# IEEEAgenda

**Expected Date of Meeting :** *September 16th 7pm*

**Expected Duration:** *90 Minutes*

**Meeting Number:** *3*

# Agenda

1. **Call to Order and Introduction**                        (Robert, 2 min)


2. **Adoption of [Previous Meetings Minutes](#)**           (Chair    , 1 min)
3. **Adoption of Agenda**                                    (Chair    , 1 min)
4. **Updates**                                               (Each, 2 min)
5. **Motions**
    a. Budget Approval by partial omnibus (30m)
6. **Discussions**
    a. Rising Star Event & Application Process (7m)
7. **Unscheduled New Business**                              (Open)
8. **Closing Remarks**                                       (Robert, 1 min)

# Minutes

## Call to Order and Introduction

## Adoption of Previous Meetings Minutes

## Adoption of Agenda

# Updates

**Chair (Robert)**

- Ellie commissioner of design
- Monday night / wednesday night meetings alternating
- IEEE day
    - Official posting main event info on fb
    - ieee Kahoot, Swag will be given out to IEEE members
    - IEEExtreme, 24 hour programming competition,
        - It would be nice to have a team this year
        - We need proctors
        - Run event @ Carleton
    - All execs need a membership (required by the constitution)
    - On IEEE day is 50% off
    - If it is indeed 50% we should advertise
    - Next Ottawa section meeting is the budget meeting
        - We will be asking for $$
        - Young professionals, wants to run events with us
        - Nov 15th, AGM for Ottawa section (very good networking
    - Patronage for SPAC Alois
    - Robert wants to run a git/arduino/HDL event on the week of the 6th (if he gets no interest on the poll, he won't run it)
- Conference in Las Vegas (Jan. 3-5)
    - We will apply for EEF
    - We will request money from Ottawa IEEE branch

**Vice-Chair (Amar)**

- no big updates
- application for ieee branch awards

**Treasurer (Sanat)**

- email request budget for 2 weeks out
- more time on the budget is needed

~~**Secretary**~~

**WIE Chair (Michal)**

- If somebody wants to do a linkedin photo shoot, would be great
    - Tae offering

## WIE Vice-Chair (Shriya)

- Emails sent out for Big Eng Little Eng deadline
- We need one more Big Eng - Robert offered

## VP Academic (Marla)

- Agile workshop, she will need a little help getting started

## VP Social (Madi)

- Engibeering is good to-go
- Team-building event (when it should be)?
    - We can discuss budget on Sunday

## VP External (Muffy)

- No updates

## VP Internal (Tae)

- Volunteer database
- Students can add their info and preferences to a db (actually an excel sheet...) of volunteers

## VP Communication (Tony)

- Meet the exec, photoshoot
- After Sunday Poll will go up, and get everyone's availability
    - Everyone fills their meet the exec form

## McNaughton Centre (Scott)

- Start setting up the computer during his next office hours
- Quartus/other stuff in the lab bench should be ready in 2 weeks
- Db for books
- Blood drive will be on IEEE day, he will need a few volunteers
- Battle royal, he is making the new forms
- Tony suggests he merges with 90u monthly blood drive
- Book was lent out, not sure if any collateral was given, please don't do this in future
- There is a sticker for the computer password in the lab area

## Webmaster (Nevin)

- No Updates

# Motions

## Example Motion

| Motion | Motion to Adjourn |
|---|---|
| Allotted Time | NA |
| Mover | Robert |
| Seconder | Scott |
| Description | A brief description of the motion with exact wording of the motion to be voted on |
| Whereas | Any detail relating to the current structure which cause such change (optional) |
| Spirit of Motion | Reason for why Motion is brought up |
| Discussion | (Left blank for meeting minutes) |

| Results | All For, Tony Notably against |
|---|---|
| Actionable Items | (Left blank for meeting minutes) |
| Effect | (Left blank for meeting minutes) |

## Omnibus of Budget

| Motion | Motion to disregard X lines of budget in budget discussion and have such lines only reviewed at the omnibus motion of the annual budget. |
|---|---|
| Allotted Time | 30 minutes |
| Mover | Robert |
| Seconder | |
| Description | A previous motion introduced $300 to the budget for items. This was intended to order the items quickly for use at early deadlines. Now that the value of these events have passed, these budgets are still allocated and are approved for the annual budget. The belief is that without the financial knowledge of the annual revenue, these numbers have no basis and would be better to re-evaluate in the context of all other financial goals |
| Whereas | Motion #1 from previous meeting allocated $150 for patches and $150 for a banner |
| Spirit of Motion | This motion is intended to trim the budget talk down to events that are most important. It is expected to be required to be amended to fit the lines of the budget approved on discussion |
| Discussion | |
| Results | |

| Actionable Items | |
|---|---|
| Effect | |

# Discussions

## Rising Star Information

| Topic | Basic information on the Rising Star Conference and local opportunities involving it |
|---|---|
| Allotted Time | 7 minutes |
| Suggested By | Robert |
| Description | With the applications for candidates to attend, and the requesting of funds involving it, for rising star 2020, this presentation is intended to give clarity on the event and how student can utilize it |
| Cause | Incoming Budget deadlines with dependance on event plans/goals |

| Discussion | |
|---|---|
| | |

# Appendix A : Pre-written Updates

| Member | |
|---|---|
| Updates | |

# Appendix B: Reference Material

| Appendix Label | |
|---|---|
| Material | |

Motion to Adjourn: Robert

Second: Scott

All in Favour : Everyone but Tony Kim

**Attendance:**

**-Scott**

**-Robert**

**-Amar**

**-Tae**

**-Tony**

**-Muffy**

**-Shriya**

**-Marla**

**-Sanat**

**-Michal (Remote)**

**-Nevin (Remote)**

**-Murad**

**-Erik**