



Meeting record

2/11/2020

Google Meet

<https://thecmas.ca/meeting/>

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	
Jules Breau, Events Director,	Y	
Parker Stewart, Publications Director	Y	
Dustin Skiliter, Services Director	Y	
Grant Wilson, Technical Director	Y	
Nic Virc, 4 th Year Rep	Y	
Brendan Griffin, 3 rd Year Rep	Y	
Laurenne Tynski, 2 nd Year Rep	Y	
Kassidy Hammond, 1 st Year Rep	Y	
Thies Altenbroxter, 1 st Year Rep	Y	
Declan McCloskey, 1 st Year Rep	Y	

Executive Updates:

President	<p>FSGM</p> <ul style="list-style-type: none"> - Happened, went well - Accountability - Feedback: More interaction, more participants, more advanced publication recommended. <p>Discussion topics:</p> <ul style="list-style-type: none"> - 3D printer purchase – will purchase but keep in box for now
-----------	--

	<ul style="list-style-type: none"> - Separate CMAS discord – will poll members and discuss <p>Future topics:</p> <ul style="list-style-type: none"> - Heavier use of Instagram reels - Office hours discussion - Uniform subsidization - CSME constitution & process <p>Mission statement</p> <ul style="list-style-type: none"> - Waiting for constitution time <p>Post meeting on youtube</p>
External	<p>CASI Career panel planning</p> <ul style="list-style-type: none"> - Aiming for late Nov 24-26, Jeff picking the date - 3 industry, 3 govt ppl sharing experiences, answering Qs <p>Kirk Hovel</p> <ul style="list-style-type: none"> - Completed, went well, 20 students! <p>Will slow down CMAS exclusive talks for the rest of the semester</p> <p>Possible student poll regarding future CASI chats</p> <ul style="list-style-type: none"> - Still on the table <p>ASHRAE</p> <ul style="list-style-type: none"> - Might be something but Jason is unsure - New ASHRAE chapter at Carleton <p>Will slow down CMAS exclusive talks for the rest of the semester</p> <p>CSME</p> <ul style="list-style-type: none"> - Will investigate further to see if we can work with requirements <p>Investigate car companies (SAE) or Canadian nuclear society</p> <ul style="list-style-type: none"> - Will reach out <p>Reaching out to professors about talking about research</p> <ul style="list-style-type: none"> - No responses <p>Feedback Form Update</p> <ul style="list-style-type: none"> - Sending to Parker and Grant for re-distribution
Internal	<p>Constitution rebuild</p> <ul style="list-style-type: none"> - First meeting date - will evaluate, likely before end of month - Participant count: 3-4 - Run from start date till AGM <p>Possible Exec secret Santa</p>
Finance	<p>SGF Submitted</p> <ul style="list-style-type: none"> - More than asked <p>CUSEF submitted</p> <ul style="list-style-type: none"> - As requested <p>CUSA fall submitted</p>

	<ul style="list-style-type: none"> - More than asked - Awaiting cheque <p>CUSA Winter</p> <ul style="list-style-type: none"> - Submitted <p>Make square listings w Grant, Shopify trial over</p> <ul style="list-style-type: none"> - Have not done it <p>SGF and CUSEF winter</p> <ul style="list-style-type: none"> - Brainstorm <p>Ask SGF about using Tims card for donuts</p>
Events	<p>Reference ongoing planning document for updates to planned events: 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 sent, 11 responses thus far - Still scheduled for original time/date <p>Completed Events:</p> <ul style="list-style-type: none"> - Executive meet n greet - Launch parties w Brendan - Pitstop challenge <p>Events in Progress:</p> <ul style="list-style-type: none"> - 3D printing workshop (Nov 17 7-8pm) <p>Upcoming Events:</p> <ul style="list-style-type: none"> - CAD competition (Nov 20th – Dec 2nd) - Cookies and cram w CSES <p>Potential Events:</p> <p>To do:</p> <ul style="list-style-type: none"> - Keep updating website events calendar to include upcoming events - Include signup/participation links in event description - Update CSES Calendar w form - Use new pubs form (pinned in #publications)
Publications	<p>T-shirt designs</p> <ul style="list-style-type: none"> - Plain CMAS logo t-shirt - “Carleton Mechanical Engineering” shirt almost done <p>Re-investigate geared up</p> <ul style="list-style-type: none"> - Developing format – need exec to submit articles

	<ul style="list-style-type: none"> - Almost ready to go <p>Newsletter</p> <ul style="list-style-type: none"> - Sent out after last meeting - Put dates in calendar on website <p>Create a monthly graphic with upcoming events?</p>
Services	<p>Have small merchandise items to mail out</p> <ul style="list-style-type: none"> - 2/3 sent, just 1 to deliver <p>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"> - Sent proofs out, responded with stock they have - Make a call for merch and set up a form - On the table: hats, windbreakers, ¼ zips - Partial subsidization? <p>Other Merchandise</p> <ul style="list-style-type: none"> - Designs from pubs once completed <p>Executive swag</p> <ul style="list-style-type: none"> - Andres to send executive swag (lanyards)
Technical	<p>Prep square for deployment</p> <ul style="list-style-type: none"> - Finance to complete his end <p>Post meeting video and transcript on website</p> <ul style="list-style-type: none"> - President post on YouTube
4 th Year Rep	<p>To advertise:</p> <ul style="list-style-type: none"> - Constitution rebuild team - 3D printing workshop - CAD competition
3 rd Year Rep	
2 nd Year Rep	
1 st Year Reps	
CSES Reps	<ul style="list-style-type: none"> - Nick B elected as mech rep