



# Meeting Record

## October 19, 2015

### MC2014

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

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

Members	
Yannick Brisebois, 2nd Year	
Sydney Zonneveld, 1st year	
Hannah Mallalieu, 2nd Year	

#### Opening Remarks & Administrative Information:

- Meeting Records Document Rachael, Nick, Patrick,
- Who’s freezies are in the fridge? Courtney put them in the freezer. They are ours now.
- Spencer – everyone write down his number.
- Office Protocol
  - Midterm season. Academics are priority
  - Desk means office hours - Don't pass the buck
- Scott – SMART program emails – Martin / Callum / Stefano / EXEC WHO ARE INTERESTED EMAIL SCOTT W/ SUBJECTS
- **Space Net Night: Good turnout, working on follow up with Adam from ADGA**

#### Executive Updates:

External	Conference on Diversity in Engineering – When is this? CASI Event – Did anyone Go? Doesn't seem so. Reach out to Craig Merrett - see if he can get involved.
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Internal	FGM – NOV. 9 – Room? Not yet. Member Email #2 this week - Write member email for Friday Exec Pro.Dev. Night – <b>Prepare Doodle</b>
Finance	Bank Changeover – Thursday 1-2:30 Financial update: CUSA Funding - Received Cheque CUESEF - This week CSES Networking Funding - Not released, but coming CASG Academic Initiative - Academic event to get funding for? CSES - \$1K funding  FGM, Overview Update.
Events	Monthly Viewing: October 22, 8-10PM Canal 2104 - Thursday - Mythbusters PWYC Event Top Karting: November 22 - Mike will call this week / Bus / Food Requires 100% Down Payment Industry Night: Book Bakers this week - no rep responses yet. Industry night email account access is required
Publications	Website "About Us" - Who needs to send Bio still? Photos tonight. Scott, Mike, Johan, Jacob - Updated by reading week Social Media Update: Social media is going well. Ana to let Eric know re: monthly event.  Geared Up Update: Call for submissions. Will try to do 2 this year.
Services	Please have designated places for things, so people know where to look. Shelves a mess of paper towel, etc. ~\$20 to do Paper Airplane award engraving Needs: Lemon Pledge Some kind of wall mounted document holder. Forks Rachael: Could send unwanted merchandise to church donation. New office plant.
Technical	Computer 4 is repaired. Reboot Restore to be demo'd over reading week. Storage to be based on Google drive - will be mapped to a drive. Meeting Records Doc. to go to website via PDF



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4th Year Rep	Pick up notices in office.
3 <sup>rd</sup> Year Rep	Pick up notices in office.
2nd Year Rep	Pick up notices in office.
1st Year Rep	Pick up notices in office. Tim Card?