



Meeting record

24/11/2020

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 <sup>th</sup> Year Rep	n	
Brendan Griffin, 3 <sup>rd</sup> Year Rep	Y	
Laurenne Tynski, 2 <sup>nd</sup> Year Rep	Y	
Kassidy Hammond, 1 <sup>st</sup> Year Rep	n	
Thies Altenbroxter, 1 <sup>st</sup> Year Rep	Y	
Declan McCloskey, 1 <sup>st</sup> Year Rep	n	

**Executive Updates:**

President	<p>Discussion topics:</p> <ul style="list-style-type: none"> <li>- Affiliate with CSME – 8 for, 1 against, 2 abstain</li> <li>- Uniform subsidization – Dustin to put form out</li> <li>- Increasing events participation – execs to showcase</li> </ul> <p>Future topics:</p> <ul style="list-style-type: none"> <li>- poll members and discuss discord</li> <li>- Heavier use of Instagram reels</li> </ul>
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	<ul style="list-style-type: none"> <li>- Office hours discussion</li> </ul> <p>Mission statement</p> <ul style="list-style-type: none"> <li>- Waiting for constitution time</li> </ul> <p>Coordinate Pitstop challenge prize Ask RR about shirt collab designs</p>
External	<p>CASI Career panel</p> <ul style="list-style-type: none"> <li>- 26<sup>th</sup> at 5pm</li> </ul> <p>Possible student poll regarding future CASI chats</p> <ul style="list-style-type: none"> <li>- prep for next term</li> </ul> <p>ASHRAE</p> <ul style="list-style-type: none"> <li>- Nothing</li> </ul> <p>CSME</p> <ul style="list-style-type: none"> <li>- Sent existing constitution</li> <li>- Will revise constitution to include CSME</li> </ul> <p>Investigate partnership w car companies (SAE) or Canadian Nuclear Society</p> <ul style="list-style-type: none"> <li>- Reached out, nothing yet</li> </ul> <p>Feedback Form</p> <ul style="list-style-type: none"> <li>- Sent to Parker &amp; Grant</li> </ul>
Internal	<p>Constitution rebuild</p> <ul style="list-style-type: none"> <li>- First meeting date – first week of next year</li> <li>- Run from start date till AGM</li> </ul> <p>Exec vibe sesh / Christmas bonding</p>
Finance	<p>3D printer purchased</p> <p>Donuts GC to be purchased by Cassidy</p> <ul style="list-style-type: none"> <li>- Each exec will have \$11.66 to purchase donuts for the semester</li> </ul> <p>CUSEF and SGF re-imbursement instructions have been sent</p> <p>CUSA fall submitted</p> <ul style="list-style-type: none"> <li>- Awaiting cheque</li> </ul> <p>CUSA Winter</p> <ul style="list-style-type: none"> <li>- Submitted</li> </ul> <p>Make square listings w Grant, Shopify trial over</p> <ul style="list-style-type: none"> <li>- Done</li> </ul> <p>SGF and CUSEF winter</p> <ul style="list-style-type: none"> <li>- Form created for ideas</li> </ul> <p>Eventbrite with events</p>
Events	<p>Reference ongoing planning document for updates to planned events:  <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>Ongoing:</p> <p>Industry night</p> <ul style="list-style-type: none"> <li>- Formal invites sent, 13 yes, 3 maybe, 1 no, will follow up soon</li> <li>- Still scheduled for original time/date</li> </ul> <p>Completed Events:</p> <ul style="list-style-type: none"> <li>- 3DP workshop, was ok, 5 people came</li> </ul> <p>Events in Progress:</p> <ul style="list-style-type: none"> <li>- CAD competition (Nov 20<sup>th</sup> – Jan 3<sup>rd</sup>)</li> <li>- Execs to participate</li> </ul> <p>Upcoming Events:</p> <ul style="list-style-type: none"> <li>- Cookies and cram w CSES</li> </ul> <p>Potential Events:</p> <p>To do:</p> <ul style="list-style-type: none"> <li>- Keep updating website events calendar to include upcoming events</li> <li>- Include signup/participation links in event description</li> <li>- Update CSES Calendar w form</li> </ul>
Publications	<p>T-shirt designs</p> <ul style="list-style-type: none"> <li>- Plain CMAS logo t-shirt</li> <li>- “Carleton Mechanical Engineering” shirt almost done</li> </ul> <p>Re-investigate geared up</p> <ul style="list-style-type: none"> <li>- On website</li> <li>- Developing format – need exec to submit articles</li> <li>- Almost ready to go</li> </ul> <p>Newsletter</p> <ul style="list-style-type: none"> <li>- Put dates in calendar on website</li> <li>- Change to bi-weekly from when things are busy</li> <li>- Start in new year</li> </ul> <p>Feedback form sent out</p> <p>Will create monthly graphic with events starting in the new year</p> <ul style="list-style-type: none"> <li>- Need advanced notice</li> </ul>
Services	<p>Have small merchandise items to mail out</p> <ul style="list-style-type: none"> <li>- 2/3 sent, just 1 to deliver</li> </ul> <p>New lockbox</p> <ul style="list-style-type: none"> <li>- Done, needs to be picked up to be placed in office</li> </ul> <p>Accent logos</p> <ul style="list-style-type: none"> <li>- New proofs coming</li> <li>- Accent will sell hats and ¼ zips</li> </ul>

	<ul style="list-style-type: none"> <li>- Exec windbreaker form created</li> <li>- Partial subsidization examined</li> </ul> <p>Other Merchandise</p> <ul style="list-style-type: none"> <li>- Designs from pubs once completed</li> </ul> <p>Executive swag</p> <ul style="list-style-type: none"> <li>- Andres to send executive swag (lanyards)</li> </ul>
Technical	<p>Prep square for deployment</p> <ul style="list-style-type: none"> <li>- Refining shipping costs</li> </ul> <p>Meeting Minutes formatting seems inconsistent on website</p> <ul style="list-style-type: none"> <li>- Done</li> </ul>
4 <sup>th</sup> Year Rep	<p>To advertise:</p> <ul style="list-style-type: none"> <li>- CAD competition</li> <li>- Career night</li> <li>- Industry night</li> </ul>
3 <sup>rd</sup> Year Rep	
2 <sup>nd</sup> Year Rep	
1 <sup>st</sup> Year Reps	
CSES Reps	<ul style="list-style-type: none"> <li>- Nick B elected as mech rep</li> <li>- Owen said not to make CMAS discord</li> <li>- Nick not here</li> <li>- CSES wants the industry night rep list, but want to have an info night</li> <li>- Mech and aero stream patches</li> </ul>