

Carleton University FIRST Alumni & Mentoring Association

Meeting of the Executive

Date: 8:00pm - October 2nd, 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

2. Approval of Previous Meeting's Minutes

- a. Sayfullah approves, Alex seconds

3. Approval of Meeting Agenda

- a. Alex approves, Sayfullah seconds

4. Presentations from Members

5. Items for Discussion

a. Directorships

- i. Will occur in the 5:30-6:00 PM timeslot, 10 minute timeslots for all candidates
- ii. Scheduled for October 11th, 5:30PM, CB 2302.
- iii. Mac will book a room in the library for the interview.

b. FLL Kickoff - debrief

- i. Only 4 responses to post-event survey. Wanted wider variety of food, and more food variety. Feedback regarding volunteers was positive.
- ii. Also wanted a larger space for kids to set up their legos/kits, as well as move/play.
- iii. Programming: actual EV3 bot to show kids how to upload code
- iv. Next year, try to find out whether other events are being hosted in the area. Model UN and a sorority event were happening in Tory at the same time
- v. Event should end earlier next year, around noon or 1PM. Kids were tired and lacked attention after lunch. A more solid ending would help as well.
- vi. No phone number on the website for emergency contact (e.g. parking questions)
- vii. More volunteers would help for next time.
- viii. FRC teams might want to be invited to set up a static display next year, but priority should be for FRC students to volunteer as presenters/helpers
- ix. Some workshops may need a beginner/intermediate section

- (programming and building)
- x. Presenters should be aware their audience is younger kids - strategies should be prepared to handle them and keep their attention. Talk to them directly as well.
- xi. Volunteers should have schedule information, map, emergency contacts
- xii. Custodial contact needed for next time - bathrooms ran out of paper towel, spills on the floor, etc
- xiii. Sayfullah to write a guide for the FLL kickoff
- c. President's Meeting - debrief
 - i. New building for Mackenzie being constructed on Deans Lot
 - ii. \$13,000 in funding available, \$1000 less than last year due to Opt-Out
 - iii. CUSEF funding is for equipment (lasting longer than a term), Fall group funding is for CONSUMABLE ITEMS - will be gone by end of term. Patches count, t-shirts do not. No travel or food.
 - iv. Spending happening in a term before funding opens must be retroactively applied for - no guarantee funding will be given. We should work with VP Finance of CSES to ensure will be covered
 - v. The items must be used for current Carleton students.
 - vi. Any money not spent is returned to CSES.
 - vii. Print card has to be brought in to use it, will be locked in cabinet in office space. Costs \$10 for 200 pieces of paper
- d. Spin-off discussion: Applying for Fall group funding/CUSEF
 - i. Patches seem like a good idea. Would be good incentive for volunteers for events. Should be thought about and aim for winter group funding.
- e. FRC Kickoff
 - i. 8 teams registered tentatively
 - ii. Hoping to book a whole parking lot to alleviate parking concerns, we have 18 additional passes left. Parking lot can be booked by the faculty (FED) for us
 - iii. Food will be a similar setup to last year
 - iv. Alex/Sayfullah to talk with FIRST Canada regarding early kit release
- f. Fall Social
 - i. Booked for October 16th, 7:00 PM, Loeb A204
- g. Communicating with Blyth Academy and Tigers | 8072 & 8073
- h. Office hours planning
 - i. Mac can not do office hours
 - ii. Sayfullah can do Monday, Wednesday, Friday
 - iii. Alex can do before 10:30 on Wednesday, as well as

Thursday/Friday

- iv. Brad has a packed schedule, unable to do office hours
- v. Mac will use last year's template to allow execs to book their hours
- i. CUFIRST Discord Rules and Info
 - i. Sayfullah has been working on this, would like input from execs
 - ii. Based off of Canadian FRC Discord, mainly the info section
- j. Finance
 - i. Account transition update
 - 1. Being transitioned tomorrow (Oct 3rd)
 - ii. New finance policy
 - 1. Still in progress, overview draft available. Execs to post thoughts for next meeting
 - 2. Goal is to have this in place before FRC Kickoff to ensure reimbursement is all covered. Tentatively to be brought to membership at FGM for possible approval
 - 3. Promotional materials targeted towards high schoolers should be funded by FED if possible - worth approaching them before going to CSES/other funding sources
 - 4. Transparency with FED is key - a discussion should be had about what outreach/other funding they can assist with. Some activities won't be covered by CSES/CUSA, meaning FED is the only funding solution
 - iii. Funding goals 2019-2020
 - 1. FED should be approached to assist with funding for new banner and a dolly for moving tables. Tables are too large for storage over the summer, will continue to rent from CSES.
 - iv. Draft Budget
 - 1.
- k. VP Finance Login Credentials
 - i. All fixed!
- l. Ri3D response
 - i. Discord user asked question of whether we do Ri3D.
 - ii. Overall, Ri3D would take funding and space. It would also take place when we are planning/running the FRC kickoff.
 - iii. Has potential value, should be explored in future. Currently not a priority.
- m. Carleton FRC Regional updates
 - i. Events admin emailed various CUFIRST members regarding the social. Alex will be looking to meet with them.
- n. FLL Tournament updates

- i. Waiting to hear from FED/Candice regarding updates.
- ii. Sayfullah will send an email to Candice letting her know we're willing to support.

6. Next Meeting

- a. To take place before the social, October 16th, 6PM

7. Adjournment

- a. Alex adjourns.