

Carleton University FIRST Alumni & Mentoring Association

Meeting of the Executive

Date: 7:00pm - December 19, 2019

Location: N/A (Teleconference)

Participants: Alex Churcher (President), Bradley Reid (VP - Finance), Sayfullah Eid (VP - External), Robin Feeney (Executive at Large), 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. FLL Tournament Debrief
 - i. Survey Response sent to teams has some feedback
 1. Liked the location
 2. Wanted bigger pits/pit space for bigger teams
 - a. Possible solution, have assigned tables
 3. More photos to be shared
 - a. Ensure links to drives are shared for larger photo storage than we have on the website
 4. Free Parking would be preferred
 5. Keep judging area quieter
 6. Had comment suggesting overhead camera position would be better
 - ii. Executive Feedback
 1. Try to determine arrangement ahead of time so finances can be better prepared
 2. Store field kits in a better way for transport to reduce fixing time on setup day
 3. Stanchions generally worked, still had to manage people
 - iii. Outstanding labour costs needs to be determined to settle finances
 1. Bradley will reach out to Conference Services in New Year to get response

b. FRC Kickoff Update

i. Finalized/Paid

1. Room Bookings
2. Pizza (ordered and paid for through Dining Services)
 - a. Will be picked up from UC Food Court
3. Parking Passes (purchased enough for rationed amount per team)
4. Wifi is confirmed to be working

ii. Finances

1. Due to unexpected need to use Dining Services (they are usually closed Kickoff weekend but are open this time) pizza cost was higher, therefore we received lower sponsorship than we need to cover the expected costs
2. Looks like we will have enough for base expenses, may exceed with previously anticipated drink costs, may have to readjust

iii. Outstanding

1. Tables (4 CSES, 3 FED) - Sayf will pick up along with Anthony
2. IMS key - Sayf is picking up this week
3. IMS PIN code - Sayf will be receiving
4. Book Rental vehicle
 - a. Mini-van should work for 2020 Kickoff
 - b. Should we have Candace book or Anthony book with discount at enterprise
 - i. Seems like logistic complexity to have Anthony meet for pickup, as well as additional cost, so no need to have Anthony book
 - ii. Discount seems to be lowest cost choice, details will be forwarded to Candace, she will book and be reimbursed
5. Purchase juice/sodas - Sayf will purchase from Costco
6. Purchase tea/coffee - 70 cups Coffee for \$85 will be bought by Sayf morning of, Tea will be bought by Sayf then kettles and jugs will be used for hot water
7. This means we can hold event as expected by going \$20-30 over budget. We believe this to be an acceptable risk (we expect to be able to recover this cost, and Sayf is willing to wait for reimbursement for this amount until it is recovered)
8. Request for additional funds to FED has been sent but will not be reviewed until the new year
9. Schedule of day

- a. Game analysis section has low attendance, but we will plan to run it anyway and keep it optional, allowing teams to go to their respective breakout rooms

10. Following up on feedback from last year

- a. Improving signage - Sayf is working on this
 - i. Indoor signage, Sayf will post on slack and others can contribute if they have ideas for layout
 - ii. Have new signs thanks to Anthony
- b. Fostering "Ottawa team spirit" and ice-breakers
 - i. Have a kahoot quiz like last year
 - ii. Encourage executive to post new ideas on slack in preparation

11. Communications with teams has been sent out

12. CTV has confirmed that they will attend

c. Finance

- i. Bank account as of Dec 19, 2019: \$302.30
- ii. Cheques have been purchased for larger reimbursement amounts

d. Merch

- i. Made it last year, including shirts, toques and hats, sweaters (pay in advance)
- ii. Had it in an order form last year, which saves us expense as long as we do not over-order. We can still over-order if we look into CSES funding or set the sell price above cost.
- iii. Question: Do we want the same merch or other options?
- iv. Potential option: Make special merch option for Ottawa 2020 Tournament "CU FIRST" stuff, or one even including all the Ottawa teams for this year (have to check in with FED so as not to conflict with their shirt plans for tournament)
- v. Potential option: Patch for flightsuits (and others) will be looking at down the road, may apply for CSES funding
- vi. Potentially announce design competition or have design ready for kickoff (may be infeasible during current timeline)
- vii. Timeline: Have ready before competition

6. Next Meeting

7. Adjournment