

Meeting record



04/10/2021

Discord

<https://discord.gg/tUFW7pdwuc>

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	Y	
Declan McMloskey, Events Director,	N	
Nadiya Scratchley, Publications Director	Y	
Kassidy Hammond, Services Director	Y	
Shaun Seneviratne, Technical Director	N	
Aaron VandenEnden, 4 th Year Rep	Y	
Jack Dubeau, 3 rd Year Rep	N	
Xavier Haziza, 2 nd Year Rep	Y	
Monica Paul, 1 st Year Rep	Y	
Charlie Brockmann, 1 st Year Rep	Y	
Brianna Hines, 1 st Year Rep	Y	

Executive Updates:

President	<p>Office Coordinator Hiring</p> <ul style="list-style-type: none">- Form and position description made- @nadiya can you post this asap? - I've filled out the form- send link and description to Parker <p>Reopening the office to members</p> <ol style="list-style-type: none">1. Hire Office Co
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	<p>2. Figure out a booking method 3. Will be shortening the office hours: 8:30 to 4:30</p> <p>Had a meeting with the First Year Reps to go over a couple things</p> <ul style="list-style-type: none"> - Please take a look at the meeting minutes that I sent you guys and do the stuff I asked you to do! <p>Merch Sale Event</p> <ul style="list-style-type: none"> - Got an update yesterday... - This Thursday from 12 to 5 I believe - At the Brewer Park - We do need someone there to sell stuff - Do we want to do this? - Any volunteers to be there? (I would but 2 labs and a sync lecture) <p>3D Printer</p> <ul style="list-style-type: none"> - After you use it, clean it up pls - throw away any waste filament <p>Closing the office</p> <ul style="list-style-type: none"> - Make sure to turn everything off including the printer and the 3D printer <p>“Exec Fee”</p> <ul style="list-style-type: none"> - \$20 this year (@first year reps, if you paid for a membership, pay the difference) - This will include unlimited printing (don’t overuse it though!) - Will be used for 2 exec bondings <ul style="list-style-type: none"> - Food that myself and the VPs will cook - some “Juice” <p>Please check your slack at least once a day and turn on your notifications If you don’t have it on your phone, please download it smh</p> <p>Next Week’s meeting</p> <ul style="list-style-type: none"> - Move it to a different date? (Thanksgiving) -
External	<p>First research talk tomorrow with Oren Petel First CASI talk was Wednesday (last week) More research talks to come:</p> <ul style="list-style-type: none"> - Ahmed Abdullah (November) - Sarah Brown (January or February) - Rishad Irani (January or February)
Internal	<p>Exec Bonding</p> <p>First Yr Rep Hired :)</p>

	<p>Exec Contract</p> <ul style="list-style-type: none"> - Will be sent out soon - Due next MONDAY
Finance	<ul style="list-style-type: none"> - Finalizing budget - Finish setting up square - Apply for CUSA funding asap - Make sure to get the bank letter
Events	<p>Folksy Wisdom this Wednesday</p> <ul style="list-style-type: none"> - Aaron and I have gotten all reps needed - Schedule (welcome+intro, casi talk, cmas meet & greet, sree and cubes intros (maybe), then actual folksy - Aaron will setup channels in 3300 discord (not using CMAS discord, but we can plan to use it for #2) - Promotion: <ul style="list-style-type: none"> - Poster sent on all social media, will do another round of blasts tomorrow - Reached out to our new first-year reps to help promote to their peers - Still waiting to confirm if SREE and CUBES are going to be involved and help promote <p>Update on the Industry Night</p> <ul style="list-style-type: none"> - Drafted save the date emails, ready to be sent to reps who attended last year
Publications	<ul style="list-style-type: none"> - Working on posters
Services	<ul style="list-style-type: none"> ➤ Started the pet wall photo collection (send me yours too!) ➤ Buying Coffee Machine tomorrow (Tuesday) ➤ Working with Nadiya on the bomber jacket, screwdrivers, and other assorted designs. ➤ Merch list in the works as to what is being sold at the Brewer event. ➤ Email sent to Tammy about: <ul style="list-style-type: none"> ○ Exec polos ○ Selling windbreakers ○ Bomber Jackets
Technical	
4 th Year Rep	<p>2nd: Got word from ron about a program review meeting tomorrow at 1pm-230pm. We need 1 volunteer from mech, aero, and biomed from each year to attend. I asked ron what they need to prepare so waiting on that.</p> <p>https://forms.office.com/Pages/ResponsePage.aspx?id=IRjZagbeXki8UfzhJsyFMFx9HA_ruvZPnB8elcQxjitUNK5TTE0yVkswMiNYTjRGNO15OTdPNkg2Ry4u</p>
3 rd Year Rep	
2 nd Year Rep	
1 st Year Reps	

CSES Reps	Plug research talk, folksy wisdom, membership, office co, etc...
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Other Businesses:

Bonding	