



Meeting record

22/09/2020

Google Meet

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

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

Executive Updates: **ACTION** **COMPLETED** **GLOBAL** **OVERDUE!**

President	<p>Change Cyclone lock combo</p> <p>Discord: Running but awaiting faculty approval for first year students</p> <ul style="list-style-type: none"> - Services responded, link below for executives only - https://discord.gg/7WuJMgP - Name format: Imran-CMAS-President <p>Select winners for expo contest</p> <ul style="list-style-type: none"> - 2/3 Winners have been contacted - Will forward to services for distribution <p>Stream society trivia night</p> <ul style="list-style-type: none"> - Gather a team - Details not specific <p>Mission statement</p>
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	Lanyards to Dustin
External	<p>Events/ Publications update</p> <ul style="list-style-type: none"> - Pubs – hired! - Events – hired! <p>First CASI chat – 24th @5pm via zoom</p> <p>Poster for CASI membership – before Thursday (after lecture)</p> <p>CASI on website</p>
Internal	<p>First year rep selection process update</p> <ul style="list-style-type: none"> - Released Sept 18 - Closing Sept 25 - Application count: 10 - Department email sent – no response - Post again on socials <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 <p>Executive contracts</p>
Finance	<p>CUSA Budget Submitted</p> <ul style="list-style-type: none"> - Present this Friday <p>Re-imbursement training PPT – done by Sep 27</p> <p>Meet pres. @scotiabank once mail arrives</p>
Events	<p>Paper airplane – in October but when specifically? Not sure</p> <p>2 weeks notice for folksy, waiting on reps</p> <p>Formal events calendar w all events and ballpark dates</p> <p>Address feedback on preliminary events and calendar</p> <p>CSES has opened their calendar for submissions</p> <p>Virtual tours:</p> <ul style="list-style-type: none"> - Vintage Wings – email sent - OB Prestige – email sent <p>Meet w other socials next Monday</p> <p>Gifts for reps added</p> <p>Industry night spread</p> <ul style="list-style-type: none"> - Cold emails - Reps may not reply till right before - Advertise individuals might not represent whole companies
Publications	<ul style="list-style-type: none"> - Develop a cool zoom background for students to use that represents CMAS - Start thinking of t-shirt designs (SSBB, RBF)
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) - President has contact info <p>Purchase new lockbox</p>

	<p>Shopify page to run, Square will be worked on in the meantime</p> <p>Accent logos</p> <ul style="list-style-type: none"> - Do business with them? <p>Exec to member merchandise model</p> <p>¼ zip for sale to members</p> <p>Executive purchase this year?</p> <p>Investigating best way to sell & deliver merch</p> <ul style="list-style-type: none"> - Curbside for remaining - Distribution taken care of for accent - No more callipers
Technical	<p>Integrate shopify/square into website</p> <p>Add “get involved” tab with mailing list, positions</p> <p>Create events page w polished events calendar</p> <p>Publications channel</p> <p>Minutes onto website</p> <p>Make website available to anyone to join via website and consistent link</p>
4th Year Rep	Gather feedback about what students would like to see from us
3rd Year Rep	<ul style="list-style-type: none"> - Mech events
2nd Year Rep	<ul style="list-style-type: none"> - Reaching out to OB Prestige - Industry night spread - How to contact people?