

# Carleton University *FIRST* Alumni & Mentoring Association

## Fall General Meeting

Date: Tuesday November 13th, 2018

Time: 6PM - 8PM

Location: Canal Building Room 2104

2 general members in attendance

1. Call Meeting to Order
2. Welcome & Opening Remarks
  - a. Anthony welcomes all and introductions of attendees
3. Items for Discussion
  - a. Mid-Year Update
    - i. Reports from Executives
      1. President
        - a. Organized merchandise campaign and formed new branded material
        - b. Social media, launched instagram which has been quite successful, nudging other executives to also post material, profiles of executives posted
        - c. We got our office back this year and has been used with office hours. Room is at ME 3350
        - d. CCR, Bradley is now a validator and new volunteer positions have been added
        - e. Newsletter opening rates have increased and have been used for more useful information
        - f. Website changes to fill more information has been going well
        - g. Branding guidelines are being developed
      2. Vice President - Internal
        - a. Main project has been to keep track of alumni, using a survey to fill in blanks to form a new database with more information that we can use to prove to school administration the impact FIRST has and to make direct contact to potential volunteers

- b.
- 3. Vice President - External
  - a. Communicating with FLL Tournament director for FLL tournament planning
  - b. Keeping in contact with local FLL teams to help both online and in person to help find experts and to help with design/coding
  - c. FLL Kickoff will be organized by CU FIRST fall of 2019
  - d. FRC Kickoff is in the works
- 4. Vice President - Finance
  - a. We have money
  - b. We did not get CUSA funding
  - c. Sponsorship package is currently being worked on
- 5. Executive-at-Large
  - a. Designed a TV ad for MacKenzie TVs and for Leo's
- ii. Feedback from Members
  - 1. No specific feedback
- b. Follow up on Goals set at the 2018 Spring General Meeting
  - i. Push for sponsorship to fund flil kits (in progress)
  - ii. Social events, increase attendance numbers (successful)
  - iii. Keep track of alumni (successful)
  - iv. More details to members (successful)
  - v. Prep volunteers with pre-event training session (no progress)
    - 1. ACTION: plan something for Feb for training
  - vi. Reach out to IEEE and other organizations to gain more volunteers and sponsorship for FIRST in Ottawa area (some progress) with MakerFaire
- c. Goals and Planning for Rest of Year
  - i. FLL Mentoring
    - 1. Have teams looking for help still
  - ii. 2018 Ottawa FLL Tournament
    - 1. December 2nd, volunteers still needed
  - iii. 2019 Ottawa FRC Kickoff

1. Application to Outreach Office is submitted
2. All local teams are attending
- iv. FRC Mentoring
  1. Teams are always looking for help
- v. FRC Tournaments
  1. Volunteers will be needed for events
  2. Let one of the executive know if you plan to volunteer, it will allow us to plan to split costs

#### 4. Adjournment

\*Meeting will be followed by viewing the 2020 FRC season change announcement broadcast by Frank Merrick at 7PM\*