



# meeting minutes

**TIME:** Tuesday 19th March, 12:00pm-1:00pm

**LOCATION:** SU218

**PRESENT:** Chelsea, Sanjay, Gabbie, Callen, Shaun, Sophie, Jacob C, Jacob B, Jericho, Peter, Chris

## **Welcome New Exec**

- Welcome
- Review meetings and processes
- Email Peter McDonald re new secretary and treasurer - Chelsea to do this

## **Code of Conduct**

- Instructions on how members and exec are to behave, and consequences for unacceptable behaviour
- All members to review and contribute by next week/meeting
- Instructions for each job/role - every named exec to write down their roles responsibilities

## **Merch**

- Hoodies?
- Only 4 orders, [REDACTED] in leftover hoodie money
- We can keep the hoodie money! Shall we order more in advance? Can afford to buy the extra 6 hoodies and pay the loss on existing 4.
- Now 8 orders, orders close at Gaming Marathon (Friday 22nd March)
- Happy with paying loss. Keep it same for now
- See if there is a min order for cost price - Chelsea
  - 10 x TMP hoodies + 1 colour front + 1 colour back = [REDACTED]+GST each ([REDACTED] inc GST each)

- 20 x TMP hoodies + 1 colour front + 1 colour back = [REDACTED]+GST each ([REDACTED] inc GST each)
- 30 x TMP hoodies + 1 colour front + 1 colour back = [REDACTED]+GST each ([REDACTED] inc GST each)
- 50 x TMP hoodies + 1 colour front + 1 colour back = [REDACTED]+GST each ([REDACTED] inc GST each)
- Once we reach a conclusion (order now or order later) tell people who have ordered them
- Need to send back the sample hoodies asap

### **IGM**

- Review
- Mindful of poster fiasco, don't start with memes, chill music next time.

### **Gaming Marathon**

- Baking?
- Poster? Posting to ECS Discord?
- Put posters outside ENGR301
- Chelsea to email Quilty about event, promote at lecture
- Sanjay to do posters
- Gabbie, Shaun and Peter to put them up, get bluetack from Chelsea

### **Email and Domain Issue**

- Domain has lapsed, renewed
- Mitigations put in place? Card to expire, no auto recurring, put reminder on Google Calendar - Callen to set up
- To do Calen & Jericho - funding form central uni

### **Magic Leap**

- What do we need to do
- Who is able to work on this
- We need to put together a proposal of who we are and what we want
  - support people who are interested in tech
  - want support for game jams
  - Chelsea to write that asap



## **Outreach Email**

- **St. Oran school outreach**
  - Talk to ECS outreach
  - Borrow the arduinos?
  - Contact NIARC
  - Bring robots
  - Lego robots
  - Forward email to Pravin, VUWWIT, NIARC, and discuss - Chelsea
  - Outreach already knows what's going on, we need to collaborate with them if we want to do something
  - Outreach are already bringing things too, so maybe we should look into what they have so we don't overlap
  - Forward list of helpers - contact Sanjay
  - June - check dates

## **Other Comms**

- **Salient Response**
  - "VEC do not feel fully qualified to comment on the representation in industry. We support ecs students and staff of all backgrounds to the best of our abilities."
  - Have we responded yet? Chelsea respond asap
- **Mevo**
  - [REDACTED]
  - Agreed, send contract through, Chelsea to sign
  - Benefits to exec and club
- **Canva**
  - Chelsea to send to VUWWIT and respond for VEC
- **Atlassian**
  - Coming to wellington in may? Check dates
  - Chase up response, friendly
- **Careers thingy**
  - Navy, consultants, other groups/companies? Jacob Beal please clarify
  - Each speak Q&A
  - CEO of Engineering without Borders, interested in event
  - Put names in doc in Event Ideas
  - See first and second year schedules to determine appropriate time frame



- AM room preferable
- Day if enough presenters, evening, a few hours
- Catering? Baking?
- Talk to Careers, Summer of Tech for funding.
- Contact Matt Stevens - Jacob Beal
- Series, every month or so?

## **Trello**

- Has been rearranged :)
- Fill secretary in
- Review open items, open any new tasks
- Please use comments and checklists

## **Finances**

- Report on the financial position of the club for the new exec.
- Chelsea, Jericho, Jacob Beal, Sanjay, Callen, go to ANZ in town. Organize meeting with ANZ.
- Bring ID proofs and address proof.
- Banking
- Funding cap and domain renew

## **Strategic and Annual Plan**

- Presenting the new exec the existing plans for the rest of the year and beyond.
- Weekly/Bi Weekly review session for students, documented by next meeting (chronologically, with dates, either rough or exact, rough budgets)
- More discord admins. Review exec members on discord.
- Review code of conduct, no more 'bitching', should be constructive criticism. Act professionally within club events, activities, meetings, etc.

21st March - clubs

