

Carleton University FIRST Alumni & Mentoring Association

Meeting of the Executive

Date: Thursday, September 28th, 2017

Time: 7:00PM

Location: ME5249 (CSES Student Group Resource Centre)

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

Meeting Chair: Gabby Genereux

Meeting Clerk: Anthony Caliciuri

1. Call Meeting to Order

- Gabby Genereux 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 Elizabeth Wood, passes unanimously

3. Approval of Meeting Agenda

- Motion to Approve the Meeting Agenda put forward by Anthony Caliciuri seconded by Alex Churcher, passes unanimously

4. Presentations from Members

- No Presentations Scheduled

5. Items for Discussion

a. Event Review

i. CSES FYC

- Bradley, Elizabeth, and Anthony all helped at our booth
- We signed up 11 additional people, 5 FIRST Alumni and 6 others
- Overall, a very successful event

ii. Ottawa FLL Kickoff

- Was better organized and executed compared to previous years, but still very disjointed
- Gabby had good chats with FLL Jr. teams that were in attendance
- Quite a bit of standing around, waiting, and doing nothing
- We would like to be a more active participant in the future
- Bradley will send feedback on behalf of the Executive
- In the future, we should have presentation(s) prepared and ready for the event

iii. CUSA Clubs & Societies Meeting

- Club Bank Accounts are changing, bank cards can now be used as Debit Cards, and a single signing authority can withdraw money directly from our account
- Facebook Events will now automatically show up in CUSA Hub, and vice-versa
- Several councils were elected, including a Clubs & Societies Governing Body
- A new room booking system will be coming this January
- We can book Ollie's as an event space for free, in addition to receiving 10-15% of revenue during that period

b. Financial Update

- Alex has not made an appointment with Scotiabank yet, update to come

c. Sponsorship & Fundraising

- Alex has almost finished the sponsorship letter for external companies and organizations, should be finished by tomorrow

d. CUSA Funding

- Alex and Gabby will book a time to present to the Clubs and Societies Funding committee
- 5 of us need to register for the Sexual Violence seminar required to release all potential funding

- CUSA has stressed that the funding that we asked for is used to benefit current Carleton students

e. CSES Presidents Meeting

- Taking place tomorrow, September 19th from 6 - 8PM in the SGRC
- Gabby will be attending and will report back at the next meeting

f. Meet & Greet Social Event

- Taking place next Thursday, October 5th
- We have booked Patterson Hall Room 240 from 7 - 9PM
- All of the Executives will be bringing various board and video games
- Gabby and/or Bradley will acquire some snack foods
- We will continue to promote via Social Media and the Newsletter leading up to the event

g. Student Mentoring

- We will survey members in the next Newsletter with Google Forms to determine how many people are interested in mentoring an Ottawa-area FRC Team

h. Ottawa FLL Qualifying Tournament

- Roles have been assigned:
 - Gabby - Volunteer Coordinator
 - Anthony - Technical Advisor
 - Alex, Bradley, Elizabeth - "Ambassadors of Fun"
- Cynthia will be Judge Advisor and Ken will be the Head Referee
- Gabby will contact Candace and discuss possible changes in volunteer assignments

i. Ottawa FRC Kickoff

- Anthony has identified several rooms in Richcraft Hall that would be

ideal if we hosted the Kickoff at Carleton

- In particular, the Theatre (RH 2200) and the Main Conference Room (RH 2220, 2224 & 2228) would be the most important to secure
- Will investigate which method will be the most cost-effective for booking space: the Student Affairs Office, CUSA or the Department of Engineering
- Before moving forward with booking these spaces, Gabby and Bradley will consult with area teams to confirm attendance numbers

6. Next Meeting

- Date: Thursday October 12th, 2017
- Time: 7PM - 9PM
- Location: CSES SGRC

7. Adjournment

- Motion to Adjourn the Meeting put forward by Gabby Genereux, seconded by Anthony Caliciuri, passes unanimously