



Meeting record

06/10/2020

Google Meet

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

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

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