Date: March 12, 2014

1. Approval of Agenda
2. Approval of Minutes
3. Reports
   a. President
      i. Grad Banquet
         1. Went over well. Lots of info to pass on.
      ii. Transition
         1. April 9th??
         2. Transition Documents
      iii. AVP / Coordinator Positions
         1. ESS office has nomination forms.
   b. VP Finance
      i. Department funding came in
      ii. FAMF money came in
      iii. Clothing/Waterpark money deposited
   c. VP Internal
      i. ChESS Website updates
         1. Transferring over exam bank. Ranek is going to help out. Not sure about sports page. Put contact info on page.
         2. Same announcements on both FB and Website. Want them to be similar.
         3. www.ess.ualberta.ca/chemical
      ii. Food and office hours
         1. We have PIZZA POPS
      iii. Clothing orders
         1. Extended a few days until Friday. Orders picked up after tabling in Atrium. Went over well.
   d. VP External
      i. Alley Kat Tour
         1. Thursday March 20th. About 10 spots left.
         2. Transportation - Look into carpooling
   e. VP Academic
      i. Meeting with Fraser Forbes. Follow up on professors and degree issues. Make sure to schedule another meeting with him for next year.
      ii. Keep track of professors and TA’s that would be good for teaching awards.
   f. VP Student Life
      i. Water Park Trip
1. Rack tickets in the office.
   ii. End of Class Party?
      1. Alex will come up with the details!

4. Old Items
   a. CSChE Night
      i. February 26th, 20 people and 6 industry members
      ii. Have this sorted out by January next year.
   b. Elections
      i. Transition

5. New Items
   a. First Year Night
      i. RSVP deadline on Friday. About 150 people already.
      ii. March 19th at 5:00. If exec is available at 4:30, come and help set up.
   b. Improvements for Next Year?
      i. Exam solutions, stay up to date on courses. Group effort to collect exams.
      ii. Collect exams and put them on the drive. Scan/save at the end of the year and put them on the drive folder.
      iii. Grad Rep a good addition
      iv. Bi-Weekly meetings for vps?
      v. Couch! Jocelyn has one at her house for sale in April.
      vi. Posting of office hours on door and website and a contact number. Use a whiteboard on the door to display upcoming events.
      vii. Posting of new website on old website. Get more traffic on the new one.

6. Announcements

7. Next Meeting
   a. Availability for beginning of April.