

Carleton University FIRST Alumni & Mentoring Association

Meeting of the Executive

Date: February 16th, 2017

Time: 8:00PM

Location: N/A (Teleconference)

Participants: Alex Wilcox (President), Gabby Genereux (Vice President - External), Anthony Caliciuri (Vice President - Internal), Alex Churcher (Vice President - Finance), Bradley Reid (Executive-at-Large)

Meeting Chair: Alex Wilcox

Meeting Clerk: Anthony Caliciuri

1. Call Meeting to Order

- Alex Wilcox calls the Meeting to Order

2. Approval of Previous Meeting's Minutes

- Motion to Approve the Previous Meeting's Minutes put forward by Gabby Genereux, seconded by Bradley Reid, passes unanimously

3. Approval of Meeting Agenda

- Motion to Approve the Meeting Agenda put forward by Gabby Genereux, seconded by Bradley Reid, passes unanimously

4. Presentations from Members

- No Presentations Scheduled

5. Items for Discussion

a) National Engineering Week Showcase

- UC Atrium - Friday March 10th, 2017 - 8:30AM - 12PM
- Anthony and Bradley are available to man a table to represent CU FIRST at the Showcase
- Will ask Members to help us
- We will RSVP before deadline tomorrow

b) Branding

- T-shirt/Sweater Order
 - Online company we have been using so far refused our request to customize shirts/sweaters as needed, looking for new supplier
 - Alex has reached out to several Ottawa-area companies for quotes
 - Gabby will reach out to companies previously used by FLL for quotes

c) Finances

- Bank Account
 - CUSA has approved our application
 - Alex C & Alex W will meet with Scotiabank tomorrow to sign the paperwork and open the account
 - Alex C & Alex W will have signing authority over the new account

d) CSES Winter Student Group Funding

- Alex C has submitted our application for funding
- We are now waiting to hear back

e) Website

- Website is almost complete, most of the content has been added and the layout has been finalized
- Anthony will go ahead with purchasing “cufirst.ca”
- Will investigate mapping the domain to the CSES hosting

f) FRC Season

- Student Mentor Database
 - Will update the database based on current Student Mentors from each team
 - Will also update with Alumni that has been missed
 - Will also update our MailChimp mailing list with the new additions

g) Spring Annual General Meeting

- Tuesday March 21st, 2017
- Time & Location To be Determined

h) Upcoming Election

- Will be held at the Spring AGM
- At the AGM, two Members who are not running for Executive positions will be appointed as Elections Officers, and will validate the election results
- Call for Candidates will be put forward on February 28th, 2017, in accordance with Constitutional guidelines on Elections
- Will also notify CUSA Clubs & Societies Office

6. Next Meeting

- Date: Tuesday February 28th, 2017
- Time: 6:00PM
- Location: To Be Determined

7. Adjournment

- Motion to Adjourn the Meeting put forward by Alex Wilcox, seconded by Gabby Genereux, passes unanimously