

## Topic

- Associate Dean
  - Judi McCuaig from our department is running for associate dean
    - ADA will be working on:
      - curriculum changes
      - academic integrity issues
      - teaching load
    - Has a lot of relevance to undergrads
    - Email can be sent to Esther Codner or Dean Vanelli until Feb 10th to the committee about the ADA position
    - More information will be available on the website
- Action Item Updates:
  - Action Items:
    - At the next meeting all executive will discuss how they plan on reaching their goals
    - Stephanie will create a final draft of a new newsletter by Feb 15th
      - Julia will email her
  - Overdue action items:
    - Action item: Lisa will be in touch with Jessica. Jessica and Lisa have indicated they are interested in working together to prepare a budget. Jessica sent details that she had, but nothing else has been completed.
      - Lisa will be taking a look at that this semester
    - Action item: Lisa to provide the financial status out in writing and the count of pizza stickers
      - same deal
      - Melanie will provide Lisa with receipts from our board games night last semester
- Goals
  - Social events
    - Perhaps an end of semester event?
    - We suggest the first week in April
      - Board games night?
      - We likely only have a budget for a board games night
  - Financial
    - Sounds good
    - Advertise bursaries
      - Hit up classes
        - Judi wants to be poked
      - Email
      - Website
      - Facebook

## Topic

- PR
  - Julia will meet with Stephanie about where we are at
  - sidenote: Lisa is a great contact person for Sybase
- Next meeting time will be 5:30
- Volunteer Opportunities
  - Diversity Night
    - We set up a video game room
    - We set up a teeshirt decorating room
  - Girl Guides engineering badge day
    - Female mentors are welcome to attend
- Gr8 Girls
  - Alana will help with Gr8 Girls-she can take a day off
- Pathfinders
  - CiSters can't commit to that at this time
  - Judi will look into the feasibility of this
- Action Items:
  - Melanie will provide Lisa with receipts from our board games night last semester
  - Lisa will provide us with a budget next meeting
  - Julia will email Stephanie about her action item
  - Julia will meet with Stephanie to go over goals
  - Judi will create a google doc for us
  - Alison will pick a time for our end of semester social event