



Meeting Record
 February 29, 2016
 MC2014

Attendees (Mark 'Y' for present):

Executive	
Scott Dutrisac, President	A
Kelsey Doerksen, VP External	A
Jacob Heapy, VP Internal	Y
Rachael Machnee, Finance Director	A
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	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	A
Nick Tepylo, Office Coordinator	Y
Andrew Oddy, Office Supply Coordinator	A

Members

Opening Remarks & Administrative Information:

Action items now highlighted yellow. LATE ACTION ITEMS IN GREEN

-Read the minutes: Eric, Johan, Mike, Nick, Jacob

-Stapler repositioned by Scott

Couch Cleaning: Nick is looking into it

- 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



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Executive Updates:

External	<p>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</p> <p>-Email Update from Jacob happened.</p> <p>Elections:</p> <p>-Election are coming up. -Nominations start Wednesday until the next Wednesday -Campaigning starts at AGM (16-19). -Elections officer is Nick.</p> <p>AGM: Wednesday, March 9 - 6PM-9PM - Room Minto 5050</p> <p>-Announcements for AGM and elections. Food – TBD. Sandwiches from Nicastro? -Posters for Elections and AGM are needed. -Saskia wants to be the vote counter -Slides are due Monday, March 7th, 8pm -candidates will get between 2 and 3 minutes each depending on number of candidates</p> <p>CO2 car – needs to get announced</p> <p>Pick up and register for the competition starting this Wednesday to Friday Competition is Monday March 7th, 3-6, Minto Foyer Teams of 2-3 Free</p> <p>UNB</p> <p>UNB are coming Thursday. We'll be doing academic stuff with the Thursday the 10th at 10AM. Tours with NEW, we'll need people with them at around 12:30-1. All you</p>



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	<p>can eat lunch at Cafeteria. NEW VOLUNTEERS for 1:30-3 for CMAS vs UNB challenges:</p> <ul style="list-style-type: none"> -Paper airplanes in Tory -RC cars with balloons, who can pop the most balloons in Arch Pit -Photo treasure hunt around campus <p>CASI talk is now the 23rd.</p> <p>Review on Scott – Doodle to be sent out Review on Monica</p>
Finance	<p>Financial update: Reimbursements continue.</p> <p>Examine amount of money brought in for industry night AGM end of year report</p>
Events	<p>CASI Talk Wednesday, February 24: 5:30-8:30, ME 4494 – Postponed to the 23rd of March</p> <ul style="list-style-type: none"> -Kelsey will require help. -Exec should attend. -UAS By ING Robotic Aviation - refreshments provided -Coordinate w/ Ana & Eric for promo <p>#FolksyWisdom – see Nick’s section.</p> <p>Upcoming events: Johan: Make sure schedule for NEW is right. CO2 Car in March, during NEW, on the Monday - Send Scott kit info. -One Week Build time Send all event details to Eric and Ana</p> <p>Vintage wings early April. Probably not happening because it is busy.</p> <p>-Viewing Night for NEW is happening.</p>



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Publications	<p>Nick needs Admin access to Group and Page – Eric Post NEW event on CMAS Facebook page – Eric Promote CO2 car – Eric Start thinking about event, don't make it yet – Eric Facebook events to come: Elections, AGM, CO2 NEW To everyone: send info about events ASAP</p> <p>Ana: Send Eric all pictures from events Posters required for: NEW Competition, Election Notification, AGM, Feb 24 CASI, #FolskyWisdom (TEMPLATE ONLY, FINAL DETAILS TBD) Ana: Register for ELP Camera for upcoming events for AGM specifically</p> <p>Social Media Update: Current Followers: Twitter: 19 Instagram: 17 Tweet some more fun things. W/ Twitter - follow as many relevant groups as possible. Link with NEW Twitter. Next contest during NEW</p>
Services	<p>Andrew is awesome. Spencer - Get Hot Chocolate.</p>
Technical	<p>Monica will take over shirt donations. (reading week) Exec computer - requires backup and clean Windows 8 install. (reading week) Pictures are on the website. Database testing</p>
4th Year Rep	<p>Confirmed for #FolskyWisdom: John Polanski Hayes Laliberte possibly sending a grad student</p> <p>Not heard from Saari, Ulrich, Cynthia Crookshank, Burlton</p>



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	<p>Send out follow up email to profs. Coffee is happening and snacks – chips, etc. Send draft to all exec of event, posters to get thought of. Talk to 4th year projects to send students. Ask Ron Miller.</p> <p>Emails will be sent out by Wednesday</p> <p>NEW Week Competition, Geared UP, CASI</p>
3 rd 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