

IEEE Meeting Agenda - 2 Feb 2012  
EME 1252

Members in attendance:

Brandon, Naomi, Emily, André, Devyn

Status Updates:

1. MLRC Progress:

- 9 Lab monitors have put themselves on the schedule.
  - **Lab monitors are awesome and we love them.**
  - **We need 6 more!**
  - **The door has been open a large proportion of the week, well done!**
- Can't seem to buy half-year memberships - need to sort out with PAF
  - **Give full year memberships to half-as many people.**
  - **OR ideally have them pay half and feel the power of ownership.**
- Sign overall design given to Brandon
- Action items remaining:
  - Follow up with remaining lab monitors and get at least 15 on the schedule
    - **We're at 9**
    - **people who have not signed up on the schedule yet.**
  - Complete vector graphics
  - Order Glass and get it machined
  - Get Phill to figure out how to light it up
  - Finish the PAF accounting
  - Get a PR event organized with the school **(plan for two weeks, hence)**
  - Apply for a grant to build counters and shelves
    - **next two weeks, after the sign is complete.**
  - Comics on the walls
    - **work on during wings tonight. bar napkin doodles are great.**
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2. Treasurer is needed: Naomi to update about asking Jon  
She is facebooking Jonathan Lo right now!

3. IT person is needed: Naomi to update (where are the new emails?)  
Received from Naomi

4. Volunteers for one-time commitments. What interests do people have?  
**Nikolai wants to do a matlab workshop! Control systems! YAY**  
**-schedule to meet the 3rd year electrical and mechanical schedules.**  
**-Announcement in APSC 246 and ENGR 315**

5. Expansion of MARS: Naomi and Brandon to update regarding the following ideas:

Bring in more members from other faculties.

**-sit down and carefully itemize everything that needs to get done to make the event successful. Have the items on hand when delegating**

Set MARS meeting for next Wednesday 3PM after IEEE

- encourage more committed members
- announce mars meetings
- short term goals
  - participate in RASC lectures
  - join weekly thursday RASC meetings
- still interest in DRAO

**6 email responses so far.**

**Also responses for Big White astronomy night.**

-investigate truncating the time-line by making use of previous organization and signage.

-Worry about drive time eating into class time and hurting involvement. Do event early in reading week.

a. Upcoming Big White Event - Feb 10, evening, car pooling

-RASC says YES they want to help and can bring telescopes, binoculars, and lasers

**-Naomi will contact RASC and confirm dates and times so they know for sure we're coming.**

-allow RASC members and families to join on the group rate.

-two weeks until the event.

i. Advertising team: Emily, Naomi

- Must start advertising asap! Its on the 10th!

**-Signup sheet on sandwich board. Posters up this week!**

5.5 E-week,

**IEEE will support whoever Devyn can find to administer the soldering competition on March 8**

6. IEEE Wings night tonight - guests include: Erik Rosolowsky, Tim Robishaw, Thomas Johnson, Jonathan Holzman.

7. Financial update: Andre

**- \$10 new dollars from mpg serial cable deposits**

**- Our contact, at BMO has vanished**

8. Mail room access: Dr. Holzman says we can mail things to him and he will bring them down to the MLRC (we need to set up a mail box in the MLRC).