



Meeting record

06/10/2020

Google Meet

<https://meet.google.com/qny-aqv-kiep>

Attendees (Mark 'Y' for present on app):

Executive		Members
Imran Dato, President	y	
Bea Levin, VP Internal	y	
Jill Davis, VP External	n	
Jaeho Jang, Finance Director	y	
Andres Manrique, Events Director	y	
Jules Breau, Events Director,	y	
Parker Stewart, Publications Director	y	
Dustin Skiliter, Services Director	n	
Grant Wilson, Technical Director	y	
Nic Virc, 4th Year Rep	n	
Brendan Griffin, 3rd Year Rep	y	
Laurenne Tynski, 2nd Year Rep	y	

Executive Updates:

President	Change Cyclone lock combo - Done Get exec contracts from main computer - Done Take a pic of CMAS for zoom background (get creative) - Done Meeting w finance at 1:30 @the bank 2515 bank - Done Stream society trivia night - Done (1 group)
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	<p>Mission statement</p> <ul style="list-style-type: none"> - Waiting for constitution time <p>Begin FSGM planning/ brainstorming</p> <ul style="list-style-type: none"> - Investigated old PPTs - Speak to other societies <p>Send parker old t-shirt</p> <ul style="list-style-type: none"> - Done <p>MAAE town hall Oct 9 1:30, RSVP required post in slack</p> <ul style="list-style-type: none"> - Done, went well <p>Presidents group for spooky logo</p>
External	<p>CASI Career panel planning</p> <ul style="list-style-type: none"> - In progress <p>ASHRAE collab</p> <ul style="list-style-type: none"> - Willing to collaborate <p>Reached out to CSME</p> <ul style="list-style-type: none"> - Nothing thus far <p>CASI link on website as a partner of CMAS</p> <ul style="list-style-type: none"> - Done <p>Reaching out to professors about talking about research</p> <p>MAAE town hall Oct 9 1:30, RSVP required</p> <ul style="list-style-type: none"> - Done <p>Feedback Form Update</p> <ul style="list-style-type: none"> - How many responses? If few should we re-send or go to Facebook?
Internal	<p>First year rep selection process update</p> <ul style="list-style-type: none"> - Hired <p>Office hours to be sent out</p> <ul style="list-style-type: none"> - Soon <p>Executive contracts</p> <ul style="list-style-type: none"> - Soon <p>Timeline for constitution rebuild</p> <ul style="list-style-type: none"> - No update yet, make a committee once first year reps are involved, timeline - Will discuss next week
Finance	<p>SGF to be submitted</p> <ul style="list-style-type: none"> - Due Oct 13 - Will request whatever CUSA does not give <p>Meet pres. @scotiabank</p> <ul style="list-style-type: none"> - Done <p>Make square account and link to Scotiabank</p>
Events	<p>Reference ongoing planning document for updates to planned events:</p> <p>https://docs.google.com/document/d/1DSggspRv-rEqthyVuBoRDU7HUNzud6wTU_tKLYaTBdQ/edit?usp=sharing</p>

	<p>Industry night save the date emails sent</p> <ul style="list-style-type: none"> - 60 sent, 6 yes, 2 maybe (excluding multiple reps and casi members) - More emails to send <p>Post-able events calendar</p> <ul style="list-style-type: none"> - Done, post link on website <p>Executive meet and greet</p> <ul style="list-style-type: none"> - wait for first years <p>Spooky logo contest</p> <ul style="list-style-type: none"> - Davis will talk to his team <p>CSES has opened their calendar for submissions</p> <ul style="list-style-type: none"> - Submitting confirmed events <p>Awaiting information on virtual tours</p> <ul style="list-style-type: none"> - looking less likely
Publications	<p>Develop a cool zoom background for students to use that represents CMAS</p> <ul style="list-style-type: none"> - Done, open to more ideas <p>Start thinking of t-shirt designs</p> <ul style="list-style-type: none"> - Plain t-shirt design looks good, share with services - Classic shirts in progress <p>Post Trivia night posters</p> <ul style="list-style-type: none"> - Done <p>Folksy poster in progress</p> <ul style="list-style-type: none"> - Adding logos <p>Airplane poster done</p> <ul style="list-style-type: none"> - Will post next one soon <p>Re-investigate geared up</p> <ul style="list-style-type: none"> - Working on format <p>Make discord poster</p> <ul style="list-style-type: none"> - Done <p>CASI membership poster</p> <ul style="list-style-type: none"> - Get info from Jill
Services	<p>Have small merchandise items to mail out</p> <ul style="list-style-type: none"> - Need stamps and envelopes - Send "prize packs" to IG raffle winners (Patch, RBF tag, Decal) <p>Purchase new lockbox</p> <p>Accent logos</p> <ul style="list-style-type: none"> - Good for our new merch (no minimum) <p>Exec to member merchandise model</p> <ul style="list-style-type: none"> - ¼ zip for sale to members this year - Executive purchase this year? (executives to generate ideas and poll will be held next meeting) Brainstorm generated: <p>Bucket hat</p> <p>Sweats</p>

	<p>Sunglasses Long coats Masks Beanie/pom pom hat Cmas guitar picks Rulers</p>
Technical	<p>Integrate Shopify into website - Done Prep square for deployment - Need finance's square account info to link Add "get involved" - Done Add events page w polished events calendar - Done Add minutes onto website, minutes channel - Done Add "Our Partners" tab to promote CASI in exchange for lectures - Done Make website available to anyone to join via website and consistent link - Done, under get involved</p>
4th Year Rep	Gather feedback about what students would like to see from us
3rd Year Rep	Contact people via compose email link in each course
2nd Year Rep	<p>- Investigate how are other societies doing it Advertise trivia night and paper airplane contest</p>