



# Meeting Record

February 8, 2016  
MC2014

**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	L
Ana Alarcon, Publications Director	A
Spencer Slade, Services Director	L
Monica Ruttle, Technical Director	L
Nick Hakala, 4th Year Rep	L
Armand Caron, 3rd Year Rep	A
Patrick Flegel, 2nd Year Rep	A
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. LATE ACTION ITEMS IN GREEN

- Nick, Jacob, Kelsey, Mike : All did their duty and read the meeting document. Great Job!
- Office materials screwed to desk - hole punch and stapler - Scott will consider reposition
- **Office Cleaning & organization: END OF DAY - Garbage.**
- Couch Cleaning: -Steam Cleaning, Delegating to first year rep. Nick will find a steam cleaning rental.
- **Scott - Mugs: \$11.11 tax in, pre-engraving. W/ engraving +4.00(plus tax). Minimum of 75.**
- **Pre-order - do purchase once n are pre-sold. Scott and Jacob to determine n**
- FolksyWisdom Update in FolksyWisdom Document



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**Executive Updates:**

External	<p>Kelsey has contacted Ana/Eric re: CASI          Juan and Daniel will write something from conference for Geared Up March.          Kelsey - find out deadline from Ana.</p>
Internal	<p>Contact Jen Wickson Re: Books  <b>AGM: Wednesday, March 9 - 6PM-9PM - Room TBD (Tory 342? /UC231/Bell Theater / Library Media Room?)</b>          -Look into Catering.          Elections will be sometime around March 9 - Update TBD          Presidential Performance Review .</p>
Finance	<p>Financial update:          Reimbursements continue.          Examine amount of money brought in for industry night  <b>Funding Streams:</b>          Apply for winter CASG for Industry Night          Fall CASG Followup on the \$80 for FolksyWisdom - Go to their Office.          Meeting w/ CSES tomorrow for SGF - Does this include the conference funding?          CUESEF – February 21          -Stapler  <b>-AIAA Shelf Materials (Ask Scott about bolded items)</b>  <b>-More Coat Hooks</b>  <b>-More Drill Bits</b>          Deadline to submit for Fall CUESEF - Feb 29</p>



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Events	<p>Viewing night: Smaller than previous - 10-15 people.          CASI Talk Wednesday, February 24: 5:30-8:30, ME 4494          -Kelsey will require help.          -Exec should attend.  <b>-UAS By ING Robotic Aviation - refreshments provided</b>  <b>-Coordinate w/ Ana &amp; Eric for promo</b>          #FolksyWisdom – Wednesday, March 2. (<b>Scott Find a room!</b>)          -See Document on Drive.  <b>Upcoming events:</b>  <b>Johan: Have NEW fix name of event on schedule.</b>          CO2 Car in March, during NEW, on the Monday - <b>Send Scott kit info.</b>          -One Week Build time          -Adjudication / Tech Presentation          -Conjunction w/ CSCE ?  <b>Send all event details to Eric and Ana</b></p> <p>Vintage wings early April?</p>
Publications	<p>CASI Talk works for February 24: 5:30-8:30, ME 4494  <b>-UAS By ING Robotic Aviation - refreshments provided</b>  <b>-Coordinate w/ Ana &amp; Eric for promo &amp; Johan for assistance</b>          March issue awaiting articles  <b>Send Eric all pictures from events</b>  <b>Posters required for: NEW Competition, Election Notification, AGM, Feb 24 CASI (TEMPLATE ONLY, FINAL DETAILS TBD)</b>  <b>Ana: Register for ELP Camera for upcoming events</b>  <b>Social Media Update:</b>          Current Followers: Twitter: 19 Instagram: 17  <b>Tweet some more fun things.</b>  <b>W/ Twitter - follow as many relevant groups as possible.</b>  <b>Link with NEW Twitter.</b>          Next contest during NEW  <b>Eric to reach out to Giuliana V. Re: Facebook page</b></p>



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Services	A standard checklist should be generated. Andrew, create a list of typical items that we use and run out of on a weekly basis that can be checked with ease. Coffee is coming soon!
Technical	<b>Monica will take over shirt donations. (reading week)</b> <b>Exec computer - requires backup and clean Windows 8 install. (reading week)</b> Media library taking longer than expected - need to rotate images (Photoshop batch process?) Database testing over reading week. <b>Andrew requires access to Spencer's Email. Please facilitate.</b>
4th Year Rep	NEW Week Competition, Geared UP, CASI
3 <sup>rd</sup> Year Rep	NEW Week Competition, Geared UP, CASI(good aero C event)
2nd Year Rep	NEW Week Competition, Geared UP, CASI (good aero C event)
1st Year Rep	NEW Week Competition, Geared UP, CASI