

Carleton University FIRST Alumni & Mentoring Association

Meeting of the Executive

Date: January 10th, 2016

Time: 6:00PM

Location: MacOdrum Library Room 466

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 Alex Wilcox, seconded by Alex Churcher passes unanimously

3. Approval of Meeting Agenda

- Motion to Approve the Meeting Agenda put forward by Alex Wilcox seconded by Alex Churcher passes unanimously

4. Presentations from Members

- No Presentations Scheduled

5. Items for Discussion

a. 2017 Ottawa FRC Kickoff - Event Review

- Alex's Travel Tales
 - Arrived at Crescent School in Toronto at 9:30AM
 - Forced to wait until Game Revealed to load Kits and Game Pieces
 - Process of claiming kits delayed due to rules of 1 person per team and general chaos at event
 - Weather extremely bad on the way back to Ottawa

- Spoke with Nancy Dewar-Stenning from 1305 about possible District Expansion in Ottawa
- Start time accidentally set for 9AM, with quite a few people showing up early (before us)
- Once the technical issues were sorted out, livestream went very well
- Despite large numbers, Lunch went fairly smoothly
- We successfully sold all of the pizza we ordered
- For future, we need to be more thorough in getting numbers for meal, especially for drinks, plates, napkins etc.
- Gloves would be especially useful for serving food in the future
- Talks/Q&A were very popular, especially the Understanding Districts presentation
- Setting up the mock field using tape took longer than expected, more time should be allocated in the future
- Cardboard or other props would have been useful to visualize the game
- Finding a space for a full field will be important in the future
- One team was upset at the delay in receiving their kit
- One team was upset that we ended up charging \$20 for kit delivery after initially quoting \$10 in the fall
- Better communication is needed in the future to make it clear the exact cost for kit delivery
- Alex Wilcox will send out survey for feedback from teams
- We will create a review document to keep track of both good and bad things from this year and improvements for next year

b. Branding

i. T-Shirts/Sweaters

- All of the Executives have shown interest in getting shirts or sweaters
- Some Members have also show interest
- We are thinking of having different colour combinations to differentiate between Executives and Members
- Decided on Red T-Shirts/Hoodies with Black Version of the CU FIRST Logo

ii. Logo

- Thank you to Bradley for designing our new logo, which

debuted at Kickoff

- Alex has converted it to a vector file for easy editing

c. Finances

i. Report on Current Finances

- Gross Income from Kickoff was \$596
- Expenses included Alex Wilcox's Gas (\$111), Pizza (\$361), Tape (\$10), Drinks, Napkins & Plates (\$45), Alex Wilcox's Additional Expenses (\$14)
- Net Earnings from Kickoff was \$155

ii. Bank Account

- Alex & Alex will schedule an appointment with Scotiabank to open a Bank Account for CU FIRST

d. FRC Season

- Alex Wilcox will send out an email blast regarding Mentoring to our membership

6. Next Meeting

- Date: Tuesday January 24th, 2017
- Time: 6PM
- Location: TBD

7. Adjournment

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