

<b>Date:</b>	September 30, 2009	<b>CESS Meeting (1 hour duration)</b>
<b>Room:</b>	ENC 127	
<b>Attendees:</b>	Jenn Ada Joseph Taylor Derek Kyle	

<b>Item Title/ Date/Time</b>	<b>Items Discussed</b>	<b>Action Items</b>
<i>Action Item Review</i>	-completion of previous week's action items	<b>Jenn:</b> Frosh week pix to Ada <b>Ben:</b> ASIP, kettles, toner (for HP Laser Jet 1020) and paper
<i>Engg Lounge - CESS</i>	-Create some slides for the Engg Lounge TVs -Provide info for CESS events and dates	<b>Ada:</b> Get slides ready for Jennings, include pictures (2/3) by Friday
<i>Co-curricular records</i>	-can register for your co-curricular records on the CCR site (search for it on your myUofC: my.ucalgary.ca – Right side menu)	<b>Everyone:</b> sign up for CCR to get credit for your CESS activities
<i>Engg Week Info Session</i>  Monday Oct 5, 2009 5:00 pm at ENC122 (3 <sup>rd</sup> year homeroom)	-Taylor suggested theme: "Rock-Chem-Roll"(spelling?) -Gather up chem/O&G students to brainstorm and help out for engg week	<b>Jenn:</b> Write on blackboard in 4 <sup>th</sup> year rooms/ <b>in-class announcements</b> <b>Taylor:</b> " " 3 <sup>rd</sup> year " " <b>Derek:</b> " " 2 <sup>nd</sup> year " " <b>Kyle:</b> " " 1 <sup>st</sup> year " " <b>Ada:</b> Posters posted by Fri morning or thurs night, send out mass email about the session once mailing list is ready
<i>Office Hours</i>	(See previous meeting minutes for schedule)	<b>Jenn:</b> Post schedule on door <b>Kristin/Kyle:</b> During Thursday office hours, please enter in all the members' emails onto a new CESS mailing list (cess webmail account) from spreadsheet on CESS computer
<i>Lockers/membership</i>	Look into occupied lockers and check to see if it was	<b>Ada:</b> finish collecting money from those who owe

	registered /paid for	CESS and add the new members onto spreadsheet, then take action with Ben
<b>Reimbursements</b>	-Ben purchased supplies for homerooms -Diego purchased pool table for homeroom	<b>Joseph:</b> Reimburse Ben when he is done buying everything and \$40 for Diego
<b>Student Prof Mixer</b>  Oct 9 3:00-5:00pm	-Oct 9 may be too short of a notice for professors but we will still try to make it happen in time; otherwise, Oct 16 <sup>th</sup> ?	<b>Joseph:</b> email professor list to Monika <b>Monika:</b> contact professors <b>Ada:</b> Create poster for event with sponsor logos on it (go to ESS to ask about printing)
<b>UCEC</b>	University of Calgary Energy Council	<b>Joseph:</b> \$150 to UCEC
<b>Industry Tour #2</b>	Perhaps NOVA Chemicals or any other suggestions	<b>Jenn:</b> Contact Agrium and Nova about tours
<b>SSAF Application</b>	-due Oct 15 <sup>th</sup> for 2010 activities -apply for Winter Student Prof Mixer -apply for Industry Tour #2 if we get one set up soon	<b>-Jenn:</b> checking on industry tour <b>-Monika/Jason:</b> need someone to apply for Student Prof Mixer