



Meeting Record

10-02-2025

ME 3328 + [Discord](#)

Attendance

| Executive | Y/N | Members |
|---|-----|---------|
| Xavier Haziza, <i>President</i> | | |
| Jaden Desveaux, <i>VP Internal</i> | | |
| Jack Tremblay-Lessard, <i>VP External</i> | | |
| Chris Goodman, <i>VP Finance</i> | | |
| Lexy Buchanan, <i>VP Services</i> | | |
| Hayley Ross, <i>Events Director</i> | | |
| Jake Birk, <i>Events Director</i> | | |
| Daniel Angeles, <i>Office Director</i> | | |
| Liz Antifave, <i>Publications Director</i> | | |
| Sam Raab, <i>Technical Director</i> | | |
| Charlie Brockmann, <i>4th Year Rep</i> | | |
| Grace Smith, <i>3rd Year Rep</i> | | |
| Daniel Angeles, <i>2nd Year Rep</i> | | |
| AJ Kieser, <i>1st Year Rep</i> | | |
| Fawaz Ishola, <i>1st Year Rep</i> | | |
| Jad Kelly, <i>1st Year Rep</i> | | |
| Olivia Hall, <i>1st Year Rep</i> | | |

Meeting Agenda


| Schedule | |
|-------------|---|
| 17:30-18:30 | <p>Executive Updates</p> <p>Speaking Order:</p> <ol style="list-style-type: none"> 1. President 2. VPI 3. VPX 4. VPF 5. VPS 6. Events 7. Inventor Director 8. Merchandise Director 9. Office Director 10. Publications Director 11. Technical Director 12. 4th Year Representative 13. 3rd Year Representative 14. 2nd Year Representative 15. 1st Year Representatives |
| 18:30-18:45 | <p>Action Items</p> |
| 18:45-19:00 | <p>Question Period</p> |

Minutes

| Important Dates Coming Up | |
|---------------------------|--|
| Date | Description + What needs to happen (pubs post, year rep promotion) |
| FEB 18 | ASHRAE PLANT TOUR |
| FEB 11 | Merch Fair |
| | |
| | |

Carleton Mechanical and Aerospace Society

| Executive Updates | Notes |
|---|-------|
| <i>President</i> | |
| <ul style="list-style-type: none"> ★ I will dm you the information for shadowing if anyone requested to shadow you ★ Met with Edgar last week, love him! ★ CUESEF has been taking up all my time. ★ Let me know if you need any support ★ Schedule 1 on 1s with me over reading week if you want | |
| <i>Vice President Internal</i> | |
| <ul style="list-style-type: none"> ★ Annual General Meeting Dates: <ul style="list-style-type: none"> ○ March 10th or March 24th ○ Preceded by a 7 day nomination period and a 10 day campaign period ending in AGM ○ Nominations would open February 21st to align with March 10th date or March 7th to align with March 24th date ○ Any conflicts or preferences that would sway either date? | |
| <i>Vice President External</i> | |
| <ul style="list-style-type: none"> ★ Career fair trucking along: <ul style="list-style-type: none"> ○ Still would really appreciate the help with contacts, I'm quite swamped rn (i need help) ★ FEB 18, another plant tour at carleton, ashrae is running it this time and a BUNCH of engineers have signed up apparently!! Time to ask questions <ul style="list-style-type: none"> ○ https://ashraeottawa.simplesignup.ca/en/15352/index.php?m=eventSummary | |
| <i>Vice President Finance</i> | |
| <ul style="list-style-type: none"> ★ Nothing to report | |
| <i>Vice President Services</i> | |
| <ul style="list-style-type: none"> ★ | |
| <i>Events Directors</i> | |
| <ul style="list-style-type: none"> ★ | |
| <i>Office Director</i> | |
| <ul style="list-style-type: none"> ★ clean your mugs ig ★ nothing else | |

| | |
|---|--|
|  <p>★ ★ me rn</p> | |
| <i>Publications Director</i> | |
| <p>★ I'm sleepy</p> <ul style="list-style-type: none"> ○ 3 separate naps in CMAS today <p>★ This week is hell week I kindly ask that I am not responsible for posts (if it's urgent I can figure something out / delegate to abby <3)</p> | |
| <i>Technical Director</i> | |
| <p>★ A reminder to be careful and respectful of our office space!</p> <ul style="list-style-type: none"> ○ The power bar under the desk was ripped out of the wall, broke the plastic on the back. It's been swapped out for one of our others ○ No speaker output from computer until I can figure out how to remove the broken off tip of the aux cable from the port <p>★ Replaced magenta, yellow toner. Good colour prints again</p> | |
| <i>4th Year Representative</i> | |
| <p>★</p> | |
| <i>3rd Year Representative</i> | |
| <p>★</p> | |
| <i>2nd Year Representative</i> | |

| | |
|---|--|
|  <p>★ still me rn ★ repmittee meeting thursday im so excited ★ promo on gong show that was something</p> | |
| <i>1st Year Representatives</i> | |
| <p>★ EGG DROP!!! ★ Donuts</p> | |

| Action Items | |
|----------------------------|--|
| <i>Subject:</i> | |
| <i>Brought forward by:</i> | |
| <i>Subject:</i> | |
| <i>Brought forward by:</i> | |

| Team Successes |
|---|
| <p>** Did someone have a success this week? Did someone really help you out? Something notable happened? Write it here! ** shouts out fyr for egg drop shouts out charlie for exec 101 workshop</p> |