

## Meeting record



01/09/2021

Zoom

<https://carleton-ca.zoom.us/j/98677376223>

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

Executive	Members
Jaeho Jang, President	Y
Parker Stewart, VP Internal	Y
Jules Breau, VP External	Y
Andres Manrique, Finance Director	N
Jake Birkness, Events Director	N
Declan McMloskey, Events Director,	Y
Nadiya Scratchley, Publications Director	Y
Kassidy Hammond, Services Director	Y
Shaun Seneviratne, Technical Director	Y
Aaron VandenEnden, 4 <sup>th</sup> Year Rep	N
Jack Dubeau, 3 <sup>rd</sup> Year Rep	Y
Xavier Haziza, 2 <sup>nd</sup> Year Rep	Y
, 1 <sup>st</sup> Year Rep	
, 1 <sup>st</sup> Year Rep	
, 1 <sup>st</sup> Year Rep	

### Executive Updates:

President	<p>Built the 3D printer! Still need to test it though</p> <p>Power Olympics</p> <ul style="list-style-type: none"> <li>- Good to go. Just need to do a run through</li> </ul> <p>Expo</p> <ul style="list-style-type: none"> <li>- SEO received the video</li> </ul>
-----------	--

	<ul style="list-style-type: none"> <li>- Slides almost done</li> <li>- Do we want to do the social media giveaway? Did we get a lot of followers last yr? @Parker</li> <li>- Should do it on ig</li> <li>- Instead of just following, follow + tag a friend</li> </ul> <p>Soc Exec Bonding Night</p> <ul style="list-style-type: none"> <li>- Still gotta make the trivia: been very busy recently</li> <li>- SCESOC is onboard: they already sent me the list of people that's coming.</li> <li>- Waiting for other societies to send me their list of people attending</li> <li>- Friday, Sept 17th 7:00 PM to 9:00 PM (CMAS Exec should be there by 6:30)</li> <li>- Vincent Massey Park</li> </ul> <p><a href="https://www.google.com/maps/place/45%C2%B022'41.4%22N+75%C2%B041'51.4%22W/@45.3781699,-75.6981692,209m/data=!3m2!1e3!4b1!4m6!3m5!1s0x0:0x0!7e2!8m2!3d45.378169!4d-75.697622">https://www.google.com/maps/place/45%C2%B022'41.4%22N+75%C2%B041'51.4%22W/@45.3781699,-75.6981692,209m/data=!3m2!1e3!4b1!4m6!3m5!1s0x0:0x0!7e2!8m2!3d45.378169!4d-75.697622</a> )</p> <ul style="list-style-type: none"> <li>- Please put this in your calendar</li> </ul> <p>30 sec video for CMAS has been submitted to FED</p> <p>Merch Market Event</p> <ul style="list-style-type: none"> <li>- Hosted by CSES</li> <li>- Late September or Early October, One day thing</li> <li>- Will need exec to come out and sell merch</li> <li>- Do we need to order more merch? @Kass</li> <li>- Will take cash and will have the debit card machine</li> </ul> <p>Please get slack on your phone if you haven't already!</p> <p>Also, please do all the tasks I assigned you a couple weeks ago!</p>
External	<p>Fill out my poll for CASI talks</p> <p>CASI wants to attend our introductory event... 5-10 min blab about what they do</p> <ul style="list-style-type: none"> <li>- Possibly our meet and greet</li> </ul>
Internal	<p>First Yr Rep Application</p> <ul style="list-style-type: none"> <li>- Description written</li> <li>- Application made</li> </ul>
Finance	<p>Preliminary Budget</p> <p>Square Account Setup</p> <ul style="list-style-type: none"> <li>- I can send you instructions from last year if you want</li> <li>- Link our debit card machine to the account</li> </ul>
Events	<p>Industry Night Planning Updates</p> <ul style="list-style-type: none"> <li>- 2nd wednesday of Jan</li> </ul>

	<ul style="list-style-type: none"> <li>- Prescott</li> <li>- Will be reaching out to the Restaurant soon</li> <li>- Will be putting together a contact list for industry reps</li> <li>- If you know someone who can attend the Industry Rep, let Declan know!</li> </ul> <p>Meet and Greet</p> <ul style="list-style-type: none"> <li>- Not on the 27th</li> <li>- Maybe a week after</li> </ul> <p>Folksy Wisdom I</p> <ul style="list-style-type: none"> <li>- On our Discord</li> </ul> <p>Stamp Event?</p>
Publications	Discord Server Advertisement
	Updated the Linktree
Services	<p>Merch Updates</p> <p>Polos</p> <p>Working on cups: design ready, trying to find cheaper cups with lower minimum quantities in Canada</p> <p>Grocery list complete for the office, send me a request if you notice needing anything (pinned in general)</p> <p>Ordering more merch: time crunch</p> <p>Windbreakers?</p> <p>Need to get a quote on events costs in my department to update budget</p>
Technical	<p>Computer Setup Updates:</p> <ul style="list-style-type: none"> <li>- Work in Progress (getting there)</li> </ul> <p>Website:</p> <ul style="list-style-type: none"> <li>- Updated (Constitution is live and minor tweaks to pages)</li> <li>- Still more changes to do once the outlook of the year is planned out</li> </ul> <p>Sales related things</p> <ul style="list-style-type: none"> <li>- Microsoft Access...? Or google form?</li> </ul>
4 <sup>th</sup> Year Rep	Feedback on patch designs for MAE programs - Xavier
3 <sup>rd</sup> Year Rep	
2 <sup>nd</sup> Year Rep	
1 <sup>st</sup> Year Reps	
CSES Reps	Plug our Discord Server <3

--	--

**Other Businesses/Discussion Points:**

Reopening Plan	<p>Currently only 2 people are allowed in the office at a time (it may change as we move on to the year)</p> <p>For the fall term, the office will not be open for members. However, I am planning on opening it for sales. That means one exec member will need to be at the desk while we're "open". Also means that you need to be trained.</p>
Meetings for the fall	<p>In person or online...?</p> <p>If we can find a time where everyone's on campus, we can do it in-person. If not, we'll do it online.</p>
Key Distribution	<p>I'll be in the office tomorrow and next week during work hours..? (Will confirm in slack) so feel free to drop by and I'll give you your key.</p>
Discord server Community Integration	<p>Theres a new feature on discord that rolled out. we can have our server in a hub for all carleton servers.</p>