



Meeting Record
 February 1, 2016
 MC2014

Attendees (Mark 'Y' for present):

Executive	
Scott Dutrisac, President	Y
Kelsey Doerksen, VP External	A
Jacob Heapy, VP Internal	Y
Rachael Machnee, Finance Director	Y
Michael Rosseyan, 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	Y
Eric Lacey, Social Media Coordinator	L
Nick Tepylo, Office Coordinator	Y
Andrew Oddy, Office Supply Coordinator	Y

Members
Yannick Brisebois

Opening Remarks & Administrative Information:

Action items now highlighted yellow

- Email Incentive - 60 of Scott's hard earned dollars go to the best email correspondent (at final meeting of semester.)
- Office materials screwed to desk - hole punch and stapler - Scott will consider reposition
- **Office Cleaning & organization: At the end of your day, check that it's okay. CMAS IS NOT A BROKEN WINDOW.**
- Nick T will consider couch cleaning options.
- Industry night:
- -Received great response from industry reps and students



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- - Round of applause to Mike. R and Nick T.
- **Scott - Logbook order & Mug order**
- All exec review #FolksyWisdom plan on drive

Executive Updates:

External	<p>Kelsey - see if CASI Talk works for February 24: 6-8</p> <p><i>Meeting with Alex (AIAA):</i></p> <ul style="list-style-type: none"> - Official Student Chapter - \$5.00 Membership fee (meeting funding) - Professional Society - Events: Grad Student Lectures / Design Competition (AERO3002 style project) / Design-Build-Fly competition (With other universities) - Weekly Meetings: ME4356 Wed. 5:30PM - Collaboration with CMAS - assist with events (share contacts/members) - Request we spread the word - Note in next member email - Need storage space - Perhaps shelf space (For publications they receive) <p>Juan Posada and Daniel Klub as delegates for space conference. Awaiting reports.</p>
Internal	<p>Member Email: Monday/Tuesday (Viewing / AIAA/NEW CO2)</p> <p>Contact Jen Wickson Re: Books</p> <p>AGM: Wednesday, March 9 - 6PM-9PM - Room TBD (Tory 342? /UC231/Bell Theater / Library Media Room?)</p> <p>Jacob would like new business cards – blanks.</p>
Finance	<p>Financial update:</p> <p>Reimbursements continue.</p> <p>Examine amount of money brought in for industry night</p> <p>Funding Streams:</p> <p>February 15(?) deadline for CASG – Try for Industry Night</p> <p>Fall CASG Followup on the \$80 for FolksyWisdom</p> <p>CUESEF – February 21</p> <p>Deadline to submit for Fall CUESEF - Feb 29</p>



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Events	<p>#FolksyWisdom – Wednesday, March 2. (Possibly Multi-Media room at Library)</p> <p>Upcoming events: Viewing Night: February 4. 8-10, Popcorn machine booked, ME3328 , Mythbusters CO2 Car in March, during NEW, on the Monday – Mike to provide a list of materials. -One Week Build time -Adjudication / Tech Presentation -Send Scott skeleton Vintage wings early April? Send all event details to Eric and Ana</p> <p>Industry Night Update: Final report is in Jacob's Mailbox and in the Industry night folder in filing cabinet. Mike is happy to hear comments, suggestions for next year From original estimate of \$5000, \$3275.40 was spent ~ \$1724.60 under budget 77 Paid attendees 13 Reps from 10 Companies</p>
Publications	<p>Geared up to be released tomorrow online March issue awaiting articles Send Eric all pictures from events Posters required for: NEW Competition, Election Notification, AGM, Feb 24 CASI (TEMPLATE ONLY, FINAL DETAILS TBD) Ana: Register for ELP Camera for upcoming events</p> <p>Social Media Update: Current Followers: Twitter: 19 Instagram: 17 Next contest during NEW Eric to figure out Facebook Page/Group issues</p>
Services	<p>New ink for the printer is very expensive. Print card checks are a must. Spencer's availability is hindered due to work. He has recommended Andrew Oddy a Office Supply Coordinator. - Scott will look into a key for Andrew. Vote held, Unanimous YES. Needs: - Masking Tape - Popcorn?</p>



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	- Sodapop (inexpensive)
Technical	<p>Monica will take over shirt donations.</p> <p>Jacob can now help fix computer issues related to Reboot Restore. Website updated, media library updated. Website failures are from services provided - details tbd. Exec computer - requires backup and clean Windows 8 install.</p>
4th Year Rep	Promote Mythbusters, NEW Week Competition, Geared UP
3rd Year Rep	Promote Mythbusters, NEW Week Competition, Geared UP
2nd Year Rep	Promote Mythbusters, NEW Week Competition, Geared UP
1st Year Rep	Promote Mythbusters, NEW Week Competition, Geared UP