



# Meeting Record

January 18, 2016  
ME3328

### 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	A
Spencer Slade, Services Director	Y
Monica Ruttle, Technical Director	Y
Nick Hakala, 4th Year Rep	Y
Armand Caron, 3rd Year Rep	Y
Patrick Flegel, 2nd Year Rep	Y
Angelina Gomes, 1st Year Rep	Y
Andre Lawrence, 1st Year Rep	A
Johan Prent, Events Coordinator	A
Eric Lacey, Social Media Coordinator	L
Nick Tepylo, Office Coordinator	Y

Members
Andrew Oddy
Yannick Brisebois

### Opening Remarks & Administrative Information:

- Meeting Time: Mondays, 6-7:30PM, Typically MC2014
- Fixing email spam filtering – Rachael, Ana, Spencer, Mike, Andre/Angelina, Armand, Jacob, Kelsey – **If your name isn't here, check your settings.**
- Office Cleaning: At the end of your day, check that it's okay. - Nick's suggestion - clean-up alarm – Executive computer only?
- Sales – Good job! Approximately 50 calipers remain, 15 Logbooks. Push T-Shirt Sales & Industry night tickets!
- SPAC SWAG – Put together a kit of 10 bandannas, 10 notepads for swag.
- Constitution Change Review – Vote next week. Please read changes.



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**Executive Updates:**

External	<p>Writing a Geared Up article for February Edition.          Juan Posada and Daniel Klub as delegates for space conference. Awaiting reports.          Craig Merrett cannot attend Industry Night.  <b>Set up meeting RE: AIAA / ASME. – Date TBD</b></p>
Internal	<p>Constitutional Updates including syntax, typos, and language clarification.          Update Email to be sent: Industry Night, Social Media Contest, Geared Up, T-Shirts          AGM Scheduling to come, along with Elections (Nick Tepylo may assist)          Office Hours schedule has been posted.          Jacob would like new business cards – blanks.</p>
Finance	<p>Financial update:          Reimbursements - CASI for Kelsey in progress  <b>Funding Streams:</b>          SGF has been submitted          Networking has been submitted          February 15(?) deadline for CASG – Try for Industry Night          CUESEF – February 21  <b>Provide Scott with list of items required to purchase &amp; Deadlines!</b>          Monica will take over shirt donations.          CASG - \$80.00 (for #FolksyWisdom)</p>
Events	<p>#FolksyWisdom – Wednesday, March 2.  <b>Upcoming events:</b>          Viewing Night: February 4. 8-10, Popcorn machine booked, no room yet.          CO2 Car in March, during NEW, date TBD – Mike to provide a list of materials.          -One Week Build time          -Adjudication / Tech Presentation          Vintage wings early April?  <b>Industry Night Update:</b>          Thursday, January 28 7PM          Resume Deadline - Jan 25th 4PM</p>



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	<p>Bakers, \$25/\$30/\$50    \$5/\$7/\$20 <b>Resume Only</b></p> <p>Mike - Check for Coat Racks, etc.</p> <p><b>Business Casual</b></p>
Publications	<p>Promote Industry Night Daily</p> <p>Industry Night Poster - Professional &amp; Eye Catching - Post in Hangout areas / Bathrooms? 11x17</p> <p>Ana to attend graphic design workshop</p> <p>Geared up update in February</p> <p><b>Social Media Update:</b></p> <p>Current Followers: Twitter: 16 Instagram: 17</p> <p>Social Media Contest opens Tuesday, January 19.</p> <ul style="list-style-type: none"> <li>- Chris Hadfield question.</li> <li>- Prize: Calipers, Industry Night Ticket, or 3 T-Shirts</li> <li>- Winner announced Friday, January 22</li> </ul>
Services	<p>Padlocks purchased are too small - need a workaround (2 chains?)</p> <p>Ink has been ordered – Arrival Soon?</p> <p>Scott is taking care of Logbooks</p> <p>We owe CSES 1 pack of paper</p> <p>Needs:</p> <ul style="list-style-type: none"> <li>- Paper bags for Popcorn</li> <li>- Recycling Bags</li> <li>- Kleenex</li> <li>- Patches, white/black with new logo</li> </ul> <p>Discard useless textbooks – Set aside for Jen Wickson – Schedule a time, email Scott</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, Twitter Contest
3 <sup>rd</sup> Year Rep	Industry Night, Twitter Contest
2nd Year Rep	Industry Night, Twitter Contest
1st Year Rep	Industry Night, Twitter Contest



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