year's budget off of last year's FED application (Kickoff, subsidizing volunteer travel, club social events)

ii. Sponsorship & Fundraising

- Progress of development of sponsorship package
- Change in signing authority
- CUSA application and presentation
- CSES application and presentation
- CUSA want an excel spreadsheet, etc, want info by Friday
- CSES funding app due October 12th, but specifically can't be used for equipment. Meetings start the week after.
- ACTION: Signing authorities will be switched once Sai receives his passport.

iii. 2018 Ottawa FLL Kickoff

- Update on schedule and our contribution
- Anthony received email from RoboRavens, asking how much time was being allocated during opening ceremonies for teams. Special guest presentation?
- Want to arrive between 8:00-8:30AM, Gabby has our box of outreach stuff and will bring it to event
- We will present ourselves, say what we do. Talk about how we're attempting to help teams in the area, including looking to set up a lego kit loan program using 3rd party support. Pitching ourselves as a go-between for the teams and the University.
- Will stay for lunch and downtimes to talk with teams, to help with general setup/takedown.
- ACTION: adding new directors to slack, will organize a carpool to Longfields.

iv. Member Survey

- Update on results so far
- Official Draw for \$20 Prize
- Priya won the draw, out of 11 people. Congratulations!
- Spread of people who did/didn't participate in FRC
- A lot of responses asking for more community involvement (possibly with FLL), and part-time involvement opportunities
- Asking to push for a local FRC event

b. New Business

i. Directorships

- Sayfullah is the sole candidate for FRC Kickoff Director
- Priya is the sole candidate for FLL/FLL Jr. Director
- Candidate Interviews
- Confirmation Vote

6. Adjournment

Previous Meeting's Minutes:

<https://docs.google.com/document/d/1pbttuefHEwI0TfvTI-4evWX-DcEDdSGFswYZP6E1UUI/edit>