

Carleton University FIRST Alumni & Mentoring Association

Meeting of the Executive

Date: December 6th, 2018

Time: 6:30PM

Location: Teleconference (via Google Hangouts)

Participants: Anthony Caliciuri (President), Alex Churcher (Vice President - External), Mackenzie Willis (Executive-at-Large), Priya Tailor (FLL/FLL Jr. Director)

Absent: Bradley Reid (Vice President - Internal), Sai Vikranth Desu (Vice President - Finance), Sayfullah Eid (FRC Kickoff Director)

1. Call Meeting to Order

- a. Called at 6:48 PM

2. Approval of Previous Meeting's Minutes

- a. Motioned by Mac, Seconded by Anthony

3. Approval of Meeting Agenda

- a. Motioned by Anthony, Seconded by Alex

4. Presentations from Members

- a. Mac: On surveys to the student body
 - i. OIRP Carleton manages all surveys at Carleton, if we want to ever send out surveys in the future we must get approval from them first. <https://oirp.carleton.ca/main/surveys/>
 - ii. ACTION: Brad should follow up with OIRP to get approval for future surveys

5. Items for Discussion

a. From Last Meeting

i. Fall General Meeting

- Attendance was less than expected, many FB RSVPs did not end up attending
- Good content discussed, communicated what had happened/what was planned
- Viewed FIRST Bag-and-tag removal livestream as an organization

ii. CU FIRST Merchandise

- Ordered merchandise has been given out, some sales of touques happened at FGM
- Anthony still needs payment for the whole order
- 3 baseball caps left, 5-6 touques left, 3 shirts, kept for future sales/giveaways.
- Pre-order system worked well. Entropy allowed one logo to be used on multiple items without additional fees.

Personalization on items was in demand.

- Extra items should be ordered for next time, to keep them in stock for instant sales.
- Shirts/Sweaters are a staple item and should always be available. Hats/Touques can be sold through the year as extras easily, should order again.
- ACTION: Sayfullah follows up with Anthony to settle payment

iii. 2018 Ottawa FLL Qualifying Tournament

- Anthony, Alex, Brad, Priya, Kyle, Oluchi, Olakunle, Tanner attended
- Anthony and Joel arrived on Saturday to set up tables, judging area, pit area
- Alex, Anthony, Mac arrived early on Sunday to set up A/V and competition tables.
- A/V went well, Algonquin was very helpful. Only issue was not set up fully in time for opening ceremonies. Due to the positioning of the table, A/V volunteers ended up taking professor complaints for noise
- Field reset took time to get established, went well for rest of the day. Yellow tape is magic for marking a safety area around competition fields
- Alex Wilcox offered to get stanchions if given notice next year
- Volunteer room was far away from everything else, while the judges room was in the middle of everything
- The location of the event is unfortunate because classes occur at Algonquin during weekends, which causes issues. Class issue should be brought up with Candice.

iv. FLL Season Follow-Up and Review

- Overall not the strongest due to kickoff being cancelled from weather conditions
- One team was interested in kit idea
- FLL Directorship will change for next year to get kits going earlier in the year
- RoboRavens expressed interest in kit idea
- For next year's director, current executives conduct hiring, future executives approve hiring
- ACTION: Director exit interviews, set up procedure for directorship next year

b. New Business

i. Financial Update

- Bank meeting set up for tomorrow (the 7th) to transfer bank ownership. Sai will become official card holder.
 - Balance will be viewable online without a statement.
- ii. **FRC Mentoring & Team Support**
- Deadline is passed, no more teams will be registered.
 - Lisgar received sponsorship from FED, will continue as a team next year
 - Assisting the RoboRavens in finding a space next year should be considered, to strengthen the FRC event possibility for Ottawa
 - ACTION: Alex will send an email to all teams outlining surrogate procedure
- iii. **2019 Ottawa FRC Kickoff**
- Attempting to haggle with Dining Services to ensure we can order food from off-campus
 - Insurance form has been filled out to hold event under Carleton insurance
 - Teams seem interested in talking to each other, want an icebreaker competition
 - Quorum approval to have Alexa pick up the kits, renting grand caravan
- iv. **FIRST Ottawa Community Event**
- Community bonding event of potluck/general gathering
 - Mock robot inspection
 - Occurring during build season
 - ACTION: Discuss at next meeting, after teams have been polled at kickoff

6. Adjournment