



Meeting Record  
 March 28, 2016  
 MC2014

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

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

Members
Yannick Brisebois
Cassidy Lang

**Opening Remarks & Administrative Information:**

Action items now highlighted yellow. LATE ACTION ITEMS IN GREEN TROUBLE

BEGIN WRITING TRANSITION REPORTS

Send to Jacob and Scott

Final Regular Meeting next week, April 4.



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**Updates for RRH:**  
**Noise Policy**  
**Purchase Approval Policy**

Scott talk to Ryan Waddell re: frosh kit CMAS stuff

CMAS Executive Bonding - Weather Station, April 8, 7:00 PM

**Executive Updates:**

External	<p><b>CASI Lecture, Wed.30th, 5:30-8:30, ME3380</b>  <b>-Kelsey can't attend (work), Needs help setting up.</b></p>
Internal	<p><b>Elections:</b>          Thank you to Nick, Saskia, Simon for help in running elections. Transition report has been prepared.</p> <p><b>AGM: Monday, March 21</b>          -Great success. Sandwiches cost \$282.50 (tax incl).          -Constitution update to split Publications Director to two positions (like events) approved.</p> <p>Review RRH for changes . Consult with Patrick / Rachael for spending policy.</p> <p><b>Review on Scott – Doodle to be sent out</b>          Scott to send AGM minutes.</p>
Finance	<p>Financial update:          Send Scott budget for Industry Night          Send Scott / Jacob Final Ledger.  <b>Continue to track down FolksyWisdom money</b>          Receipts for reimbursements handed in today (or arranged with Rachael).          Rachael to introduce Patrick to Irene.  <b>Please schedule time after exams for late reimbursements.</b></p>



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	CUESEF Deadline end of April - Scott to buy ladder.
Events	<p>CASI Talk Wednesday, the 30th of March, ME3380</p> <ul style="list-style-type: none"> <li>-Kelsey will require help.</li> <li>-Exec should attend.</li> <li><b>-UAS By ING Robotic Aviation - refreshments provided</b></li> </ul> <p>CO2 Car Pictures/Video on Facebook page.  <b>Transition Report</b></p>
Publications	<p>Ana:</p> <ul style="list-style-type: none"> <li><b>AGM Photos on Exec Computer (need to be converted from RAW)</b></li> <li><b>All photos from all events to Eric/Scott/Uploaded on Google Drive</b></li> <li><b>Send copy of all event posters to Scott</b></li> </ul> <p><b>Social Media Update:</b>          Facebook/Event Updates made for CASI          Current Followers: Twitter: 20 Instagram: 18</p>
Services	<p><b>Andrew to prepare CMAS Pet Wall photos. Print at CSES.</b></p> <p>Supplies to get:          Paper Towel, Franks</p>
Technical	<p><b>Monica will take shirts to thrift place. (Recommended by CBC)</b></p> <p><b>Exec computer - requires backup and clean Windows 8 install.</b> --&gt; Requires full evening with VP Internal. Please schedule.</p>
4th Year Rep	<p>FOLKSY WISDOM, GREAT SUCCESS!          Produce FolksyWisdom Transition Report (A Note: Nametags next year!)</p>
3rd Year Rep	CASI(good aero C event)
2nd Year Rep	CASI (good aero C event)
1st Year Rep	CASI