

Carleton University FIRST Alumni & Mentoring Association

Meeting of the Executive

Date: January 27th, 2019

Time: 6:00PM

Location: Teleconference (via Google Hangouts)

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

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

- 1. Call Meeting to Order**
- 2. Approval of Previous Meeting's Minutes**
 - a. Bradley approved, Alex seconded
- 3. Approval of Meeting Agenda**
 - a. Anthony approved, Mac seconded
- 4. Presentations from Members**
 - a. No members present
- 5. Items for Discussion**
 - a. Finances**
 - i. Project Funding Decision**
 - Deposited kickoff money, balance will be \$723
 - Now we need to determine how to spend the money
 - Proposal 1: Use money for Tournament Volunteer Reimbursement
 - a. Should be restricted to Carleton students (because all funding came from Carleton)
 - b. Should we open the reimbursement to mentors or only event volunteers
 - c. Recommendation to make tailored reimbursement
 - d. Recommendation to follow up with respective teams to double-check that mentor reimbursement makes sense in this situation
 - e. Mentors should be able to apply, but will have a separate approval step of approving it with the FRC team
 - f. How much money will we place towards this initiative
 - g. Recommendation to use only \$500 to leave \$225 for the coming year

- h. Recommendation creating per person cap so that if we have only a few applicants they do not take large pieces of the fund
- i. Recommendation to reimburse the money only after reviewing expense receipts to qualify reimbursement
- j. If using advance applications, the deadline should be set to Feb. 27, after opening this Wednesday (Jan. 30) for a full month
- k. Recommendation to set a percentage cap so that it is based on need of actual expenses “up to 50% off” of expenses, ensures that no one is paid to do it, and still keep their expenses overall low
- l. Make decision at a meeting after reviewing expenses
- m. At this point in time eligibility will be for Ontario FRC District Events only
- n. Reimbursement can be done through a member of the executive
- o. The application should say that to get money their receipts will be reviewed by the members of the executive
- p. Motion to Approve the format of grants discussed and to proceed with the application process: All present executives in favour, motion passed
- Proposal 2: Keep money as contingency fund for upcoming year
 - a. Decision was made to not keep the money and use the money for the volunteer travel reimbursement

b. Social Night Planning

- i. February 26th, application placed for room for another board game night

c. Style and Branding Guide

- i. Anthony has been working on this since the fall
- ii. Very thorough document that organizes our use of FIRST and the logo which will keep us out of trouble and maintain a consist brand for our team

d. Constitutional Amendment for Directorships

- i. Motion to approve amendments to Constitution to add Directorships: All present executives in favour, motion passed

6. Adjournment

