



# Meeting Record

November 2, 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	Y
Monica Ruttle, Technical Director	Y
Nick Hakala, 4th Year Rep	Y
Armand Caron, 3rd Year Rep	A
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
Cassidy Lang
Andrew Oddy
Yannick Brisebois

### Opening Remarks & Administrative Information:

- Meeting Records Document - Shame list: Kelsey, Spencer, Andre, Angelina, Ana
- General note: FB Chat for quick conversations. Real business - EMAIL.
- CUSA - Keeps emailing me. Clubs funding deficit on their end.
- CUSA Hub - Giving away \$150 as incentive to join via raffle. Email forwarded to Rachael.
  - - We won't be joining.
- CUSA C&S Working Space - Reception Thursday, 1PM - Clubs & Societies office. 4th Uni.
- CMAS Printer - Old printer CUESEF, no answer from Arlin.
  - - Height of printer is an issue. Step stool an option.
- Office Protocol
  - Radio - Christmas Music. - Most places use Dec. 1 as start date.
  - Music - as always - is up to exec/volunteer, as per other office users. Respect.



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- Secret Santa - Volunteer based - Kelsey may organize at her leisure.
- Paper cups - No longer to be supplied. BYOCC (The second C is for cup. The first is for Coffee)
- Space Night Followup
  - - CSS Mentorship - Free 1 year membership - Sent to Kelsey
  - - Slides available
- CMAS Exec Night. Fri. Nov 27, Location TBD
  - - \$5.00 cost, Food provided

## FGM Details

- **HELLA MANDATORY**
  - **November 9 (NEXT WEEK) 6-9pm (6:30 Start)**
  - **Wear CMAS Polo or Business Attire**
  - **River Building 1201**
  - **Reps - 1 slide minimum - Introduction, brief bio, what you've been up to**
  - **Directors / VPs- 2 - 4 Slides - Introduction, brief bio, successes in your position so far, near plans, far plans. Data recommended.**
  - **SLIDES DUE to JACOB ON NOV. 7! (Failure to submit slides will result in their exclusion from the deck) [cmas.vicep.internal@gmail.com](mailto:cmas.vicep.internal@gmail.com)**
  - **NICK WORLD DOMINATION**
  - **Water/Juice/Coffee/Tea/Shawarma Platter- Cedars - Spencer may have better Shawarma deal**

## Executive Updates:

External	CSS Mentorship Program - Will pass on information. Via Ana (that is, contact info). Reach out to Craig Merrett - see if he can get involved. Esp. w/ FGM Holiday Card
Internal	FGM – NOV. 9 – River 1201



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	<p>Exec. Pro. Dev.          Member Email - November Update: FGM, Top Kart, Website Updates (minutes, etc),          Printer, Coffee Cups</p>
Finance	<p>Bank Changeover – Done - Rachael will get card.          Financial update:          CUSA Funding - Received Cheque Has this been deposited?          CUESEF - Submitted!          CSES Networking Funding -- Use for Industry Night? Still waiting on CSES          CASG Academic Initiative - Use for #FolksyWisdom \$300? Due Nov. 6          CSES - \$1K - SGF - Apply to withdraw.          FGM, Overview Update to be prepared          Services budget - WATCH OUT!          Logistics for Donation (re. services)</p>
Events	<p>How was Mythbusters (BTTF2)? - Turnout ~25-30 <b>Great job!</b>          Top Karting: November 22 - <b>Mike will call this week / Bus / Food - Calling Nov.3</b>          Requires 100% Down Payment          Industry Night: <b>Book Bakers this week !!!!!!!!!!!!!!!!</b>          Industry night email account access will be granted. See Monica.          See Kelsey Re: Reps.          Notes for reps (announcements) - At your own discretion for your needs.</p>
Publications	<p>Website "About Us" - Photos are up! Text to go up. Need Scott's &amp; Spencer's bio.          Need to advertise Top Kart immediately! (Wait for Mike to confirm date.)          See Space Net Night Poster for Inspiration.          FGM - Facebook event, Poster, Social Media          Geared Up Update: WordPress layout - waiting for articles.          Continue coordinating w/ social media.          Notes for reps (announcements) - At your own discretion for your needs.</p>
Services	<p>Office Cleanliness - Everyone thank Nick Tepylo regularly.          Needs:          Supplies for FGM - from Scott          Hand Sanitizer (pump)          2 x Padlocks for Cabinets (Inexpensive)</p>



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	<p>Disinfectant wipes for surfaces.          2 x Tim Cards - See Jacob.          One box of T-Shirts, (67) to be donated to organization. Rachael will set up logistics. -          Vote Unanimous</p>
Technical	<p>Reinstalled Windows 8.          Reboot Restore is working!          Google drive storage! (and nowhere else)          Meeting Records Doc. On website under "Society Info"          Post Space net night slides - securely          New Logo on Website - Monica to learn PHP.</p>
4th Year Rep	New holder for notices. Top Kart! FGM!
3 <sup>rd</sup> Year Rep	New holder for notices. Top Kart! FGM!
2nd Year Rep	New holder for notices. Top Kart! FGM!
1st Year Rep	<p>New holder for notices. Top Kart! FGM!          No Tim Card.</p>