

## Carleton University FIRST Alumni & Mentoring Association

### Meeting of the Executive

Date: 5:30pm - January 23rd, 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. Call Meeting to Order
  - b. Approval of Previous Meeting's Minutes
  - c. Approval of Meeting Agenda
  - d. Presentations from Members
  - e. Items for Discussion
    - i. FRC Kickoff Final Wrap-Up
      1. Have not discussed technical issues with IMS yet
      2. Have not heard back from FED regarding additional funding to offset kickoff overages
      3. Brad has picked up donation money from Candice - approx. \$80
      4. 2 signs were left in the parking garage - sign locations should be noted for next year
    - ii. Winter Social - Activities + Date
      1. Post poll to Discord asking what people would like to do, and day of the week.
    - iii. Merch
      1. FIRST Canada has offered options: FIRST Canada handles shirts, CUFIRST creates event shirts.
      2. Concern that if CUFIRST does unofficial event shirts, they will compete with official event shirts
      3. Event shirts have the downsides of no pre-orders, possible unsold merch afterwards. High risk of investment loss.

4. CUFIRST will not be creating non-official shirts. Reaching out to FIRST Canada to ensure shirts will be made.
  - iv. Volunteer recruitment plans
    1. Newsletter will include volunteer info
    2. ACTION: Design event poster for shared office door.
    3. Trying to find volunteers for thursday and friday morning. Volunteers will be fed.
  - v. FRC team update
    1. Aztechs got their tote! It got left in Toronto.
  - vi. Finance (general)
    1. Website/domain fees and bank fees are not in the club budget, should be included in future budgets
  - vii. Carleton FRC Regional updates
    1. <https://carleton.ca/firstrobotics/boxed-meal-order/>
  - f. Next Meeting
  - g. Adjournment
- 6. Next Meeting**
- a. Thursday, February 6th, 6:00PM, 2020
- 7. Adjournment**