

IEEE Meeting Agenda - 8 Feb 2012
EME 1252

Members in attendance:

Naomi, Emily, Jonathan, André, Brandon, Devyn

Status Updates:

1. Treasurer is needed and Jon is considering the position. Discuss duties of the position.

Gave jon a run down on what his responsibilities might be. He is graduating this year, so his short term role may be more along the lines of bringing in someone else with financial interest.

2. MARS:

a. Bit White

i. Go over number of sign-ups and what was effective advertising

-sandwich boards are awesome. We gathered loads of sign-ups from the EME lobby.

ii. Which execs are going

-Emily, Devyn (five seats), Andre, Naomi, Brandon

iii. Car pooling: how many need rides, how many drivers and extra seats are available, and how many additional drivers will be needed

-Brandon will amalgamate the sign-up sheets so we can act on them and preorder tickets and organize rides.

- Naomi will organize the carpools

iv. Enter emails into MARS list

-brandon will enter the participants into a temporary mailing list to be used for this event. Don't want people on the mars list who don't want to be there.

v. Contact people that signed up to confirm & delegate rides

-Naomi will organize car pools. Looks like all the people on the list may need rides. She is drafting an email.

vi. Liability waivers to be prepared: Emily

vii. Star-gazing: Scout (Emily)

-we need to determine go-no go for stargazing. RASC does not want to haul all telescopes if there are cloudy skies. We will call the help desk at big white at 4PM to ask about weather and decide whether or not to bring the toys.

-emily will be on the hill around 4 to scout weather and deal with the ticket counter. She has Colleen at RASC contact information

viii. Preparations and guided star-gazing (Naomi to update)

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b) Before next meeting: **Sit down and carefully itemize everything that needs to get done to make an event successful. Have the items on hand when delegating.**

c) Set MARS meeting for next Wednesday 3PM after IEEE. Naomi/Brandon to update on the following:

3PM hasn't been nailed down yet, but still may be an option

-encourage more committed members

- announce mars meetings
- short term goals
 - participate in RASC lectures
no progress as of Feb 8
 - join weekly thursday RASC meetings
 - still interest in DRAO. Do event early in reading week.

3. Matlab workshop: Andre to update
5:30-7:30 Wednesday Feb 15 Nikolai knows. Room is booked.
Devyn will write up some adverts.

Emily will work with nikolai on his presentation. Just to see if he is prepared and give any advice that may be necessary.

Dr. Johnson still wants to give his simulink lecture in mid march.

4. Banking information and organization adjustments: Andre to update
We need signatures of all signing authorities EXCEPT the person we're replacing.
Dr. Holzman has to be there!

Suggest we stay as two signing authorities until the end of semester, but andre will not be able to access or work with the accounts without signing authority.

Look into changing the account so we don't need EVERY signing authority to change it, since we will be doing it every year.

Decision TBD at the end of next week.

All changes to bank account must be done via formal letter (See dropbox).

Emily will act as proxy for the short term so we can change mailing address (which was not changed last year) and get some cheques ordered.

5. IT update: Andre

Email domain is broken. Ubcoieeee.org is broken (but only for mail). There is still work to do on the website forwarding too. Should end up at ubcoieeee, not ubcokanaganieeee.

6. MLRC Progress:

- o 3 more Lab monitors signed up (6 more to chase up)
- o Set time to finish sign with Brandon(design and vinyl order)
- Action items remaining:
 - o Set time with Phil to work out how to light it. Ask him if he can become our IT guy (or knows someone who could be)

7. IEEE Wings night was held at Roses to support the WEC team.

Wildly successful, WEC paid for and then some.

8. Other business.