

Meeting Record November 23, 2015 ME4356

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

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

Members
Andrew Kovala
Yannick Brisebois
AIAA President Carleton Student Chapter:
Alex Naftel

### **Opening Remarks & Administrative Information:**

- Meeting Records Document Shame list: Spencer, Hakala, Jacob
- CUSA Referendum update?
- CMAS Printer Discuss next week
- 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



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## **Executive Updates:**

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External	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
Internal	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)
Finance	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.
Events	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 <u>Jacobheapy@cmail.carleton.ca</u>



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	CONFIM BUS
	Industry night update (28 <sup>th</sup> 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!
	<b>December 3</b> – Scott will show how to get IMS access. <b>Look into popcorn machine</b>
	(CUSA). Tell Scott by Wednesday all details.
Publications	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
Services	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
Technical	Website updates being conducted
	Windows updates can be done
4th Year Rep	Top Karting / Viewing-don't forget to check document holder.
3 <sup>rd</sup> 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.