

IEEE Minutes

Expected Date of Meeting : *August 21st 8pm*

Expected Duration: *90 Minutes*

Meeting Number: *3*

Agenda

1. **Call to Order and Introduction** (Robert, 2 min)
 - a. Brief Overview of Robert's Rules of Order and Agenda format
2. **Adoption of Previous Meetings Minutes** (Kimberley, 1 min)
3. **Adoption of Agenda** (Kimberley, 1 min)
4. **Updates** (Each, 2 min)
5. **Motions**
 - a. Patches and Budget Fund Re-evaluation (5 min)
6. **Discussions**
 - a. Event Plans Breakdown (45 min)
 - b. IEEE Day Plans (5 min)
 - c. SPAC Trailer Feedback [Someone Bring the Popcorn] (5 min)
7. **Unscheduled New Business** (Open)
8. **Closing Remarks** (Robert, 1 min)

Minutes

Call to Order and Introduction

Adoption of Previous Meetings Minutes

Motion to adopt previous meeting's minutes

Passes unanimously

Adoption of Agenda

Motion to adopt the agenda as it stands

Passes unanimously

Updates

Chair (Robert)

- Attended the branch meeting. It's good to get your face out there
 - IEEE Day October 1st
 - IEEE extreme October 19th (24h programming competition)
 - Rising Stars hosted in Vegas in January. It's for young professionals (IEEE students)

Vice-Chair (Amar)

N/A

Treasurer (Sanat)

No updates

Secretary (Kimberley)

- I helped Muffy and Tae with events, I take no responsibility for them
- I takes minutes

WIE Chair (Michal)

- Ordered merch for clubs fair
- Working with Carleton to possibly get funding for a conference in Edmonton

WIE Vice-Chair (Shriya)

- Same as Michal
- Advertising Big Eng/Little Eng at clubs fair

VP Academic (Marla)

No updates

VP Social (Madi)

N/A

VP External (Mahyar)

- Planned events
- Looking for prospects for events that are easier to plan

VP Internal (Tae)

- Volunteer database
 - To be put on the website

VP Communication (Tony)

- Patches are cute n rough
-

McNaughton Centre (Scott)

- Looking to get some hooks for plaques

Webmaster (Nevin)

N/A

BR Overlord (Scott)

- Applications for help will go out soon

- Need more people than just executives

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)

Re-evaluation of Patch and Banner Budget

Motion	Motion to remove the budget lines of \$150 for patches, and \$150 for banner, and to discuss a new budget for such lines at the time of discussion of the annual budget
Allotted Time	5 minutes
Mover	Robert
Seconder	Scott
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	Original Motion spirited to allocate funds to get items before 101 week. Now that the deadline is achievable, these funds should be re-evaluated during the approval of the annual budget
Discussion	<p>Tony: turnaround time on the website for patches is 7-10 business days so we could make it</p> <p>Scott/Robert: Sales for patches would be tabling on the first day which is exactly 7 business days away</p> <p>Tae: Don't rush patches</p> <p>Robert: Let's not burn out graphic commissioners</p>
Results	Passes unanimously
Actionable Items	
Effect	

Discussions

Events Plan

Topic	Round table discussion on ideas for the year
Allotted Time	45 minutes
Suggested By	Robert
Description	Within the next 2 meetings, the annual budget will be the topic of discussion. This discussion is intended to have members discuss ideas, work together to brainstorm ways to improve them and to constructively work on events that may be in a 'challenging' state at this point
Cause	Incoming Budget deadlines with dependance on event plans/goals
Discussion	https://docs.google.com/spreadsheets/u/3/d/1moFofMPpjhS908aVioBtLsp_2vqOj4D0Voc-UYHQRj8/edit?usp=drive_web&ouid=110869769312885317548 <ul style="list-style-type: none"> - Amar is working on a workplace tour with CIENA - Blackberry QNX - For charitable event, we could partner with another charitable association on campus (lunchbox thingy) <p>Tony: Does agile workshop involve yoga?</p> <ul style="list-style-type: none"> - Suggestion to have an avenue where students can suggest what event they want <ul style="list-style-type: none"> - Maybe on website - Want to do speaker series on quantum computing

IEEE Day Plans

Topic	Round table discussion on possible day events for IEEE Day
Allotted Time	5 minutes
Suggested By	Robert
Description	<p>IEEE Day is a worldwide event to show off what is going on with IEEE and to get people interested in membership. Events suggested include workshops, technical projects and humanitarian efforts.</p> <p>Robert (IEEE ambassador) is in talks with 4 Ottawa members to plan the section's events and has a deadline for September 20th for ideas.</p> <p>Ideas currently include</p> <ul style="list-style-type: none"> - Technical Workshop - Blood Drive
Cause	Expected deadline for idea Sept 20th, upcoming meetings minutes quite full
Discussion	<ul style="list-style-type: none"> - Use merch as incentive

SPAC

Topic	Feedback on SPAC
Allotted Time	5 minutes
Suggested By	Robert (on behalf of Alizeh, SPAC Co-lead)

Description	
Cause	
Discussion	Message Alizeh for feedback

Ali: Invite September 9th for IEEE milestone ceremony. Canadian Aviation and Space Museum at 2pm. Dr Robert Thirst will present keynote. It's for an anniversary about the moon, maybe. Light refreshments served.

Tabling: Fill out sheet to volunteer on the kit day sales. Also have sign up sheet for Big Eng/Little Eng

Tae: Promote this burger association that gives to charity

Tony: patch designs on slack

Motion to adjourn

Mover: Tae Kim

Secunder: Mahyar

Passes unanimously

Appendix A : Pre-written Updates

Member	
Updates	

Appendix B: Reference Material

Appendix Label	
Material	