

Meeting record



15/11/2021

Discord

<https://discord.gg/tUFW7pdwuc>

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

Executive		Members
Jaeho Jang, President	Y	
Parker Stewart, VP Internal	N	
Jules Breau, VP External	Y	
Andres Manrique, Finance Director	Y	
Jake Birkness, Events Director	Y	
Declan McMloskey, Events Director,	N	
Nadiya Scratchley, Publications Director		
Kassidy Hammond, Services Director	Y	
Shaun Seneviratne, Technical Director	Y	
Aaron VandenEnden, 4 th Year Rep	Y	
Jack Dubeau, 3 rd Year Rep	Y	
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	
Bronwyn Hubbard, Office Co.	Y	



Executive Updates:

President	Attended President's Meeting - Credit card system not ready yet; should be ready by next semester Looking into getting keycard access to the office and getting rid of keys
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	<p>Had a meeting with Peter from risk management to sort out some stuff regarding Industry Night</p> <p>Attended an expo for incoming first year students (last Saturday)</p> <ul style="list-style-type: none"> - Introduced CMAS (who we are, what we do, how to get involved, etc.) - Faculty plugged our social for us which was nice - There were like 60 people which was nice <p>Faculty (WiE&IT Program) reached out to me and asked if I could introduce the speakers at their Industry Talk so I'll be doing that next Wednesday.</p> <p>Workshop from someone at NRC</p> <ul style="list-style-type: none"> - If there are no objections, we will be hosting that with CSES - Posted more info on slack <p>FSGM</p> <ul style="list-style-type: none"> - coordinated things with macie <p>CMAS email domain</p> <ul style="list-style-type: none"> - Reached out to ryan again and passed info onto Shaun - @cmas.carleton.ca <p>School is getting busy</p> <ul style="list-style-type: none"> - School comes first! - If you need any help with anything, reach out to myself, or the VPs and we'll help you out!! - Happy Studying 😊
External	<p>Need to promote CSME competition</p> <ul style="list-style-type: none"> - need to submit the form <p>Submitted pubs form to plug CASI and CSME membership</p> <p>Reaching out to CASI, CSME, AIAA and ASHRAE</p>
Internal	<p>FSGM</p> <p>Reformat Constitution</p>
Finance	<p>Transferred signing authority for CUSA Scotia Bank Account</p> <ul style="list-style-type: none"> - Got a card <p>Picked up the CUESEF letter</p> <ul style="list-style-type: none"> - Got all the funding <p>Will be letting us know how to get reimbursements</p>
Events	<p>Winner of Catapult Competition:</p> <ul style="list-style-type: none"> - Followed up from General Meeting member motion - Figured out prizes for winners

	<ul style="list-style-type: none"> - Announcement coming soon <p>Pitstop Challenge:</p> <ul style="list-style-type: none"> - Met with Imran at Raven's Racing <ul style="list-style-type: none"> - Pitstop Challenge will be hosted until the end of November - Option to host in-person pitstop challenge next semester - Discussion - assist in building pitstop mount for future event? - Submitted publications request for Pitstop challenge - Figured out prizes for individual, pit crew, and creative submissions - Promotion: <ul style="list-style-type: none"> - Past video from R.R. - Exec submissions? - Jules <p>Industry Night:</p> <ul style="list-style-type: none"> - Reservation secured - keep hoping for COVID going down - Working on ticket sales and official invites - Declan submitted new form due to issues with industry night alcohol policy/safety
Publications	keep making posters and posting on our socials :)
Services	<p>In Office Services</p> <ul style="list-style-type: none"> - Acquired milk, oat milk, extra spoons, masking tape and decaf coffee for the office. - Coffee station has been getting a lot of use lately, tons of activity in the office! - Gave it a quick clean: note to please wipe down workspaces after use where more and more people are entering. Easy wipes in the cabinet under the printer. - Working with Aaron to develop best course of action to offer 3D printing (coming this week) - Going to meet with Shaun to discuss offering the 3D mouse, cleaning considerations, in Office only thoughts. - Donating 11x17 paper to the office to give out for free , especially to first years. - My external services request form is posted on the fridge, internal is pinned in the general slack chat: please take advantage! - All of CUESEF is approved, velcro wall items already picked out, purchasing as soon as I can confirm no further instructions. Will give everyone a proof before going forward. - Toaster coming next semester if approved from CUESEF - Will have meetings with Office Co and Pres about taking ownership of merchandise files, etc. - Contacted the owner of the messenger bag in the office, waiting for a reply. - Will be cleaning out the coffee station cupboard of mugs, garbage, etc on Wednesday.

	<p>3D Printer</p> <ul style="list-style-type: none"> - Been approached about offering it to MAAE/AERO2001 for project, doing a trial run this week - Looking to charge only material costs - Possibility to expand as a membership benefit in the future but for now thinking to limit it to class project requirements - Will work with Aaron and Jack to get familiarized with it over the next week or so. <p>Merchandise</p> <ul style="list-style-type: none"> - Uniform polos are ready to order, just waiting on the proof from Tammy to give the go ahead. They will be \$19.25 each and we are ordering 14 to accommodate for all sizes. Will present a quote when finalized. - Windbreakers: came into some issues with the style we had last year, very little stock. Found a similar one (even better) from champion for similar pricing (~\$42) Once proof is ready we'll send out order forms for a batch purchase. - Next things to work on: possible bomber jackets, possible bucket hats, toolkits, and patches. - Game plan is to get proofs/quotes of different items (PER REQUEST) and then vote on which to purchase for the executive item. Bomber jacket is currently the focus and logo is made (thank you Nadiya!) But still very much open to suggestions
Technical	No Updates
4 th Year Rep	<p>CMAS Express updates</p> <ul style="list-style-type: none"> - Chugga chugga choo choo is progressing nominally - Considering steam train (gotta see those LINKAGES), train conductor wants diesel train but I'm trying to talk him out of it <p>Office use (and community feedback)</p> <ul style="list-style-type: none"> - SO MANY people dropped by the office last week (Wednesday-Friday) - Other societies chill after shifts, first years hang out, CMAS is healing <p>Aero stream/Mech focus patches</p> <ul style="list-style-type: none"> - Thinking 80s digital / retro future-type theming - 4 aero and 3? mech <ul style="list-style-type: none"> - A (SR-71 afterburner), B (plane?), C (radar plane?), D (Satellite and planet), mech design (F1 car?), power gen (nuclear plant?), mechatronics (mars rover)

	 
3 rd Year Rep	No updates atm
2 nd Year Rep	
1 st Year Reps	
	working on the 3D printer
	Patch machine...? - cusef
	Talk to the first yr reps when planning for events
Office Co.	New doodle form that fixes issues experienced with the first version - it is posted in resources on discord
CSES Reps	

Other Businesses:

Slack vs. Discord use	
Email Domain Change	
Office Hours	