

## Carleton University FIRST Alumni & Mentoring Association

# Meeting of the Executive

Date: 7:00pm - September 18th, 2019

Location: N/A (Teleconference)

Participants: Alex Churcher (President), Bradley Reid (VP - Finance), Sayfullah Eid (VP - External), Mackenzie Willis (VP - Internal)

### 1. Call Meeting to Order

- a. Alex calls, Sayfullah seconds

### 2. Approval of Previous Meeting's Minutes

- a. Alex approves, Sayfullah seconds

### 3. Approval of Meeting Agenda

- a. Mac approves, Sayfullah seconds

### 4. Presentations from Members

### 5. Items for Discussion

#### a. Directorships

- i. Mac to send out newsletter, extend directorship applications to increase engagement and encourage Expo students
- ii. Interviews to happen the week after directorships close.
- iii. Directorship applications to close on the 27th of September

#### b. FLL Kickoff

- i. To be included in the newsletter - more volunteers would be appreciated.
- ii. 81 kids signed up, 42 mentors/parents, 46 parking passes
- iii. Dining services has declined to cater, so Sayfullah will be contacting an outside source for pizza
- iv. FLL tournament kits need to be picked up for interactive event
- v. Rooms booked and IMS equipment prepared
- vi. Folding table still needs to be acquired, Mac has booked 1 with CSES, someone else to book with CUSA.

#### c. Funding/Bank Cards

- i. CUSA funding
  - 1. Not pursuing due to no need for it, plus to maintain FED relationship.
- ii. Bank account transition progress
- iii. Future for finances:
  - 1. Drafting financial "policy" especially for reimbursement
    - a. To ensure FED relationship is maintained, official policy should be written to outline project funding

process

- b. Policy will also cover approval process to ensure purchases are approved before items are bought

## 2. Draft budget and funding plan

### d. Carleton Expo - debrief

- i. Event was a success, main expo table had some trouble due to an expo logistical error but was sorted out.
- ii. ~57 students signed up to newsletter, almost 50% increase from last year
- iii. Worthwhile having tables at both Expos, should be continued next year. Ensure Engfrosh is reached out to for EngWide registration
- iv. Emphasis should be placed on the fact we don't directly build robots, and we don't mentor university students. Some students thought we were alumnus helping Carleton students with academics.
- v. Not many handouts were used, but QR codes were well received.
- vi. Form was confusing with people who hadn't been involved with FIRST.
- vii. Next year, SEO should be contacted to ensure a table at each expo is secured. 2 people should be manning each table at all times.

### e. CUSA Conference - debrief

- i. It happened. It's over. We attended.

### f. Fall Social

- i. Suggestion: post on discord for member input on type and time of social
- ii. Tentative date is October 16th, Mac to book the room.
- iii. Mac will also look into the CUSA popcorn machine

### g. CUFIRST Discord

- i. Suggestion: with an active member base, we could post when we are having our exec meetings as well
- ii. Possible 2nd social should be polled on Discord
- iii. New social media director should brainstorm on how to keep Discord active
- iv. No action on whether a permanent move should be made to Discord - exec will start using both Slack and Discord as a trial

### h. VP Finance Login Credentials

- i. Alex and Brad meeting tomorrow to settle login

### i. Carleton FRC Regional updates

## 6. Next Meeting

## **7. Adjournment**

- a. Mac motions to end the meeting, Alex seconds