

Carleton University FIRST Alumni & Mentoring Association

Meeting of the Executive

Date: 7:30pm - November 4th, 2019

Location: N/A (Teleconference)

Participants: Alex Churcher (President), Bradley Reid (VP - Finance), Sayfullah Eid (VP - External), Michael Churchill (FRC Kickoff Director), Harsimran Kanwar (Social Media Director)

- 1. Call Meeting to Order**
- 2. Approval of Previous Meeting's Minutes**
 - a. Sayf firsts, Alex seconds
- 3. Approval of Meeting Agenda**
 - a. Alex first, Sayf seconds
- 4. Presentations from Members**
 - a. No presentations from members
- 5. Items for Discussion**
 - a. Directorships
 - i. Directors have been hired (Michael is even present at meeting) need to hear back from Social Media director
 - ii. Both need to sign documents to make it official
 - b. FRC Kickoff Updates
 - i. Down to 10 teams, as one team that signed up has decided not to rush through without time for fundraising
 - ii. Communication has been made with all other teams except for the Rockland team
 - iii. Candace may be possible driver for kit pickup. Will confirm all details with her (such as reimbursement) and ensure that she can commit for the date within certain dates
 - iv. Since campus will be open, need to confirm that dining services will not be open to re-evaluate costs
 - v. Need to re-evaluate costs for pizza and parking due to team number increase and submit additional funding request to Carleton FED
 - vi. Cost of parking passes will increase cost significantly, and renting out entire lot can be expensive (\$550). We may want to consider limiting passes to teams and then
 - vii. Kalish Mital Theatre (bigger space) does not count as classroom (different booking process that costs us money), so we will stick to Richcraft Building and create overflow contingency.
(Potentially in a close by building for veteran team while keeping

- rookies close and together)
- viii. Due to the influx of rookie teams, we should plan to have some sort of optional workshop after the reveal (with mentors or full team sessions). Additionally, could try to get volunteers from CU FIRST to filter into all the breakout sessions for rookies teams.
- ix. For funding, we have not yet been turned down by FED. We will continue to run as fiscally responsible as possible while running a good event for teams, and turn to FED first as primary sponsor. In the potential circumstance that we decide a certain amount is required for something but denied by FED, we would look for other funding (possibly with the help and direction from FED)
- c. FLL Tournament Updates
 - i. Contract signed for room bookings, need to be paid for (at our internal rate)
 - ii. Site visit was completed by Sayf, Tanner and Anthony to scout out Fenn Lounge. It is a decent space, potential floor plan posted on slack.
 - iii. No good place for cameras, and viewing area is already good enough. Speakers are in place, microphones are required.
 - iv. Booked from noon - 6pm (approximation) day before for setup (including moving in tables)
 - v. Volunteer recruitment needs to occur as soon as possible via social media
 - vi. We can have a booth and will likely be static since most CU FIRST members will be volunteers
 - vii. Parking will be paid for volunteers (as well as food). Offering water/coffee/tea station is approved by Candace, needs to be priced out
 - viii. T-shirt designs are in progress.
 - ix. Labour costs need to be priced by event manager
- d. FGM - November 20th @ 7pm
 - i. Prepare to sell additional CU FIRST merch at FGM, need to decide if sticking with old designs or creating something new
- e. Finance
 - i. Account transition update
 - 1. Still working on ID with Alex for account transition
 - 2. Checking with Sophie (from CUSA) how the payment should be for FLL tournament made assuming we will reimburse and check with Candace to see if it would be simpler for her to make payment and we reimburse her
 - ii. New finance policy

- 1. No updates, will be presented at FGM
- iii. Funding goals 2019-2020
 - 1. No updates, will be presented at FGM
- iv. Draft Budget
 - 1. No updates, will be presented at FGM
- f. Carleton FRC Regional updates

6. Next Meeting

7. Adjournment