



**Meeting Record**  
 November 2, 2016  
 ME3124

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

Executive	
Scott Dutrisac, President	Y
Kelsey Doerksen, VP Internal	A
Mike Rossyan, VP External	Y
Patrick Flegel, Finance Director	Y
Johan Prent, Events Director	Y
Jonah Veenendaal, Events Director	L
Katelynn Bolster, Publications Director	Y
Cassidy Lang, Publications Director	Y
Cole Jessup, Services Director	Y
Monica Ruttle, Technical Director	Y
Spencer Slade, 4th Year Rep	Y
Rachael Machnee, 3rd Year Rep	A
Andre Lawrence, 2nd Year Rep	L
Alex Lothrop, 1st Year Rep	Y
Dustin Skilliter, 1st Year Rep	Y
Nicolas Virc, 1st Year Rep	Y
Eric Lacey, Merchandise Coordinator	Y
Nick Tepylo, Graduate Liaison	A

Members
Marisol Leunissen, 2nd year Mech

**Opening Remarks & Administrative Information:**

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

- Scott's Remarks
- Keys needed by: Johan, Tepylo
- If you are late / need to switch hours / miss a meeting, contact Kelsey.
- Shopify Lite: \$9.00 per month, allows Facebook sales / website sales / Talk to Nicole Mackin
  - Account info needs to be finalized - Patrick reminded CUSA account has transaction limits



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- CMAS Swag Updates - open submissions for swag concepts- send to [cmas.merchandise@gmail.com](mailto:cmas.merchandise@gmail.com) - Lacey to promote
- Reminder: Quiet study hours are in effect this semester - per schedule discussed previously.
- Review of executive/admin agreement
- Presentations / Slides for FSGM due 11:59PM November 4

### Executive Updates:

External	Scott and Mike to meet at 2ish, Mondays. November CASI Event coming, TBD - 3 Speakers, Job Search panel discussion CSME: Look into this
Internal	Fall Semester General Meeting (FSGM) November 7, 6-9PM 2104 CB Booked. Pizza will be provided <b>Template over reading week:</b> Reps/Directors/VPs prepare presentations and submit to Kelsey by November 4th
Finance	<b>Purchasing Guidelines to be entered into RRH.</b> Application to CUSA Event fund for industry night / events: We received \$610. CUESEF now open : applied for Labeling machine, couches, popcorn machine SGF: Received \$1000 - to cover supplies/services (ink / paper / coffee) CUSA offering 2nd round of funding (winter)
Events	TopKarting: <ul style="list-style-type: none"> <li>• Postpone till January 15th (tentatively)</li> <li>• Ticket sales after Reading week.</li> <li>• 30 person maximum (could go higher if necessary)</li> <li>• <b>Jonah to re-contact</b></li> </ul> Potentially join up with CAD (Marie) for CO2 car Nov. 13. <ul style="list-style-type: none"> <li>• 1:00 PM</li> <li>• 3D Printed/Wood design car</li> <li>• Fastest/Coollest/FanFave (Prizes TBD) (CMAS to donate a few things)</li> <li>• Johan to assist</li> </ul>



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	<p>Movie Night: Date TBD (notify team on Slack)</p> <p><b>INDUSTRY NIGHT:</b></p> <ul style="list-style-type: none"> <li>• <b>Date: Wednesday January 25, 2017</b></li> <li>• <b>Location: Bakers or Malone's</b></li> <li>• By Monday : First round of emails</li> <li>• Invitees: All from last year, and some new contacts, profs</li> <li>• Use Slack Channel</li> </ul>
Publications	<p><b>Geared Up:</b> Trying something new: Article summary / blog / post per week of interesting article (from other source)</p> <p><b>cmas_snaps:</b> daily snaps would be great! <b>Everyone help!</b></p> <p><b>Social Media:</b> Promote FSGM on Facebook Promote CAD (Co2Car) Event</p> <p><b>Posters:</b> <b>Code of Conduct Poster underway. More to come.</b> FSGM Poster printed CADCO2 Car Poster printed</p>
Services	<p>CMAS Stickers - StickersCanada <b>(Scott and Cole to tackle together)</b></p> <p>CMAS Mugs - <b>(Scott/Cole Co-production)</b></p> <p>Need: Coffee, Chopsticks</p> <p>Remove pop/condiments from fridge</p>
Technical	<p>Database in BETA for now. Content up-to date. GUI coming by end of semester.</p> <p>Printer Issue: clear print spool on reboot script</p> <p>Mechanical keyboards for winter CUESEF</p>
4th Year Rep	Promote FSGM, CAD/CO2 Car Event November 13 - check slack for details
3rd Year Rep	Promote FSGM, CAD/CO2 Car Event November 13 - check slack for details Hasn't killed plant yet. <b>Please plant in dirt.</b>
2nd Year Rep	Promote FSGM, CAD/CO2 Car Event November 13 - check slack for details



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1st Year Rep	Promote FSGM, CAD/CO2 Car Event November 13 - check slack for details
Members	Marisol event details: CAD (Create Advance and Discover) Running an event <i>Race Day</i> 20cmx9cmx9cm 3D printed CO2 car event Running Nov. 13