



Meeting record

29/09/2020

Google Meet

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

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

| Executive | | Members |
|---------------------------------------|---|----------|
| Imran Dattoo, President | Y | Aaron VE |
| 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 | 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:

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| President | Change Cyclone lock combo Discord <ul style="list-style-type: none"> - Pubs posted on IG Select winners for expo contest <ul style="list-style-type: none"> - Done, now with services Stream society trivia night <ul style="list-style-type: none"> - Done, now with Pubs Mission statement <ul style="list-style-type: none"> - Waiting for constitution time Lanyards and stickers to Dustin by Wednesday end of day |
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| | <ul style="list-style-type: none"> - Prizes sent out soon, and merch going live after <p>Post a welcome message in discord</p> <ul style="list-style-type: none"> - Done <p>Begin FSGM planning/ brainstorming</p> <ul style="list-style-type: none"> - Will investigate transition report - Speak to other societies |
| External | <p>First CASI chat – 24th @5pm via zoom</p> <ul style="list-style-type: none"> - Done, went well - 20 students - ~60 total <p>CASI Career panel planning</p> <ul style="list-style-type: none"> - In progress <p>ASHRAE collab</p> <ul style="list-style-type: none"> - In progress <p>Reached out to CSME</p> <ul style="list-style-type: none"> - Awaiting response <p>CASI link on website as a partner of CMAS</p> <ul style="list-style-type: none"> - Add <p>MAAE town hall – participants?</p> |
| Internal | <p>First year rep selection process update</p> <ul style="list-style-type: none"> - Will have excel of form and responses before next meeting - May extend selection to next meeting if required <p>Office hours discussion</p> <ul style="list-style-type: none"> - 1 hour office hour per week - Will come with contracts <p>Executive contracts</p> <ul style="list-style-type: none"> - To be sent out Oct 1 - Due ____ <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 |
| Finance | <p>CUSA Budget Submitted</p> <ul style="list-style-type: none"> - Done, went well <p>SGF to be submitted</p> <ul style="list-style-type: none"> - Due Oct 13 - Will request whatever CUSA does not give <p>Re-imbursement training PPT</p> <ul style="list-style-type: none"> - Done and posted in slack <p>Meet pres. @scotiabank</p> <ul style="list-style-type: none"> - Mail sent – Sept 31 latest |
| Events | <p>Reference ongoing planning document for updates to planned events:</p> <p>Cad contest – re-design the thing</p> <ul style="list-style-type: none"> - Open to everyone |

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| | <ul style="list-style-type: none"> - Run with sreesoc and cubes - Week long contest - Last week of Nov, Dec 1 winner announced - Submit video of 360 view <p>Executive meet and greet, wait for first years</p> <p>Spooky logo contest – talk with other societies</p> <p>Develop Formal events calendar w all events and ballpark dates</p> <p>CSES has opened their calendar for submissions</p> <p>Awaiting information on virtual tours, looking less likely</p> <p>Reaching out to more industry reps</p> |
| Publications | <p>Develop a cool zoom background for students to use that represents CMAS</p> <ul style="list-style-type: none"> - Post in discord? - Open to more ideas <p>Start thinking of t-shirt designs (Suck squeeze bang blow, Remove before flight, CMAS plain t-shirt)</p> <p>Post Trivia night posters</p> <ul style="list-style-type: none"> - Done <p>Feedback form sent out</p> <ul style="list-style-type: none"> - Done <p>Have folky poster, and airplane competition made for end of the week</p> <ul style="list-style-type: none"> - Descriptions to be sent soon <p>Re-investigate geared up</p> <ul style="list-style-type: none"> - Monthly/biweekly publication pertaining to mech or aero <p>Make discord poster</p> <ul style="list-style-type: none"> - Done <p>Gain control of Facebook page</p> |
| 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>Cyclone lock code</p> <ul style="list-style-type: none"> - Will contact department to be let on campus <p>Shopify page being integrated</p> <p>Accent logos</p> <ul style="list-style-type: none"> - Good for our new merch (no minimum) |

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| | <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) <p>Investigating best way to sell & deliver merch</p> <ul style="list-style-type: none"> - Mail envelopes - Distribution taken care of for accent |
| Technical | <p>Integrate Shopify into website</p> <ul style="list-style-type: none"> - Will integrate once link is had <p>Prep square for deployment</p> <ul style="list-style-type: none"> - Need finance's square account info to link <p>Add "get involved" tab with mailing list, positions</p> <p>Add events page w polished events calendar</p> <p>Add minutes onto website, minutes channel</p> <p>Add "Our Partners" tab to promote CASI in exchange for lectures</p> <p>Make website available to anyone to join via website and consistent link</p> |
| 4th Year Rep | <p>Gather feedback about what students would like to see from us</p> |
| 3rd Year Rep | |
| 2nd Year Rep | |

Aaron:

Followers on our social media from first year email blast