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Description automatically generated**Meeting record**

27/05/2021

Google Meet

**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 | Y |  |
| Jake Birkness, Events Director | Y |  |
| Declan McMloskey, Events Director, | A |  |
| Nadiya Scratchley, Publications Director | Y |  |
| Kassidy Hammond, Services Director | Y |  |
| Shaun Seneviratne, Technical Director | Y |  |
| Aaron VandenEnden, 4th Year Rep | Y |  |
| Jack Dubeau, 3rd Year Rep | A |  |
| Xavier Haziza, 2nd Year Rep | Y |  |
| , 1st Year Rep |  |  |
| , 1st Year Rep |  |  |
| , 1st Year Rep |  |  |

**Executive Updates:**

Transition

* Should’ve gotten your CMAS gmail accounts & read your transition reports
* If you have any question about your position, feel free to reach out to the VPs or the Pres but it’d be probably best if you reach out to last year’s exec

Next meeting(s)

* Last week of June & July
* Biweekly in August

|  |  |
| --- | --- |
| President | Working on the CMAS LinkedIn account   * Will be used to reach out to industry reps & connect with them * Will look good on our LinkedIn accounts as well * It will be a “Showcase Page” and will be part of the FED LinkedIn page   Contacted EngFrosh Sponsorship regarding EngFrosh donation  Will try to find out if we can open our office if the school year is hybrid  Will contact the faculty to see if our execs can visit the office |
| External | Collab with UOtt’s CSME & MESS   * Will get their external’s email to contact them about a collab   Collab with Design League   * CAD workshops   Collab with CUInspace   * TBD   Collab with Raven’s Racing   * TBD   CASI event – Kelsey (Carleton Alumni)   * June 1st (time in slack)   Student SOC exec bonding night  Alumni feature event |
| Internal | Summer bonding   * Late June or early August * Will most likely virtual |
| Finance | EngFrosh Kit Items  Postcard/cardstock  Stickers (about $178 USD)   * Cheap * Can put it on different things * Air cadets like them   Patches (about $263 USD)   * Relatively cheap * Every eng student likes patches   Pins   * Nice and easy * Air cadets like them * 6 for **button** * 0 for enamel * 2 abstain   Will let the execs vote on which item we’ll be including in the kit  SWAG due on June 30th |
| Events | 2 Industry nights   * Jules & Andres will be in contact   Alumni feature event (every 2 weeks/month)   * Might be more under external/pubs portfolio   Academic workshop collab with NDL  Weekend event for drop-in get help session (can collab with SCESOC for python or any other societies if we want)   * Can have a form up for questions where we get back to them in a week or so   Discord tutorial sesh  Student SOC (exec) bonding night   * Night for all eng socs/eng students * Will be under external’s portfolio   First year info night  Hot wheels track design event |
| Publications | Any way we can send out an email to all MAE students at the beginning of the year? Will need to talk to the faculty about that  Promote CASI chat with Kelsey |
| Services | Merch for this year?   * CMAS Screwdriver (small that can be attached to ur keychain) * Full size just for Jules * Tool kit * Mini wrench   Office “grocery list”  Patch wall using Velcro   * Leave one keep one?? (might not work as unwanted patches might be the only ones left) |
| Technical | Slack created   * Slack will be our main source of communication   Gmail account sent out to execs  Discord Server   * Test server up and running * Invitation link: <https://discord.gg/TBqvNs3U>   Possible switch over to discord (no more Slack)   * Discord may be simpler but doesn’t have that “professionalism” * Discord is the new meta * For people who has do not disturb on, they might miss a lot when something’s going on. * Slack’s DM feature is what we like – Discord’s DM is what we use to just hand out and have fun type of thing (we can possibly replace that with a private channel) * Shaun will send the poll in slack and execs will have a week to think about it and vote – feel free to create a thread on slack to discuss about this   New desktop set up – Jaeho will contact Shaun privately |
| 4th Year Rep | Advertise CASI’s event!! |
| 3rd Year Rep |
| 2nd Year Rep |
| 1st Year Reps |  |
|  |
| CSES Reps |  |