

Carleton University FIRST Alumni & Mentoring Association

Meeting of the Executive

Date: September 27th, 2016

Time: 5:30PM

Location: Mackenzie Engineering Rm 5249 (CSES Student Group Resource Centre)

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 from Members

5. Items for Discussion

a. Ottawa FLL Kickoff Event Review [Anthony]

- Event was fairly disorganized
- Facilities were very nice
- Our role was fairly small
- Would like to transition to Organizing/Planning rather than Presenting/Volunteering

- FRC Teams 2706, 2994, 4783 were in attendance
- Great presentation from AVENGERS FLL Team on Yay Bale Wrap

b. CSES President's Meeting Event Review [Anthony]

- Funding
 - SGF Committee to see applications for funding
 - Groups that want funding put together a presentation and present to Committee
 - Conversation-Style Presentations, 5 Minute time slots
 - Prioritise items and provide reasoning for spending
 - Equipment can be requested separately
 - Travel funds can be requested through Student Initiative Fund
 - Conference Fund available for regional, traditionally non-attended conferences (Around \$200 each)
- Web Server Space
 - Space will be provided for each group
 - Can use our own domain
 - Will host on CSES Server and user their back end
 - Open for space requests soon
- Invited to join CSES for campaigns like Movember, Breast Cancer Awareness Month (October)

c. CUSA Club Registration or Carleton Student Group Accreditation [Anthony]

- All agree that CUSA's politics are undesirable, but, there are too many benefits to ignore (Space and Equipment Bookings)
- Motion to Register as a CUSA Club for the 2016/17 School Year put forward by Alex, seconded by Gabby, passes Unanimously

d. Co-Curricular Record [Anthony]

- No Update, defer to Next Executive Meeting

e. Constitution [Anthony]

- Will discuss over Email/Slack

- A Draft has been written by Anthony
- Will make edits between now and next meeting
- Should have a finalized Constitution by end of Next Meeting

f. Branding [Anthony]

- Logo proposed by Anthony
- Will keep Logo Design Contest open until Friday
- Final Decision to be made Next Meeting

g. Administration [Anthony]

- Document Storage
 - Will use OneDrive account to store shared club documents, including Meeting Minutes and Agendas
- MailChimp
 - MailChimp account successfully set up
 - First Newsletter sent out
 - 62% of Members opened the Email
- Will set up a Slack channel to streamline communication between Executives

h. Ottawa FLL Tournament [Anthony]

- Tournament set for Sunday December 4th, 2016 at Ashbury College
- Volunteer Registration open in VIMS
- Cynthia has asked us to start looking for Judges and other Volunteers
- We will offer our help in acquiring equipment and other resources

i. Ottawa FRC Kickoff [Anthony]

- We will contact John Hobbins
- Probably too late for an Official Kickoff, will shoot for an Unofficial Kickoff

i. Location [Gabby]

- If we hold an Official Kickoff, we will hold it at Carleton
- If we hold an Unofficial Kickoff, we will hold it at Longfields-Davidson Heights Secondary School

j. FRC Season [Anthony]

- A few new teams have popped up over the past few weeks
- New Teams: Notre Dame High School, St. Pius X High School
- Programming & Business Mentors are in high demand
- Will continue to reach out and establish relationships

k. FRC Practice Field [Anthony, on behalf of Bradley Reid]

- Alex will inquire about possible space at Carleton
- Will explore the idea further before approaching teams

l. Training/Informational Sessions [Anthony]

- Will indefinitely defer training session on Mentoring Teams until a new date, time and location are chosen

m. Group Social Events [Anthony]

- Will discuss this further over Email/Slack
- Would like to hold an event this week or next week

n. Networking Events w/Area Teams [Anthony]

- No updates to report

6. Next Meeting

- Date: Wednesday October 12th, 2016
- Time: 6PM
- Location: To Be Determined, SGRC Unavailable on that Date

7. Adjournment

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