

Carleton University FIRST Alumni & Mentoring Association

Meeting of the Executive

Date: Tuesday November 1st, 2016

Location: MacOdrum Library Room 469

Participants: Alex Wilcox (President), Gabby Genereux (Vice President - External), Anthony Caliciuri (Vice President - Internal)

Meeting Chair: Alex Wilcox

Meeting Clerk: Anthony Caliciuri

1. Call Meeting to Order

- Alex calls the Meeting to Order

2. Approval of Previous Meeting's Minutes

- Motion to Approve the Previous Meeting's Minutes put forward by Alex, seconded by Gabby, passes Unanimously

3. Approval of Meeting Agenda

- Motion to Approve the Meeting Agenda put forward by Alex, seconded by Gabby, passes Unanimously

4. Presentations from Members

- No Presentations Scheduled

5. Items for Discussion

a. Constitution [Anthony]

- Will continue to edit and discuss ideas via Slack until Saturday, then we will send it out to everyone for feedback
- Will vote on edits and approval at AGM

b. Branding [All]

i. Logo Design Contest [All]

- Will hold off until AGM to make decision

c. Annual General Meeting [All]

i. Agenda/Items for Discussion

- Recruitment of New Members
- Approve Constitution
- Talk about FRC Kickoff
- Talk about FLL Tournament
- Mini FRC Mentoring Seminar
- By-Election for New Executives

ii. New Executive Positions - By-Election

- Nominations will be accepted by Email and in-person on the Day of the AGM
- Motion to use Ranked Ballot voting in the event there are more than three candidates in an election put forward by Anthony, seconded by Alex, passess Unanimously

d. Group Social Events [All]

i. Event after AGM?

- Will discuss on Slack later
- Possible look into Pub Night after AGM or Trampoline Park later in the week

e. Finances [All]

i. Square [Anthony]

- Signed up for account and received Card Reader

ii. Bank Account [Anthony]

- Will wait until after AGM to Schedule Appointment with Scotiabank to open a Bank Account
- If a Treasurer is elected, they will be Co-Signatory with Alex, otherwise Anthony will fill role

f. Ottawa FLL Tournament [All]

- Will continue promoting FLL Tournament to our Members, looking for Volunteers

i. Committee as Tournament Director [Gabby]

- Will propose creating a Committee to act collectively as Tournament Director for the Ottawa FLL Tournament
- Committee will include Members/Executives from CU FIRST, along with Mentors, Volunteers and other Members of the FIRST Community in Ottawa
- Will hopefully result a better organized and more effectively run event in 2017
- Will get the process started as quickly as possible

g. Ottawa FRC Kickoff [All]

- All of the FRC Teams in Ottawa have confirmed they will be attending our Kickoff Event at Longfields Davidson Heights SS

i. Team KoP Shipping [Gabby]

- We keep in contact with them over the next few weeks to ensure surrogate forms are filled out and submitted correctly
- Alex will act as the “Shipping Company”, driving to Toronto to pick up the Kits early Saturday Morning from Crescent School, then driving back to Ottawa in time for early Afternoon

h. FRC Season [All]

i. 2nd Event Registration

- Most Teams have registered for the Barrie District Event

6. Next Meeting

- Date: Monday November 14th, 2016
- Time: 5:30PM
- Location: TBD

7. Adjournment

- Motion to Adjourn the Meeting put forward by Alex, seconded by Gabby passes Unanimously