

## Carleton University FIRST Alumni & Mentoring Association

# Meeting of the Executive

Date: June 3rd, 2018

Time: 7:00PM

Location: Teleconference

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. Transition to 2018/19
    - i. Transition Memos
      1. Anthony only one with transition memo done
      2. Despite potentially less content of roles, these should be completed by all other members by next meeting
      3. Different format may be useful for specific tasks not necessarily related to the position will be used for things such as funding applications and kickoff setup
    - ii. Any outstanding tasks?
      1. Finish transition memos
      2. Transition file storage
      3. Transition roles in meaning and action with assistance from previous position holder
  - b. Communication
    - i. It is important to involve other (non-executive) members in slack channel instead of keeping it private in the executive channel
    - ii. Potential solution is use facebook and twitter to link to slack in order to get people involved in the conversions that are not executive related along with actively using channels other than the executive one
  - c. Ottawa FRC District Event
    - i. Event will be held in Hamilton next year but will be pushing for 2020 to be held at Carleton
  - d. Ottawa FIRST Planning/Steering Committee
    - i. Gabby, Alex, Joel extended invitation to CUFIRST for representative to join, not sure if they will be continuing through the year, but is likely
    - ii. CUFIRST can focus on Carleton community and spread out the work instead of seeing it as CUFIRSTs role to get a district

- iii. Plan for next meeting to choose representative for Steering Committee
- e. 2018 Ottawa FLL Kickoff & Tournament
  - i. How involved will we be this year needs to be discussed with respect to last year
  - ii. General consensus is to be more sideline volunteer help as opposed to being assistant to tournament directors
- f. Summer Projects
  - i. Sponsorship & Fundraising
    - 1. More so Sai's job, but should form a plan
    - 2. Current plan is to get LEGO kits to help start teams
    - 3. Co-develop plan to ensure that kits can be used for community teams, using existing teams to spread the word
- g. Directorships
  - i. Discussed at AGM
  - ii. Possible directorships
    - 1. Kickoff
    - 2. FLL/Jr. FLL
    - 3. Social Media
    - 4. Membership
  - iii. Discussion points for directorships:
    - Act as entry level executive position
    - Potentially remove the communications roles from the director positions and place the roles more in a day-of or localized position
    - Anthony has working document of potential directorships that is shared internally in executive
    - Should use directorships only for projects we have established, such as kickoff, general consensus is to move forward with kickoff director
    - No definite decisions made yet but will think about it for future meetings to have new plan for September
    - Should ensure use of CCR to get executives/directors
- h. Alumni/Member Information Tracking
  - i. Need to collect more information about membership (who is alumni, team numbers and whether mentoring)
  - ii. Plan is to start maintaining a database
  - iii. Getting the information by events
  - iv. Anthony modified the newsletter sign up to get more information
  - v. Also using a survey to collect information by using a draw for TimCard or other gift card

- i. MakerFaire teams are collaborating on a booth perhaps creating a megabooth for FIRST, Bradley is wondering if CUFIRST should offer to join the megabooth. General consensus is to reach out, and potentially set up a field. Bradley will look into this
6. Next Meeting: July 8th, 2018
7. Adjournment