



Executive Updates:

External	<p>In London doing Mars Analog Mission w/ CSA all last week. – Geared up Article? CMAS / CPRT invited to Queens U annual Space Conf. – Send Scott an email about details. CSS Mentorship Program – Spreadsheet on Drive. Craig Merrett Meeting – By end of term: AIAA / ASME. Holiday Card – Today! Email Alex, AIAA: aiaacarleton@gmail.com</p>
Internal	<p>Several member emails – Promoting Top Kart, etc. Constitution – reformatting to look better. Continuing to find errors – to be corrected at AGM. ALEX – AIAA (Hopeful start next Semester / year): President of AIAA Student Branch (Carleton) -Professional Society -Craig Merrett is faculty supervisor -AIAA/CMAS Collaboration Goals: Student competitions (formerly ineligible) Branding including AIAA name (for promoting events) Social events: Promote CMAS – not as geared toward Social events Publication offerings Need storage space Would like to store a box of stuff in CMAS (AIAA promo items, publications)</p>
Finance	<p>Rachael and Scott to get bank card tomorrow Financial update: Scotiabank lost bank account – from perhaps 2002. From CSME branch. Used to have \$214, but bank fees have reduced this to \$56. We require signing auth. from original owner of money. All account information has been lost – will forfeit money. Reimburse Scott – reimbursement impending. Donation in progress. CUESEF – Hopefully hear back by end of week.</p>
Events	<p>Top Karting -Paid for (refundable up to 24h before) -Sold 11 tickets of 50. -70% sold by Wednesday or cancellation may occur. -E-Transfers go to Jacobheapy@cmail.carleton.ca</p>



Meeting Record
November 23, 2015
ME4356

	<p>CONFIM BUS Industry night update (28th January) -Exec only pay for resumes -Business Attire -Undergraduate Event (Fall Semester finishers OK) -Bakers is booked! -Catering information to be figured out once we pay -4 Reps confirmed! December 3 – Scott will show how to get IMS access. Look into popcorn machine (CUSA). Tell Scott by Wednesday all details.</p>
Publications	<p>Top Kart – (New Poster to Eric) 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	<p>Needs: Hand Sanitizer (pump) 2 x Padlocks for Cabinets (Inexpensive) Disinfectant wipes for surfaces. 2 x Tim Cards - See Jacob. Sugar Non-Folgers Coffee Franks Hot Chocolate Plates Mugs</p>
Technical	<p>Website updates being conducted Windows updates can be done</p>
4th Year Rep	Top Karting / Viewing– don't forget to check document holder.
3 rd Year Rep	Top Karting / Viewing– don't forget to check document holder.
2nd Year Rep	Top Karting / Viewing– don't forget to check document holder.
1st Year Rep	Top Karting / Viewing– don't forget to check document holder.