



Meeting record

01/12/2020

Google Meet

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

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

Executive		Members
Imran Dato, President	Y	Aaron vandenEnden
Bea Levin, VP Internal	Y	
Jill Davis, VP External	Y	
Jaeho Jang, Finance Director	Y	
Andres Manrique, Events Director	L	
Jules Breau, Events Director,	Y	
Parker Stewart, Publications Director	Y	
Dustin Skiliter, Services Director	N	
Grant Wilson, Technical Director	Y	
Nic Virc, 4 <sup>th</sup> Year Rep	L	
Brendan Griffin, 3 <sup>rd</sup> Year Rep	Y	
Laurenne Tynski, 2 <sup>nd</sup> Year Rep	N	
Kassidy Hammond, 1 <sup>st</sup> Year Rep	Y	
Thies Altenbroxter, 1 <sup>st</sup> Year Rep	L	
Declan McCloskey, 1 <sup>st</sup> Year Rep	N	

- X – Completed
- X – Pending
- X – Urgent

**Executive Updates:**

President	<p>Discussion topics:</p> <ul style="list-style-type: none"> <li>- Heavier use of Instagram reels</li> <li>- Office hours discussion</li> </ul> <p style="background-color: green; color: black;">Coordinate Pitstop challenge prize</p>
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External	<p>Possible student poll regarding future CASI chats</p> <ul style="list-style-type: none"> <li>- Still on the table</li> </ul> <p>ASHRAE CSME</p> <ul style="list-style-type: none"> <li>- Will investigate further to see if we can work with requirements</li> </ul> <p>Investigate car companies (SAE) or Canadian nuclear society Reaching out to professors about talking about research</p> <ul style="list-style-type: none"> <li>- No responses</li> </ul> <p>Feedback Form Update</p> <ul style="list-style-type: none"> <li>- Re-distributing in process</li> </ul> <p>Career Panel went well! 35 in attendance</p>
Internal	<p><b>Christmas bonding!!</b></p> <ul style="list-style-type: none"> <li>- Vote on where it should be held</li> <li>- Power point contest</li> </ul> <p>Meeting time for winter semester Office Hour Vote 2 Abstain 2 for 6 against</p>
Finance	<p>SGF and CUESEF winter</p> <ul style="list-style-type: none"> <li>- Form sent out for ideas</li> <li>- Let Jaeho know if you submit a response</li> </ul> <p>Updated reimbursement file Got CUSA cheque 3D Printer purchased Talk to Jaeho if you need help with reimbursements</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, 14 yes,4 maybes, 1 no, more follow up to come</li> <li>- Still scheduled for original time/date</li> </ul> <p>Events in Progress:</p> <ul style="list-style-type: none"> <li>- CAD competition (Nov 20<sup>th</sup> – Jan 2<sup>nd</sup>)</li> <li>- Exec participation expected</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> <li>- Team up with CUinSpace</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>
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?</li> <li>- Will be selling hats and ¼ zips</li> <li>- Exec Partial subsidization form sent out, results?</li> </ul> <p>Other Merchandise</p> <ul style="list-style-type: none"> <li>- Designs from pubs once completed</li> </ul>
Technical	
4 <sup>th</sup> Year Rep	To advertise:
3 <sup>rd</sup> Year Rep	<ul style="list-style-type: none"> <li>- CAD competition</li> </ul>
2 <sup>nd</sup> Year Rep	<ul style="list-style-type: none"> <li>- Industry night</li> </ul>
1 <sup>st</sup> Year Reps	
CSES Reps	<ul style="list-style-type: none"> <li>- Mech and aero stream patches?</li> </ul>