



## Association Nationale des Étudiants en Actuariat Actuarial Students' National Association

Meeting of July 14<sup>th</sup>, 2005  
Via MSN Messenger

Delegates Present

- Meinna Gwet
- Crystal Li
- Veronique Menard
- Élisabeth Lamarche
- John Lee

### ○ **OPENING OF THE MEETING**

Meinna opened the meeting at 7:10 PM (Eastern Time) via MSN Messenger.

### ○ **ADOPTION OF THE AGENDA**

The agenda was adopted.

### ○ **COMMITTEE'S REPORTS**

#### → *Convention Committee – Veronique Menard*

- ◆ Veronique and Crystal announced that Mercer Montreal has become this year's first diamond sponsor. Website will be updated accordingly.
- ◆ Finance will get in contact with sponsors initially. Then convention will get in touch and provide details to sponsors.
- ◆ Most of the sponsors have been contacted. Veronique expects a response in the next few weeks. Crystal will contact Brenda who is responsible of collecting contact information statuses, and will relay an email to Veronique.
- ◆ John will email Buck Consultants/ACS to expedite and ensure their sponsorship. Will relay them to Crystal this week.
- ◆ Montreal will create a speaker's document in August. Awaiting sponsorship results to determine speakers.
- ◆ Montreal will be visiting local bars this month. Friday night social event will be determined by mid-August. Saturday night event will be voted upon by ASNA members sometime in the future.
- ◆ Louis is meeting today to schedule and confirm hotel accommodations. Food arrangements will be finalized in August.

#### → *Finance Committee – Crystal Li*

- ◆ Current account balance is at \$2,000.
- ◆ The Transfer of responsibilities of account funds is still not complete. Jacky has yet to get a response from the previous co-signer.
- ◆ Incorporation fees will be paid by the end of next week.
- ◆ Veronique will update Crystal on sponsorship list as they are received. Montreal will update their budget and relay them to Finance.

- Traveler's expenses will be reimbursed next meeting.

→ **Publicity Committee – Élisabeth Lamarche**

- Laval will finish writing a paragraph regarding the student award as soon as possible. Will relay to Leroy to post on website.
- Video promotion of ASNA is in the planning process. Once complete, they will reconfirm with convention and website committees. Filming is scheduled for August 8. Meinna advises a smooth and quick completion, since publicity will have more work by the end of the year.
- Convention will relay sponsorship logo information to Publicity. Electronic logos for printing are preferred to be in ai or eps vector formats.
- T-shirts: Awaiting additional costs for female shirts (more expensive). Will make a decision once costs are finalized. Delegates size information from ASNA participants of their respective schools.
- Agenda booklet: Veronique proposes that we follow same format as Magazine. One page for diamond,  $\frac{3}{4}$  for gold,  $\frac{1}{2}$  for silver, and  $\frac{1}{4}$  for bronze.
- Suppliers for name tags have been found. Various colours available for meals.
- ASNA pamphlets will be available in September for students. Will distribute electronic copy to delegates to distribute. Original pamphlets can be requested from Laval if needed and shipped.

→ **Other Committees – Meinna Gwet**

- **MAGAZINE**
  - Elisabeth, Meinna, and John have sent Magazine the bio information. Crystal will send shortly.
  - Magazine committee seems to be fine. No issues or concerns rose at this time.
- **WEBSITE:**
  - Everyone verified their satisfaction and approval of the new ASNA website. Meinna will compliment Leroy.
- **TRANSLATION:**
  - UQAM is responsible for translating English to French, a there exists an issue in communication and work. Each committee is suggested to translate themselves until a healthy communication line is established with UQAM.

○ **ROUND TABLE – All**

- There seems to be an issue with the email account [president1@anea-asna](mailto:president1@anea-asna), bouncing emails. Meinna will investigate this.

○ **CLOSING OF THE MEETING – Meinna Gwet**

The meeting was closed at 9:00pm Eastern Time via MSN Messenger.