

# Carleton University *FIRST* Alumni & Mentoring Association

## Spring General Meeting Minutes

Date: Tuesday March 19th, 2019

Time: 7PM - 9PM

Location: Southam Hall 505

9 members present

### 1. Call Meeting to Order

- a. Meeting called by Anthony

### 2. Welcome & Opening Remarks

### 3. Items for Discussion

#### a. Event Review

##### i. Board Game Night

- 1. Low turnout but it was still fun for the few who attended

#### b. Year-in-Review

##### i. Reports from Executives

###### 1. President

- a. Directorships were introduced, generally successful for a better kickoff and engaging more first year members
- b. Communications: 19 newsletters instead of 13, instagram has taken off and is our most popular platform
- c. Website: continual security attacks, but Anthony has placed more security measures
- d. Custom email accounts has been a success
- e. Partnership with FED, we have a contact and have the best communications with them so far in our history
- f. CU FIRST Merch: pretty successful and sold the extras, especially the toques
- g. FLL Tournament: Anthony worked with Candace to organize our role, and was successful in creating a good volunteering group for the tournament
- h. Mega Transition Memo: A document on how to

survive without Anthony

## 2. Vice President - Internal

### a. *Continuing as usual:*

- i. Meeting clerk
- ii. Social nights (may need more effort here, but looking for feedback from members as well, board game nights would continue but maybe add something new)

### b. *In portfolio but attended to by other members:*

- i. Social Media and newsletter

### c. *New initiatives:*

- i. Survey to track members was a partial success (not many responses, but good information that was useful), but have new form to help in future and database of contact information and experience. This database allows us to keep track of numbers of alumni so we can show how relevant our club is for Carleton community (although at this point many of our events are almost working off a branch of outreach)
- ii. Database was used to coordinate volunteers to FLL and FRC teams looking for specific help, which is great!

- iii. Volunteer carpooling and volunteer/mentor grant, not heavily utilized, but was a good test year, we discovered some issues in verification that will need to be fixed. At the very least carpooling is an easy option to offer, in the future may use a website like Poparide to self organize/automate this

### d. *Discussed in previous years but not acted upon this year:*

- i. Networking and job related items (probably a long term goal as there are many good things already on campus and we will have to network more to get more helpful pieces in this area)

### **3. Vice President - External**

- a. Kickoff director was a very useful tool for balancing the workload
- b. FED should be continually engaged and contacted early for kickoff to ensure kickoff success
- c. Candace worked through Anthony this year as opposed through VP-External
- d. Contacting FRC teams
- e. Was harder to develop relationship with FLL because of FLL Kickoff cancellation, but still had some success engaging local FLL teams

### **4. Vice President - Finance**

- a. Finally changed signing authority, ready to change it again
- b. We have a leftover reserve, which may be able to be used for our potential projects such as the FLL kit loan program
- c. Need to work at obtaining e-transfer because most club payments are reimbursement

### **5. Executive-at-Large**

- a. Attended meetings to discuss and vote club direction
- b. Created a graphic for club advertisement
- c. Ran around when we needed things day of
- d. Useful to have some oversight of the club without any permanent responsibility

## **ii. Feedback from Members**

- 1. Advertisement of the slack channel, some members didn't know of its existence
  - a. Get the general channel open and retrieve possession from Alex Wilcox
  - b. "How to sign up for slack" instructions
- 2. Call for suggestions for social nights
  - a. Museum field trip, trampoline field, movie night, lego build night, study night for CU FIRST

## **iii. Goals for Next Year**

1. Review from last year
  - a. Make a report card
2. Reach out to non-FIRST organizations such as IEEE
  - a. Seem to discuss the IEEE connection always at this time of year which is too late so if we want to do this in the future we need to start discussions sooner
3. Get an official kickoff
4. Engage our membership and FED more actively
  - a. FED connections are good to keep
5. Have an additional event with FED with the FRC teams to foster the Ottawa community
  - a. Could be some gathering in the fall/ learning event
  - b. Or a robot showcase in the spring (since there will be no stop build)
  - c. Or both!
6. More social events (in number and variety)

**c. FRC Mid-Season Update & Recap**

**i. Progress of Ottawa Teams**

1. RoboRavens played excellent defence and won their first District event (and first blue banner)
2. Lisgar played well and made it to quarter-finals, presented chairman's for the first time
3. ASTECHS won Safety Award at Durham
4. EOM won Entrepreneurship Award
5. Merge made it to quarter-finals as well, also picking up Safety Award and Imagery Award
6. All teams going to North Bay so it we will be cheering them all on

**ii. 2019 & Beyond**

1. Will form new executive and follow goals for next year

**d. 2019/20 Executive Election**

**i. CEO and DEO Sworn in**

1. Anthony Caliciuri sworn in as CEO
2. Elisabeth Reid sworn in as DEO

**ii. Speeches from Candidates**

**iii. Vote**

Results

1. President: Alex Churcher (55%) - ELECTED  
Bradley Reid (45%)
2. VP- Internal: Mackenzie Willis (Acclaimed)
3. VP - External: Sayfullah Eid (Acclaimed)
4. VP - Finance: Bradley Reid (78%) - ELECTED  
Ankush Deol (22%)
5. Executive-at-Large: Robin Feeney (66%)-ELECTED  
Tanner Krauter (33%)

**iv. Publication & Certification of Results**

1. Anthony will publish official results on the website

**4. Adjournment**