



Meeting record

20/10/2020

Google Meet

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

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

Executive		Members
Imran Dato, President	Y	
Bea Levin, VP Internal	y	
Jill Davis, VP External	Y	
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	N	
Brendan Griffin, 3rd Year Rep	Y	
Laurenne Tynski, 2nd Year Rep	Y	
Kassidy Hammond	Y	
Thies Altenbroxter	N	
Declan McCloskey	Y	

Executive Updates:

President	Mission statement <ul style="list-style-type: none"> - Waiting for constitution time Begin FSGM planning/ brainstorming <ul style="list-style-type: none"> - Tech investigating best platform (strong computer required for twitch) - BBB (server capacity) or meets (100) will be easy - Aiming for Nov 10 (any conflicts as of now?) - Adding exec-to-exec feedback section
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	Look for geared up info
External	<p>CASI Career panel planning</p> <ul style="list-style-type: none"> - In progress - Jeff shooting for late October - 3 industry, 3 govt ppl sharing experiences - Answering questions <p>Lecture - Nov 2 from noon-1</p> <ul style="list-style-type: none"> - Info in slack <p>Possible student poll regarding future CASI chats</p> <ul style="list-style-type: none"> - Still on the table <p>ASHRAE collab</p> <ul style="list-style-type: none"> - Collab has begun - Burj Khalifa talk – Done, went well - Sizing cooling units talk <p>Reached out to CSME</p> <ul style="list-style-type: none"> - Working on a collab - Involves constitution modification <p>Investigate car companies (SAE) or Canadian nuclear society</p> <p>Reaching out to professors about talking about research</p> <ul style="list-style-type: none"> - Former TA with business will share and be open for Q and A - Kirk Hovel <p>Feedback Form Update</p> <ul style="list-style-type: none"> - Send to post on Facebook, possibly re-send email
Internal	<p>Office hours</p> <ul style="list-style-type: none"> - Schedule made and to be sent, pinned, and posted in discord <p>Executive contracts</p> <ul style="list-style-type: none"> - Sent <p>Timeline for constitution rebuild</p> <ul style="list-style-type: none"> - Contact internal to participate - Ask Ahmed and Abby for some assistance - Make posts / email mailing list - Run from reading week till AGM <p>Possible Exec secret Santa</p>
Finance	<p>SGF</p> <ul style="list-style-type: none"> - Submitted and will present Thursday <p>Make square account and link to Scotiabank</p> <ul style="list-style-type: none"> - DONE
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>Ongoing:</p> <p>Industry night</p> <ul style="list-style-type: none"> - Formal invites coming up - Update CSES Calendar w form - Use new pubs form (pinned in #publications) <p>Events in Progress:</p> <ul style="list-style-type: none"> - Spooky logo contest - Paper airplane contest <p>Upcoming Events:</p> <ul style="list-style-type: none"> - Folksy (Oct 28) <p>Potential Events:</p> <ul style="list-style-type: none"> - launch parties w Brendan (will make a poster and decide on dates) - Change Minecraft night to among us night (put out a poll) - Executive night Nov 3, 6:30-8 tentative - Academic workshop with CSES <p>To do:</p> <ul style="list-style-type: none"> - Update website events calendar to include spooky logo timeline <p>Discussion topic:</p> <ul style="list-style-type: none"> - Should we use / encourage Instagram features more heavily for events like paper airplane? i.e. ask participants to DM reels or photo posts as submissions to ensure a consistent standard as well as be copyright ok (music should be stripped otherwise), and have all voting through Instagram (likely bracket style for top contenders) too? Thoughts to be discussed at next meeting -
Publications	<p>Publicizing on Facebook</p> <ul style="list-style-type: none"> - Include sharing in Flightsuits? <p>New Publications form</p> <ul style="list-style-type: none"> - Use it if things need to be publicized <p>T-shirt designs</p> <ul style="list-style-type: none"> - Plain CMAS logo t-shirt - T-shirts partnering with MAAE design clubs <p>Re-investigate geared up</p> <ul style="list-style-type: none"> - Developing format <p>Newsletter</p> <ul style="list-style-type: none"> - Being sent out soon

	<ul style="list-style-type: none"> - Add last year's members to e-mail list
Services	<p>Have small merchandise items to mail out</p> <ul style="list-style-type: none"> - 2/3 sent, just 1 to deliver <p>Purchase new lockbox</p> <ul style="list-style-type: none"> - Done, needs to be picked up to be placed in office <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) <p>Top ideas for new merchandise:</p> <ul style="list-style-type: none"> - Beanie/pompom hats (top clothing accessory) - Windbreaker (top uniform) - Full results in previous minutes - Should uniforms be subsidised like polos? How much? <p>Other Merchandise</p> <ul style="list-style-type: none"> - Different t-shirts for aerospace and mech featuring clubs - In addition to plain CMAS shirts and classic design shirts <p>Executive swag</p> <ul style="list-style-type: none"> - Send out lanyards to execs now or wait for uniforms? <p>Merch mock-ups starting reading week</p> <ul style="list-style-type: none"> - Will start with ¼ zip <p>Shipping issue</p>
Technical	<p>Prep square for deployment</p> <ul style="list-style-type: none"> - Will send finance some instructions <p>Add last year's mailing list to this year's</p>
4 th Year Rep	<p>To advertise:</p> <ul style="list-style-type: none"> - Constitution rebuild team - ASHRAE events - Paper airplane voting - Spooky logo - Folksy
3 rd Year Rep	
2 nd Year Rep	
1 st Year Reps	
CSES Reps	<ul style="list-style-type: none"> - Will attend folksy - Setting up folksy discord - Elections end soon, mech rep (likely nick butler) should be at the next one