

Carleton University *FIRST* Alumni & Mentoring Association

Fall General Meeting

Date: Wednesday November 20th, 2019

Time: 7PM - 9:30PM

Location: Mackenzie Building, Room ME 3190

3 non-executive members in attendance

1. Call Meeting to Order
2. Welcome & Opening Remarks
3. Items for Discussion
 - a. Mid-Year Update
 - i. Reports from Executives
 1. President
 - a. Has been helping overall
 - b. Assisted with Directorship interviews
 - c. Large-scale planning for FRC event coming up. FIRST Canada has been looking at
 2. Vice President - Internal
 - a.
 3. Vice President - External
 - a. FLL Director was hired in May, since FLL kickoff was being hosted at Carleton and would require more work.
 - b. FLL Kickoff happened last week of September. Overall went well - have taken suggestions on how it can be improved next year.
 - c. FLL Tournament has been moved to Carleton. Sayf has been taking care of the logistics for the event and co-ordinating with Candice. Looking for volunteers still! Madeleine designed the volunteer's shirts for the FLL Tournament.
 - d. Michael has been assisting as Director of the FRC Kickoff. Some FRC teams have folded, but otherwise event is moving along.

4. Vice President - Finance
 - a. Finances are based on event budgets, funding is directly given according to amounts paid.
 - b. Draft Financial Policy and Budget have been created to guide how spending will occur in future.
 - c. Both documents are open for input now.
5. Executive-at-Large
 - a. Robin not in attendance due to illness, Alex summarizing
 - b. Robin has been supporting remotely with tasks that have come up.
- ii. Feedback from Members
 1. Social media accounts should be utilized more effectively. Posts should be made outside of newsletters.
- b. Goals and Planning for Rest of Year
 - i. FLL Mentoring
 1. Have not had FLL teams reach out for assistance. CU FIRST may want to consider reaching out to teams pro-actively.
 - ii. 2019 Ottawa FLL Tournament
 1. Still recruiting volunteers.
 2. Have reached out to Kingston, FRC teams for assistance.
 3. Conference services budget for event is highly inflated based on C&S recommendations.
 - iii. 2020 Ottawa FRC Kickoff
 1. Catering has taken up the offer to provide food. CU FIRST will reduce cost by having exec bring food from the cafeteria.
 2. Rental of panel van will be done through either rental service or Home Depot.
 - iv. 2020 Ottawa FRC District Event
 1. Most slots are filled, additional teams are planned to attend.

- v. FRC Mentoring
- vi. FRC Tournaments

4. Adjournment