

Carleton University FIRST Alumni & Mentoring Association

Meeting of the Executive

Date: 5:30pm - January 10th, 2020

Location: N/A (Teleconference)

Participants: Alex Churcher (President), Bradley Reid (VP - Finance), Sayfullah Eid (VP - External), Mackenzie Willis (VP - Internal), Michael Churchill (FRC Kickoff Director),

- 1. Call Meeting to Order**
- 2. Approval of Previous Meeting's Minutes**
 - a. Sayf firsts, Mac 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 wrap-up
 - i. Final invoice received from CUSA - small amount of \$1000 deposit will be refunded to Candice
 - ii. Event is financially isolated.
 - iii. Brad will work with Candice to finalize amounts.
 - b. FRC Kickoff Debrief (see below)
 - c. Kickoff - Event general notes/summary
 - i. Projector code did not work - Sayf needs to ask CUSA why this occurred.
 - ii. Lights did not turn off, making the projector more difficult to turn off
 - iii. Planning were unsure where to put pizza boxes
 - iv. KOPs did not come with packing lists. Didn't know who needed the kitbots, and one team had a missing tote.
 - v. Wifi crashed despite IMS' assurance that it could handle 300 people.
 - vi. Teams were very happy with event.
 - vii. FED was happy with event.
 - d. Kickoff - Budget/Finances
 - i. Event went overbudget - need to recover \$165. This includes using our leftover money in the account. If amount used does not include leftover money in the account, need to recover \$347.
 - ii. Nestea doesn't get taxed.
 - iii. Coffee increased by 30% from Tim Hortons, \$113 total (\$85 last year)
 - iv. Some parking passes were not used, and can be carried over to next

year.

- e. Kickoff - Suggestions for next year
 - i. Discuss IMS relationship with FED. IMS will not deal with CUSA clubs, but going through FED may mean better service from IMS. Loeb IMS office has the best service.
 - ii. Lights in Richcraft hall most likely were a technical issue - maintenance should be called if this occurs again. Discuss with FED regarding technical/maintenance contacts, plus a rough run-through the day before.
 - iii. An IMS staff member the day before + day of could prevent last minute issues. Should discuss raising budget with FED to accommodate paying IMS.
 - iv. Options should be added to FED proposals to add/reduce costs.
 - v. Arrange the garbage/pizza box pickup with maintenance.
 - vi. Consider delivering pizza to teams in their rooms via carts
 - vii. Leos caters sandwiches for large events (EngFrosh) at the cost they buy them for (\$5), consider using Leos next year OR use their pricing to leverage dining services to lower their price.
 - viii. Converting kickoff to FIRST "Official kickoff" will allow better KOP management.
 - ix. Need to discuss wifi capabilities with IMS.
 - x. Budget more time to allow for a FED giveaway, no matter what form the giveaway is. Should have a backup unless internet goes down.
 - xi. Different coffee supplier should be found.
 - xii. Order more veggie pizza next year.
- f. Merch
 - i. Shirt selling will take place to recover event costs.
 - ii. Teams will be offered pre-orders, so CUFIRST does not have to risk additional funds.
 - iii. Ask Anthony where FED gets merch from (some local places give discounts to carleton clubs)
 - iv. Sayf has designed google form for students to submit shirt designs
- g. FRC team update
 - i. RoboRavens are progressing well.
 - ii. Haven't heard from Aztechs
 - iii. Sayf to reach out to teams regarding what mentors they need.
 - iv. Mac to reach out via email/social media blast asking for mentors - which afternoons are you free, can you do weekends, what areas can you mentor on
 - v. Ridesharing to events will also be queried with CUFIRST members via

email blast / other communications

h. Finance (general)

i. Travel fee reimbursement on hold until financials are in the positive.

Investigate who to ask to sponsor for grants.

i. Carleton FRC Regional updates

6. Next Meeting

a. Thursday, January 23rd, 2020

7. Adjournment