



Meeting Record

September 12, 2016
MC2014

Attendees (Mark 'Y' for present):

Executive	
Scott Dutrisac, President	Y
Kelsey Doerksen, VP Internal	Y
Mike Rossyan, VP External	A
Patrick Flegel, Finance Director	Y
Johan Prent, Events Director	Y
Jonah Veenendaal, Events Director	Y
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	A
Rachael Machnee, 3rd Year Rep	Y
Andre Lawrence, 2nd Year Rep	Y
1st Year Rep	
1st Year Rep	
Eric Lacey, Merchandise Coordinator	Y
Nick Tepylo, Graduate Liaison	A

Members
Eric Williamson, 2nd Mech

Opening Remarks & Administrative Information:

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

- Scott's Remarks
- Keys needed by: Katelynn, Johan, Lacey, Tepylo
- New office! ME 3346 - Please explore and ask scott if you can't find things. Don't ruin the place.
- New faculty advisor: Rashid Irani
- Office hours review, updated.
- Executive agreements overview



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- Slack. Get it. Our account is on cmas-executive.slack.com
- Eric Lacey: Shopify & merch discussion. We will look at using Shopify -Lite (14 day trial) and designing new merch - send design ideas to Eric.
- Administrative bonding October 1st, evening.

Executive Updates:

External	CASI Event on Wednesday. 6-9 PM in Field House.
Internal	Office hours locked in for exec, print for volunteers. Developing Volunteer Training Manual. First year rep applications available by end of week.
Finance	Next week meet with Scott re: office costs. Budgets received from all but Mike R. If funding is required, please talk to Pat ASAP. All refunds are done online - account must be setup - Pat to send the link. Purchasing guidelines document to be discussed at next meeting.
Events	CASI Event / Paper Airplane. Jonah and Johan to be in attendance to run the event. - Supplies include: crazy paper, scissors, duct tape, sharpies, pop: see Johan & Lacey can help with discount. Consider Facebook paid promotions. SREE discussion next week.
Publications	Geared up will be online - need blog access from Ana. Cassidy has online access - remove twitter and instagram. Look into a CMAS Snapchat / geofilters. Hard push promotion of CASI/Paper Airplane.
Services	Cole to purchase velcro tape to use for putting up pictures / plaques etc.
Technical	Database in BETA for now. TBA for useable version. Excel sheets are all set up for now. Monica to send wifi passwords in Slack. (Create #technical)



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4th Year Rep	Promote CASI / Paper Airplane Competition.
3 rd Year Rep	Promote CASI / Paper Airplane Competition. Research and decide on office plant.
2nd Year Rep	Promote CASI / Paper Airplane Competition.
1st Year Rep	Should be able to apply by end of the week.