

# Carleton University FIRST Alumni & Mentoring Association

## Meeting of the Executive

Date: September 12th, 2016

Location: MacOdrum Library Rm. 463

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 Meeting Agenda

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

### 3. Items for Discussion

#### a. Expo Carleton Event Review [Anthony & Gabby]

- Very Successful
- Recruited 60 students and added to email list
- Placement of our booth was odd, but no big deal

#### b. CSES Affiliate Group Approval [Anthony]

- Gabby will pick up our Print Card (\$50 in Free Printing)
- A lot of great benefits of being an Affiliate Group of CSES (Meeting Room, Equipment Rental, Funding)

#### c. CSES First Year Convention [Anthony]

- This Wednesday from 10AM - 2PM in the MINTO Foyer
- Alex and Anthony will be there to man the booth
- Additional Members have volunteered to help as well

- Will try to get additional sign ups
- d. CUSA Club Registration or Carleton Student Group Accreditation [Anthony]
- Will put together Pros and Cons list and Discuss via Email before making Final Decision
- e. Co-Curricular Record [Anthony]
- Need to be added to the List of Clubs/Societies/Activities
  - Alex will investigate possible Faculty/Staff Approvers
  - Will add “Executive” and “Student Mentor” as positions in the CCR
- f. Constitution [Anthony]
- i. Clarification of Executive Responsibilities [Gabby]
- President
    - Oversees the Organization
    - Primary Contact for FIRST Canada/FIRST International
    - Primary Contact for Carleton University
    - Primary Contact for CUSA
    - Primary Media Contact
    - In Charge of Finances
  - Vice President - Internal
    - In Charge of Membership
    - Primary Contact for Students at all Post Secondary Institutions in the National Capital Region
    - In Charge of Communications (Email, Social Media)
    - In Charge of Business and Administration
  - Vice President - External
    - Primary Contact for FIRST Teams and Area Organizations in the National Capital Region
    - Primary Contact for Companies and Non-FIRST Organizations

- Primary Contact for CSES and other On-Campus Organizations
- Addition of New Executives would be conducted at a Meeting of the Executive and approved by a Unanimous Vote

ii. Definition of Membership [Alex]

- Full Members
  - Carleton University Students that come to meeting/events often and are active with CU FIRST
- Non-Carleton Members (Subcategory of Full Members)
  - University Students that come to meeting/events often and are active with CU FIRST, but are not students at Carleton University and cannot hold Executive positions
- Mentors
  - An University Student who Mentors a FIRST Team in the National Capital Region
- FIRST Alumni at Carleton
  - A Student at Carleton University who previously competed with a FIRST Team
- FIRST Alumni in Ottawa
  - A Post-Secondary Student studying in Ottawa who previously competed with a FIRST Team
  
- Multiple Categories of Membership will most likely overlap
- The only individuals that can be counted as Members for the sake of organizations such as CUSA are “Full Members”

iii. Membership Dues [Anthony]

- For now, we will not charge Membership Dues
- Will defer this topic until a later date

g. Meeting Schedule - Executive & General [Gabby]

- Fall Annual General Meeting
  - Tuesday November 8th, 2016

- Location & Time TBD
- Will include in future communications
- Spring Annual General Meeting
  - Late March
  - Location & Time TBD
  - Subject to Change
- Executive Meetings
  - Will be held Every Two Weeks starting Monday September 26th, 2016
  - Time: 6PM - 8PM (Subject to Change)
  - Location TBD
  - Members are invited to make Presentations at Executive Meetings, will be accommodated on a case-by-case basis

#### h. Website/Landing Page [Anthony]

- Will investigate acquiring a domain through CSES for hosting a Landing Page for CU FIRST
- Anthony will follow up

#### i. Social Media [Anthony]

- Gained access to CU FIRST Facebook Page from Emily Haws
- Added Anthony and Gabby as Page Administrators
- Updated Page with New Information/Graphics
- Moving forward, VP Internal will oversee this page as per Executive Responsibilities defined earlier with all Executives allowed to Post/Administer

#### j. Ottawa FLL Kickoff [Anthony]

- Gabby will follow up with the Organizers on what CU FIRST could contribute to the event
- Will send Email to Members asking if anyone would like to participate

k. Ottawa FLL Tournament [Anthony]

- Gabby will contact Cynthia to get ourselves involved in Planning and/or Running the event
- If we cannot get in touch with Cynthia by the next Executive Meeting, we will contact Dave instead

l. Ottawa FRC Kickoff [Anthony]

- Gabby will reach out to teams in the Area to see if they would like to attend our Kickoff Event
- Team 1305 has committed to attending
- Alex will contact FIRST Canada to see if we can be registered as an Official Kickoff event
- Will discuss a possible Unofficial Kickoff if not successful at a later meeting
- Will discuss Location and Equipment Booking at a later meeting
- We are hoping this will help us connect with area FRC Teams and establish us as a point of contact

m. FRC Season [Alex]

- Gabby will contact Ashbury to see if they are interested in starting an FRC team
- Gabby will contact existing teams to ask them how we can help them this season (Parts Sharing, Funding, Organizing Multi-Team Events) and what their needs are in terms of Mentors

i. Mentoring Honorarium [Alex]

- Would like to get the Faculty of Engineering & Design to restart its Honorarium program for Mentoring FRC Teams
- Ideally, we would administer the program with the University paying the Students
- Alex will pursue

n. Training/Informational Sessions (Ex. How to Mentor a Team) [Gabby]

- Need to find Teams that need Mentors

- Would like to hold sessions which train inexperienced Members on How to Mentor an FRC Team
- Introduction to Mentoring
  - Tuesday October 18th, 2016
  - Location & Time TBD
  - Alex and Gabby will collaborate to create the session
  
- o. Group Social Events [Gabby]
  - Week of September 26th
  - Will solicit ideas from Members (Emily) and Organize a Social
  - Will discuss over Email
  
- p. Networking Events (w/Area Teams) [Gabby]
  - Gabby will discuss the possibility of holding Networking Events with Area Teams
  
- q. Branding/Swag/SHIRTS [Alex]
  - Motion to launch a Logo Design Contest with our Members put forward by Alex passes Unanimously
  - Will use temporary logo designed by Anthony until a new logo is chosen
  - Motion to Purchase a Table Cloth for Social/Promotional/Outreach Events put forward by Alex passes Unanimously
  - Cannot Purchase Swag/Branded Items until a final logo design is chosen
  
- r. Existing Robotics Club [Alex]
  - Alex has reached out to the Carleton University Robotics Club (CURC)
  - Would like to open a dialog for possible future collaboration
  
- s. Send Meeting Minutes to Members
  - Motion to send modified/revised Meeting Minutes via a Bi-Weekly Newsletter to Members put forward by Alex passes Unanimously

#### **4. Next Meeting**

- Monday September 26th, 2016
  - Time: 6PM - 8PM
  - Location: TBD

#### **5. Adjournment**

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