

Carleton University FIRST Alumni & Mentoring Association

Meeting of the Executive

Date: July 8th, 2018

Time: 7:00PM

Location: N/A (Teleconference)

Participants: Anthony Caliciuri (President), Alex Churcher (Vice President - External), Bradley Reid (Vice President - Internal), Mackenzie Willis (Executive-at-Large)

Absent: Sai Vikranth Desu (Vice President - Finance)

- 1. Call Meeting to Order**
- 2. Approval of Previous Meeting's Minutes**
- 3. Approval of Meeting Agenda**
- 4. Presentations from Members**
- 5. Items for Discussion**
 - a. Organization of Meeting and Minutes Structure**
 - i. Proposal to add Action items to end of each discussion point
 - ii. **ACTION:** include action items, taken care of by meeting clerk after each discussion point from every meeting moving forward
 - b. Transition to 2018/19**
 - i. **Transition Memos**
 1. Some still need to complete them
 - ii. **Any outstanding tasks?**
 1. **ACTION:** complete all transition memos and Alex and Bradley will meet in person before next meeting
 - c. Member Involvement update**
 - i. Movement of FLL kickoff channel to public and received engagement from member
 - ii. **ACTION:** continue to actively manage slack channels in a way to engage members, deadline ongoing
 - d. Social Media**
 - i. Anthony created two new social media accounts (instagram, LinkedIn)
 - ii. LinkedIn can be added to members pages for online resumes
 - iii. Instagram is ready for use by all executives and is added on website
 - iv. Responsibility of social media accounts can be shared by all members
 - v. **ACTION:** executives have access to accounts and can post
 - e. CUSA-Affiliated Club Status**
 - i. Anthony got an email to renew club status on CUSA Hub and

was approved for club status for the next year

ii. **ACTION: no particular**

f. Carleton Co-Curricular Record

i. Anthony will remain a validator for CCR, inquiry was made if Bradley could be added as a validator, waiting on response

ii. **ACTION: wait for response**

g. Expo Carleton

i. EXPO Carleton registration will be upcoming we will register, September 4th is the event day

ii. **ACTION: Anthony will sign us up**

h. Ottawa FIRST Planning/Steering Committee Representative

i. Decision was made last meeting to choose a representative from CUFIRST if welcome to the steering committee

ii. We will choose a rep even if committee is staying low this year

iii. The positions that make sense to fill that role, are the ones that fit the external role (President, VP external or executive)

iv. Consensus is that Anthony would be a good representative and he is willing.

v. **ACTION: Anthony will serve as CUFIRST rep on steering committee**

i. Summer Projects

i. Sponsorship & Fundraising

1. Alex has had discussion with Sai on how to raise funds

2. Discussion should be had including Sai that allows us as a club to set goals that are achievable

3. Set up plan for directed spending before asking money

4. Communicate with 2706 to find out about their FLL boot camp and try to join programs of FLL kit sponsorships

5. Add levels of sponsorships for kit purchasing

6. **ACTION: Sai will direct sponsorship efforts to companies with goal of purchasing FLL kits to remove financial barrier for teams, and design sponsorship levels**

j. Directorships

i. Discussed at last meeting : FLL / Jr, Kickoff, Membership, Social Media and Events

ii. Document made by Anthony is very complete and should be used if posted

iii. Day-of help for kickoff would be main use of Kickoff Directorship

iv. If no directors are hired, responsibilities will fall on VP-External with delegations to Executive-at-Large and others as needed

v. **ACTION: Post directorships (FLL and kickoff only) to all members in mid August and at EXPO with application and**

deadline for mid-late September. Application will have to be made by Anthony before next meeting to be adjusted if needed by other members.

k. Alumni/Member Information Tracking

- i. Remember to participate in IEEE competition next year
- ii. Website is still secure but has large number of brute force attempts
- iii. ACTION: Bradley will make survey for returning members to keep track of members. Survey and newsletter will be made for September

l. 2018 Ottawa FLL Kickoff

i. Ideas for Kickoff Involvement

- 1. Communication from FLL Kickoff planning committee asking for participation, and we need ideas of what we could do
- 2. We have no ideas at the moment, aside from manpower and some money
- 3. We want to contribute something useful
- 4. Potentially act as Carleton liaisons to represent Carleton as well at the event
- 5. ACTION: Anthony to contact FIRST Canada to collect more paper handouts and information material. Anthony will respond to kickoff committee that we would be interested in representing ourselves and Carleton (through the outreach office) if not invited already via table

m. Ottawa Maker Faire

- i. Takes place on September 29 and 30
- ii. What will be our commitment level? We can definitely do a table and sign out of support of the other FRC team, otherwise we are not as relevant at the MakerFaire.
- iii. ACTION: Alex can make an initiating email to try out a MakerFaire megabooth to see if teams are interested.

n. Lisgar support outreach

- i. Lisgar asked Alex if CUFIRST could support the team especially from a business point of view, Alex will be going to visit to determine what level of support and how we can help
- ii. Finding ways to have a CUFIRST support presence for teams outside of kickoff and mentorship (somewhere in between)
- iii. ACTION: Set up "how we can help" email to all teams by Alex and face to face meetings to follow

6. Next Meeting: August 12, 2018 @ 7:00pm

7. Adjournment

Previous Meeting's Minutes:

https://docs.google.com/document/d/1qkxWCQWv5z4bNL9_t5M3z0MK_pnng67MhUNdb9OnSY/edit?usp=sharing