



Meeting Record  
November 16, 2015  
MC2014

**Attendees (Mark 'Y' for present):**

<b>Executive</b>	
Scott Dutrisac, President	Y
Kelsey Doerksen, VP External	Y
Jacob Heapy, VP Internal	Y
Rachael Machnee, Finance Director	Y
Michael Rossyen, Events Director	L
Ana Alarcon, Publications Director	Y
Spencer Slade, Services Director	A
Monica Ruttle, Technical Director	A
Nick Hakala, 4th Year Rep	Y
Armand Caron, 3rd Year Rep	L
Patrick Flegel, 2nd Year Rep	Y
Angelina Gomes, 1st Year Rep	L
Andre Lawrence, 1st Year Rep	Y
Johan Prent, Events Coordinator	Y
Eric Lacey, Social Media Coordinator	Y

<b>Members</b>	
Andrew Kovala	
Cassidy Lang	
Sydney Zonneveld	
<b>ROYALTY</b>	
Kevin Young, Esquire	

**Opening Remarks & Administrative Information:**

- Meeting Records Document - Shame list: Angelina, Jacob, (Scott)
- General note: FB Chat for quick conversations. Thanks everyone.
- CUSA - Referendum happening soon. Goal is to raise C&S levy by factor of 2.
- CMAS Printer - Old printer CUESEF, Calla gave me an inconclusive answer re: selling. – Rachael to get in touch with Calla.
- Office Protocol
  - Please continue to remind people to clean up after themselves.
  - BAGS ON HOOKS OR UNDER DESKS. Coats can go behind the door!
- CMAS Exec Night. Fri. Nov 27, 7:00PM Nick Hakala’s House
  - - \$5.00 cost, Food provided
- Scott to send SpaceNight contacts to Mike R

**FGM Details**

- **Great work everyone.**
- **I appreciated the (mostly) professional tone.**



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- **Feedback:**
  - **Shawarma may have made people sick.**
  - **Shawarma, though tasty, was difficult to distribute.**
  - **Great turnout - ~40**

## Executive Updates:

External	<p>CSS Mentorship Program – So far, passing information on to interested students via facebook &amp; to Jacob for email. Kelsey will put spreadsheet of interested people on Google Drive &amp; contact CSS re interested persons.</p> <p>Reached out to Craig Merrett – please set up time with him to discuss AIAA and ASME. AIAA already exists at CU, but we may be able to get involved.</p> <p>Holiday Card – Photo next week. Dress nice.</p>
Internal	<p>Member email – looked good.</p> <p>Next week’s meeting in ME4356.</p> <p>Alex, President of AIAA approached Jacob. They would like to collaborate. Jacob to invite AIAA to next week’s meeting. Collaboration needs to be written into S.O.P.s.</p> <p>Insurance for TopKarting is cleared. Waivers will be required.</p>
Finance	<p>Rachael to get bank card TOMORROW!</p> <p>Financial update:</p> <p>Scotiabank lost bank account – from perhaps 2002. From CSME branch. Used to have \$214, but bank fees have reduced this to \$56. Rachael will get more information from Scotiabank.</p> <p>Reimburse Scott.</p> <p>Shirt donation – Working on this w/ Spencer.</p>
Events	<p>Top Karting</p> <ul style="list-style-type: none"> <li>-Paid for (refundable up to 24h before)</li> <li>-Sold 5 tickets of 50.</li> <li>-Get phone numbers of ticket holders &amp; future ticket holders</li> <li>-Mike to provide phone number to insurance</li> <li>-E-Transfers go to <a href="mailto:Jacobheapy@cmail.carleton.ca">Jacobheapy@cmail.carleton.ca</a></li> <li>-Mike to book bus Tomorrow.</li> </ul> <p>Industry night update (28<sup>th</sup> January)</p> <ul style="list-style-type: none"> <li>-Exec only pay for resumes</li> <li>-Business Attire</li> <li>-Undergraduate Event (Fall Semester finishers OK)</li> </ul>



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	<p>-Bakers is booked!          -Catering information to be figured out once we pay          -4 Reps confirmed!          Nov/Dec Viewing          December 3 – Johan to book room and notify the group. Scott will show how to get IMS access. Look into popcorn machine (CUSA).</p>
Publications	<p>Happy to see Geared Up is online – seems to be positive viewer feedback.          Website About Us – bios are mostly up. Scott to submit still.          Continue to advertise Top Karting / Viewing -- Social Media          Social Media: Weekly Social media contest – small prizes. Eric will come up with something awesome.          Remember to use Reps as needed</p>
Services (Absent this day)	<p>Needs:  <b>Hand Sanitizer (pump)</b>  <b>2 x Padlocks for Cabinets (Inexpensive)</b>  <b>Disinfectant wipes for surfaces.</b>  <b>2 x Tim Cards - See Jacob.</b>  <b>One box of T-Shirts, (67) to be donated to organization. Rachael will set up logistics. - Vote Unanimous</b>  <b>Small Stepstool?</b>  <b>Mugs</b></p>
Technical	<p>Reboot Restore working well. Updates happening weekly.          Meeting Records Doc. On website under "Society Info"          Please fix Kelsey's bio.</p>
4th Year Rep	Top Karting / Viewing / Mugs – don't forget to check document holder.
3rd Year Rep	Top Karting / Viewing / Mugs – don't forget to check document holder.
2nd Year Rep	Top Karting / Viewing / Mugs – don't forget to check document holder.
1st Year Rep	Top Karting / Viewing / Mugs – don't forget to check document holder.