



Meeting Record  
September 14, 2015  
ME 4494

**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 Rosseyan, Events Director	Y
Ana Alarcon, Publications Director	Y
Spencer Slade, Services Director	Y
Monica Ruttle, Technical Director	Y
Nick Hakala, 4th Year Rep	Y
Armand Caron, 3rd Year Rep	Y
Patrick Flegel, 2nd Year Rep	Y

Members
Runjia (1 <sup>st</sup> Aero)
Eric Lacey (3 <sup>rd</sup> Aero)

**Opening Remarks & Administrative Information:**

- Roberts Rules
- Meeting Records Document
  - To be shared via Google Drive
- RRH & Office Protocol
  - Rules and Regulations Handbook – Its own dictating terms regarding following, updates. Contains information re: meeting operation.
  - To be made available to members and exec
- Contact List – CMAS SHARED DOCUMENTS
- Pricing of Shirts, Memberships, Etc.
  - Exec – free polo is okay
- Moving update
  - Not for a while
- Exec Fee
  - \$10?
  - Give to Rachael to store in “Printing Box”
- Scott – SMART program emails



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**Executive Updates:**

External	NTR – Space Net Night Look into conferences NCWIE – Getting details (See Rachael for Contact Info on Road Trip Guy) Will get in touch with CASI – Omer Majeed Presentation next meeting for conferences folks should attend.
Internal	New CUSA Rules It's great to be a Raven Updates include: new funding rules to avoid deficits Banner printing - \$80/free (Stand Up Banner?) Complaints / Concerns can be directed to Jacob Basic Volunteer Rule Document – at Exec Desk Will oversee Member Emails
Finance	New CUSA Rules Popcorn maker for rental Budget submission by Sept. 18 – Send updates ASAP (By 17 <sup>th</sup> ) Reimbursement process w/ Spencer
Events	Paper Airplane – Saturday Sept 26 : 9am-4pm in MC2000, Free, Providing Pizza Mike will send information to Ana, and CSES web form for email Industry Night – Last week of Jan. Will need Coordinator to assist with coordination. Space Net Night – AERO D – We will provide room and promo. Probably Oct. 7. AT101 Mike will come up with a new Monthly Viewing Event.
Publications	Social Media – Twitter, Instagram, FB Will be preparing posters for Paper Airplane Begin Geared Up plans / recruitment MailChimp
Services	Taking care of Inventory – we have a LOT of shirts Will send PDF of inventory and library ☺ Library organizational system to be implemented. Fridge to be cleaned Fridays at 5:30 Spencer IS on Co-Op – Textable w/ needs
Technical	Reboot Restore RX for policing software / computer abuse Autodelete (or similar) Monica will look into both of these technologies (and test one computer this week)



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	<p>Database: Needs to be done with Access – we have purchased a license. Monica will implement database and training method for volunteers. Hopefully operational January.</p> <p>Jacob suggestion: can reach out to Software / Comp Sys members for assistance. Library to be included.</p> <p>Computer problems - TELL MONICA!</p>
4th Year Rep	<p>All 4<sup>th</sup> years are freaking out.</p> <p>Nick will make announcements when we have firm dates.</p> <p>Event Proposal: First Year Seminar – to discuss stream types and what to expect.</p> <p>#FolksyWisdom – Set up meeting w/ Saari, Merrett, etc. (With Mike)</p>
3 <sup>rd</sup> Year Rep	<p>Armand – Pressuring Third Years will commence soon. Will announce at SYSC / ELEC</p> <p>Mention Paper Airplane / Industry Night</p>
2nd Year Rep	<p>Patrick to announce at MATH2004 – Announce Paper Airplane</p>
1st Year Rep	<p>We will find some.</p>

First Year Conference:

Bring First Year Rep Forms / Shirts / Bandanas (\$5.00)

Patrick 10AM-1PM

Nick 10AM – 1PM

Spencer 12PM – 2PM