



Meeting Record

January 13, 2016

ME4346

Attendees (Mark 'Y' for present):

Executive	
Scott Dutrisac, President	Y
Kelsey Doerksen, VP External	L
Jacob Heapy, VP Internal	Y
Rachael Machnee, Finance Director	Y
Michael Rossyan, Events Director	Y
Ana Alarcon, Publications Director	Y
Spencer Slade, Services Director	A
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	A
Johan Prent, Events Coordinator	Y
Eric Lacey, Social Media Coordinator	L
Nick Tepylo, Office Coordinator	Y

Members	
Andrew Oddy	
Cassidy Lang	
Yannick Brisebois	

Opening Remarks & Administrative Information:

- Meeting Time: Mondays, 6-7:30PM, Typically MC2014
- Updates Thank You List: Nick Tepylo
- Review of Emails
- Office Cleaning: At the end of your day, check that it's okay. - Nick's suggestion - clean-up alarm.
- Sales - Logbooks, Calipers, Printing



Executive Updates:

External	<p>CASI Event went well - About 30 in attendance. Writing a Geared Up article for February Edition. CMAS / CPRT invited to Queens U annual Space Conf. – Juan Posada and Daniel Klub as delegates.</p> <p>Craig Merrett Meeting – -Invite to Industry Night Set up meeting RE: AIAA / ASME. Email Alex, AIAA: aiaacarleton@gmail.com</p>
Internal	<p>Constitutional Updates including syntax, typos, and language clarification. Many emails sent AGM Scheduling to come, along with Elections (Nick Tepylo may assist) Reminder to all: Sign up for office hours.</p>
Finance	<p>Financial update: Bank Card - Received! Reimbursements - Cheque for Spencer & CASI for Kelsey Funding Streams - Winter streams & deadlines for next week. Provide Scott with list of items required to purchase & Deadlines! Monica will take over shirt donations. CASG - \$80.00 (for #FolksyWisdom)</p>
Events	<p>#FolksyWisdom - After Reading week? How was the last viewing night? - Popcorn went over well, albeit messy. Approximately 20 participants.</p> <p>Upcoming events: Viewing Night: February 4. CO2 Car in March? (NEW - 1st wk March) Vintage wings early April?</p> <p>Industry Night Update: Thursday, January 28. Resume Deadline - Jan 25th 4PM Bakers, \$25/\$30/\$50 Mike - Check for Coat Racks, etc.</p> <p>Business Casual</p>
Publications	<p>Promote Industry Night Daily Industry Night Poster - Professional & Eye Catching - Post in Hangout areas / Bathrooms? 11x17 Ana to attend graphic design workshop</p>



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	<p>Geared up update in February</p> <p>Social Media Update: Current Followers: Twitter: 13 Instagram: 16 Social Media Contest opens Monday, Jan. 13.</p>
Services	<p>Padlocks purchased are too small - need a workaround</p> <p>Ink has been ordered</p> <p>Scott is taking care of Logbooks</p> <p>Paper to arrive tomorrow</p> <p>Needs: - Patches, white/black with new logo</p> <p>Discard useless textbooks</p>
Technical	<p>Continuing windows updates</p> <p>Adblock on first computer</p> <p>Look into alarm for office cleanup</p> <p>Database Development - about 80% done, testing in about a month.</p>
4th Year Rep	Industry Night
3 rd Year Rep	Industry Night
2nd Year Rep	Industry Night & Calipers
1st Year Rep	Industry Night, Other events