

Carleton University FIRST Alumni & Mentoring Association

Meeting of the Executive

Date: October 14th, 2018

Time: 6:00PM

Location: Teleconference (via Google Hangouts)

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), Sayfullah Eid (FRC Kickoff Director)

- 1. Call Meeting to Order**
- 2. Approval of Previous Meeting's Minutes**
 - a. Motioned by Sai, Seconded by Mac
- 3. Approval of Meeting Agenda**
 - a. Motioned by Mac, Seconded by Sai
- 4. Presentations from Members**
- 5. Items for Discussion**
 - a. From Last Meeting**
 - i. Sponsorship & Fundraising**
 - Will return to this once Alex joins
 - Sponsorship package for kickoff will be shared on slack as a template
 - Sponsorship package and budget will be created by Sai and assisted by Alex as required
 - ii. 2018 Ottawa FLL Kickoff**
 - Was cancelled to due power outage following tornado
 - Anthony sent the prepared statement to the organizers, which received responses
 - RoboRavens is not anticipating continuing the FLL Kickoff in future years so CU FIRST could take it on for the 2019 year
 - iii. Member Survey**
 - **Prize Fulfillment**
 - a. Prize still needs to be fulfilled
 - b. New Business**
 - i. FED Advertising**
 - Opportunity for CU FIRST to advertise on FED TV screens in Minto and ME
 - Support from group to move ahead and take this opportunity

- Can use same slide for Leo's
 - ACTION: Mac will create slides by end of reading week
- ii. **Website & Email Updates**
- Anthony has created new email accounts that end just with cufirst.ca which is much simpler than the previous cses account names, and is free if under 10 emails per day (well under our typical usage)
 - Added page to find teams and the office
- iii. **CU FIRST Merchandise**
- Will be open until the 31st, in order to receive as many orders as possible as it will reduce overall cost
- iv. **Office Hours**
- Office hours are held by Alex, Mac and Anthony
- v. **Fall General Meeting**
- ACTION: Anthony will set up a poll for choosing a day in the Week of Nov. 12
- vi. **FLL Mentoring & Team Support**
- Three teams have reached out to us to help, two are an hour drive from Ottawa so difficult to directly help
 - Suggest help in areas that we can do from a distance and find members to support Rippin Robots
 - ACTION: Bradley will email members interested in FLL help to see if they want to help Rippin Robots, if no response Bradley will offer help
 - ACTION: Priya will contact further teams and offer distance support for project or video-call technical/coding or financial assistance (help them get money)
- vii. **FRC Mentoring & Team Support**
- Requests for special needs support for ASTECHS
 - Most local teams will look for new mentors as well
 - Not very many club members reaching out to volunteer for positions but will direct them when they have an opportunity
- viii. **2018 Ottawa FLL Qualifying Tournament**
- Should ensure people sign up to volunteer
 - Keep in continual contact with members who want to volunteer and create a "committed volunteer" list
 - ACTION: Anthony will contact Candace to find what positions need to fill out and let her know we will contact her with our list of "committed volunteers"
 - ACTION: Any interested executives should sign up to volunteer

ix. 2019 Ottawa FRC Kickoff

- Beginning of organizing has been started with contact to FED Outreach being made
- Kickoff Selection deadline is November 19
- ACTION: Alex/Sayf will send email to teams to ensure they choose the correct Kickoff pickup location and are prepared to submit surrogate forms (but can not do this fully until the driver is confirmed)

Suggestions for growth for CU FIRST

- Suggestions from teams: bring Ottawa teams closer together, create access to the Carleton workshops
- Attempt to get in contact with professors or other professionals to act as supervisors for shops
- If it does not work out with Carleton, then ask for a “good word” to ask for shop use at Algonquin
- Potluck suggestion for Ottawa teams for social groups, need to think of other ideas
- Potential Barbeque event in the off-season as well

6. Adjournment

Meeting adjourned by Anthony