

**IEEE Okanagan Student Branch Executive**  
Meeting Minutes

Monday, June 07, 2010

Present: Nima Farrokhsiar (NF)  
Emily Landry (EL)  
André Johnson (AJ)

Next Meeting: Monday, June 14, 12PM – 1PM, Location TBD



**I. Constitution**

- Talk to Dr. Holzman to see if he has a copy of the constitution - **EL**
- Once a copy of the constitution is obtained a meeting will be called to start the process of updating it
  - **NF** will be the primary editor of the constitution unless anyone else volunteers
- Results of election need to be submitted to IEEE online – **NF**
- We need documents from Jackie - **ALL**

**II. Finance**

- We should create a non-profit bank account
  - It should require 2 signatures for checks, with Chair, Vice-Chair, and Treasure having signing authority
  - Look into creating bank account, costs, checks and the possibility of a credit card – **AJ**
- Possible fundraising sources should be found
  - If we can get up to 50 members our funding from IEEE increases from \$50 to \$100
  - Possible fun event to directly fundraise from members/other students – **Discuss at a later meeting**
- Industry sponsorship should be looked into
  - We need to look into introducing ourselves to local industry
  - Julian Cheng would be a good starting point

**III. Membership**

- Source of New Members are primarily incoming students and computer science students
  - We need to confirm the definition of our member base
  - Distribute contact information for computer science students contact – **EL**
- We should have a presence at the Campus Orientation in September
  - Look into getting us a booth – **EL**
  - Possibility of sharing a booth with Civil profession society
    - Contact Information – **EL**
- Contact IEEE for a current membership list – **NF**
- Possible of an informal meeting early next semester
  - Social, possibly with food and/or drink – **Discuss at a later meeting**

**IV. Website and Facebook Group:**

- Current website is hosted on Wordpress and is stagnant, will ultimately be deleted
- Permanent website to be hosted by IEEE
  - Will be designed by **AJ**

- Long term webmaster TBD
- Facebook group will be updated with new executive –**AJ**

**V. Other Business**

- **NF** will talk to Vancouver branch for advice

CC: All Present  
Erin Johnston  
Jackie Nichols  
Dr. Jonathan Holzman