

IEEEAgenda

Expected Date of Meeting : *September 22nd 2pm*

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. **Bi-Election**
 - a. **Secretary**
 - b. **Commissioner of Translation**
 - c. **Commissioner of WIE Design**
6. **Budget Approval**
7. **Discussions**
8. **Unscheduled New Business** (Open)
9. **Closing Remarks** (Robert, 1 min)

Minutes

Call to Order and Introduction

Adoption of Previous Meetings Minutes

Adoption of Agenda

Updates

Chair (Robert)

Vice-Chair (Amar)

Treasurer (Sanat)

Secretary (VACRENT)

WIE Chair (Michal)

WIE Vice-Chair (Shriya)

VP Academic (Marla)

VP Social (Madi)

VP External (Muffy)

VP Internal (Tae)

VP Communication (Tony)

McNaughton Centre (Scott)

Webmaster (Nevin)

Motions

Example Motion

Motion	Template
Allotted Time	X minutes
Mover	Name
Seconder	(can be left blank)
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	(Left blank for meeting minutes)
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 Start 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	
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Appendix A : Pre-written Updates

Member	
Updates	

Appendix B: Reference Material

Appendix Label	
Material	