

Agenda - Executive Meeting 1

Location: IEEE Office + Virtual

Date: June 16 2019

Time: 7:18pm

Attendance

Position Individual	Status	Position Individual	Status
Chair Robert Conrad	Present	WIE Chair Michal Ridner	Present
Vice-Chair Amar Jasarbasic	Absent	WIE Vice-Chair Shriya Gundala	Present
Treasurer Sanat Nayar	Present	McNaughton Centre Director Scott Fulton	Present
VP Social Madison Smrtka	Absent	Secretary Kimberley Paradis	Present
VP Internal Tae Kim	Absent	Design Alistair McCarten	Present
VP External Mahyar Gorji	Present	WIE Design Ellie Rumsey	Absent
VP Communications Tony Kim	Present	CEG Commissioner Erik Cassidy	Absent
VP Academic Marla Jazzar	Present	SEG Commissioner Alois Clerc	Present
Webmaster Nevin WS Ganesan	Present	ELG Commissioner Murad Zurkiyeh	

Agenda Items

1. Updates (any if applicable) : 15 minutes
 - a. Chair: Early May I went to the IEEE Congress and met all other Chairs from across Canada. We get to share resources and tools and receive IEEE updates. I also attended the one of two Ottawa section meetings. I could not attend the second one because I was at ESSCO AGM
2. Housekeepings for IEEE (Robert) :2m
 - a. Chair: Congratulations on getting your positions. It is a much more social oriented team. Make sure you get your key before we start office hours and respect office rules. We are here to enjoy it but also represent IEEE and students.

3. Summer IEEE Events (Robert, Madi) : 5 m
 - a. Ottawa Section Picnic
 - i. First Thursday of July
 - ii. A lot of older engineers, they do a picnic in the summer to meet the Ottawa section members that are not just students
 - b. Student Branch BBQ
 - i. Good to meet Carleton exec since we work with them all year
 - c. uOttawa Branch "retreat"
 - d. All chairs for SPAC' WIE Wine & Cheese and Battle Royale have been chosen
 - i. WIE: Michal and ?? (@carleton)
 - ii. SPAC: Alizeh and Carleton man
 - iii. Battle Royale: Scott
4. IEEE Strategic and Goal Plan 2019-2020 Discussion (Robert) : 3m
 - a. Having a plan for events for the year will help organize the team before starting school
 - b. Chair will send document to execs
5. Finances 2019 ["Why oh why must there be SCI"] (Robert, Sanat) : 5 m
 - a. Looking into Square as a POS as well as inventory system
 - i. There is a fee on each debit and credit transaction
 - ii. Worth it to try cashless and get feedback from students
 - b. SCI: You can opt out of student fees
 - i. Discussion on how the fees will affect IEEE
 - ii. Has to communicate with ESS and UOSU to see how much money will be allocated from students
 - iii. There will be a discrepancy in money, there will be a budget for the summer
 - iv. Need to discuss where to cut money
 - v. Want to push revenue-generating events
 1. Last year was trivia night and pie the execs
6. 101 Week plans and initiatives Discussion (Open discussion): 10 minutes
 - a. Tae has talked to VP Internal and VP Social about spreading information to 101ers
 - b. Tony: It would be cool for each sub-association to run an event to introduce students to each sub-association
 - c. Scott: We could do something similar to last year's intro to STEM event but attendance for comp and electrical eng is usually lower
 - d. Chair: we have a patch idea so we could generate patches. We can also show up to clubs fair. What happened with the banner last year?
 - i. Allistair: I never got a follow up from John so I dont think it happened
 - ii. Chair: We need to put that line back in the budget and start working on the design to pass that motion in July at the picnic
7. Communication
 - a. Last year Slack was barely used but the year before everyone used Discord
 - i. Poll on Slack or Discord
 - b. Discuss website translation
 - c. Michal: Should we make a little pamphlet for information?
 - i. Madi discussed this with Reese

- d. At clubs fair, we should focus on getting volunteers. Also can we have committed volunteers offer more office hours?
 - i. Chair: I think we should wait to advertise with IEEE because we only really need people in September. I have not seen anything that does not allow us to add keys but it's a huge precedent. If we give keys to volunteers, they don't have a responsibility and if we give them to commissioners, what is the difference between exec and commissioner?
 - 1. Michal: Doesn't there need to an exec in the office?
 - 2. Chair: We need to have a key holder which is currently execs
- 8. Revenue Generating Events
 - a. Tony: Could we run something similar to Prep 101 to make money?
 - i. Chair: Do we think we are qualified? There is an academic center downstairs and we would need to offer a better deal and the same quality of academics

Action Items

	Action Item	Person Responsible	Deadline
1	Strategic and Goal Plan Exec Send-out	Robert	
2	Follow up with ESS VP Social and Internal to discuss an event during 101 Week	Tae	
3	Discuss website translation	Robert, Tony, Nevin	
4			
5			

Other Notes

Next Meeting

The next IEEE uOttawa Student Chapter meeting will be established through email.