

Meeting: May 5<sup>th</sup>, 2008

Present: Will Fraser, Shahrzad Pedram, Sean Walsh

Time: 6:30 p.m. (BC time)

Items on Agenda:	Action Items:
<p>6:30 Welcome and Hello - Will</p> <ul style="list-style-type: none"><li>-Let it be noted we held one meeting.</li><li>-Just as a general reminder, the constitution dictates the role of WESST is to facilitate communication</li></ul> <p>6:40 Discuss Presidents Objective - Will</p> <ul style="list-style-type: none"><li>-Would like to try and improve communication with a WESST magazine</li><li>-Magazine would require equal sponsorship to its cost, be released 1-2 times a year and would require input from the schools but would be designed such that if this did not take place the magazine would not fail on a year to year basis.</li><li>-One idea was for schools to submit their best idea.</li></ul> <p>6:50 WESST Retreat Status and Agenda - Will</p> <ul style="list-style-type: none"><li>-One suggestion was during discussion #2 for each school to present what they do best and for schools to discuss amongst themselves why they do it best and how schools might improve.</li><li>-Scheduled to be finalized closer to WESST retreat.</li></ul> <p>7:00 Discuss WESST Budget – Group</p> <ul style="list-style-type: none"><li>-Sean has begun working on the budget and has a good format for visibility</li><li>-set up budget for -10% for tentative '08 budget</li><li>-UBC and UNBC claim #'s not correct. Get payment from them by September (May?) because #'s are from Engineers Canada</li><li>-have \$ collected by end of Sept. for sure</li></ul> <p>7:10 Discuss WESST Mag – Shahrzad</p> <ul style="list-style-type: none"><li>-should get on people in Sept for content</li></ul>	<p>-Sean get online banking for viewing for <u>September 1<sup>st</sup></u></p> <p>-Sean to sort out payments with UVic A/B</p> <p>-budget to be done by <u>May 29<sup>th</sup></u>, both 2007/08 projected</p>

<p>-first issue to be out by mid-late October          -figure out feasibility: can it pay for itself by its own advertising? if no, then not worth it.          -working on #'s to send # of issue to (per school)</p> <p>7:20 Decided on Web Page Direction – Group</p> <p>-documents and budget be on there (updated policy manual &amp; constitution)          -WEC2009.ca on homepage          -memberships page, add UNBC          -make sure links work          -basic updating and house-keeping          -to be operational by May 14<sup>th</sup></p> <p>7:30 Status of Fees Report – Shahrzad</p> <p>-committee failed to agree on a date for online conference          -exec. To work on finishing first draft, show first draft to rest of committee, ask them to add/alter etc.          -Will to further work on document along with Shahrzad</p> <p>7:40 Who does what by when – Will</p> <p>-next tentative meeting date : <u>Thu. May 29<sup>th</sup>, 6:30p.m. pacific , 7:30p.m. mtn.</u></p> <p>7:50 Closing/ Other issues</p>	<p>-Shahrzad needs to get in touch with Sophie from CU Ad with regards to costs/publishing companies/ads, etc. (<u>after May 14th</u>)</p> <p>-docs, meeting minutes to be on website by <u>May 21<sup>st</sup></u>, and general housekeeping</p> <p>-Will to give webpage info. to Shahrzad by <u>May 7<sup>th</sup></u> the latest</p> <p>- Will forward first draft of fees document to Shahrzad to work on it for 4 days, on <u>Monday May 26<sup>th</sup></u></p>
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Time: 8:00 p.m. (BC time)