



Association Nationale des Étudiants en Actuariat Actuarial Students' National Association

Meeting of June 18th, 2005
Montreal

Delegates Present

- Meinna Gwet
- Brenda Dong
- Crystal Li
- Louis-Alexandre Laroche
- Veronique Menard
- Élisabeth Lamarche
- Élisabeth Picard-Courtois
- Anne Mac Kay
- Isabelle Marcotte
- Tonia Tse
- Ted Huang
- John Lee

○ **OPENING OF THE MEETING**

The president opened the meeting at 2:15 PM (Eastern Time) in the Webster Library (Concordia University).

○ **ADOPTION OF THE AGENDA**

The agenda was adopted.

○ **ADOPTION OF THE CALENDER FOR MSN MEETINGS**

The calendar for MSN Meetings has been adopted. The next meeting on Thursday July 14 at 7:30pm will include Meinna Gwet, Crystal Li, John Lee, one of the six members of the convention committee, and Elisabeth Lamarche (or Anne Mac Kay).

○ **COMMITTEE'S REPORTS**

→ *Convention Committee – Veronique Menard*

- ◆ Louis is in charge of hotel booking. Made 1st payment for room reservation. Working on menu, and general agenda.
- ◆ This convention, there will be a meal choices during registration.
- ◆ Montreal has contacted francophone companies only for sponsorship. Will translate their handout by tomorrow. So UofT can continue with work. They will know which companies they contacted and which are still outstanding.
- ◆ Issue with multiple sponsors (i.e. Mercer Toronto and Mercer Quebec), and how to advertise them. Suggestion is to have two placements on advertisements, one in French and one in English.
- ◆ All responsibilities will go to UofT both French and English sponsors after

Veronique sends work.

- When choosing speakers, will prefer those that are sponsors.
- Montreal proposes 3 conferences at one time. Fairly split between English and French. Leads to wider variety of speakers and industry. (CAS, pensions, finance, etc.).
- Meinna reiterates the importance of CAS speakers.
- Will begin looking for activities. Will offer choices to everyone in ASNA for activities – feedback, start in the summer.
- Montreal states their schedule/checklist will be similar to last year.

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

- Crystal and Fatima have an issue with banks.
- Form will be signed by Jackie/Crystal (next week Monday), then Calgary, and Montreal will sign – 2 week process.
- After transfer pulls through, Crystal and Fatima will sign all checks. Crystal needs checks after Fatima has signed them since it is the Treasurer's responsibility. Crystal gave 25 checks to Montreal who will relay them to Fatima.
- Crystal needs the budget for the convention – total costs. Montreal is on it and will send it. Crystal needs it in detail - receipts and proposals for fund use.

→ ***Publicity Committee – Élisabeth Lamarche***

- Small setback, since dependent on other committees.
- Have worked on gifts, posters, and ads to send to universities. They want to make a video (probably in Montreal). Showing the hotel and activities. Laval and Montreal will work together on this project.
- Nametags are only for diamond sponsors.
- Veronique suggests that when sponsors send check, if they can send their logo as well. As well, if publicity committee can provide the pixel specs for the logo sizes – to quicken the process.
- Needs last year's publicity budget. Meinna will send it to them shortly.
- Gifts to speakers will be the responsibility of Montreal and gifts to students will be Laval.
- T-Shirts will be offered in both male and female types; will not be white.
- Plaque will be given to a model student nominated by colleagues – two page forms to complete.
- Anne suggests that each university choose one person for nomination for award during November. Then ASNA executives can choose winner during convention. ASNA delegates can deliver idea to students in respective schools.

→ ***Review of Other Committee's Objectives – All***

• ***FUNDRAISING***

- This is a new committee, meaning work is from scratch. One problem is that events are only within Montreal, so may not fundraise enough \$ for 300+ students expected. They will make plans for nation-wide, but not confident on its success.
- Proposes fundraising committee in future will partake in sponsorship

work, the initial drafting of the letter to send to sponsors. Work with finance committee to ensure smooth cohesion.

- ♦ *TRANSLATION:*
 - Montreal has been working on translations for UQAM.
- ♦ *WEBSITE*
 - Leroy will add photos of executives or delegates of ASNA to website.
 - Every Monday Leroy relays to Meinna on progress, to sum up what's going on.
- ♦ *CAS/CIA*
 - Has asked Meinna on what they had to do. Responsible for speakers and recommends work with Montreal.
- ♦ *EXPANSION STUDENTS*
 - Promotional video, to present what ASNA is - convention details. Meinna will get in touch.
- ♦ *EMPLOYER BANK*
 - Meinna reiterates need for past committee to help current.
- ♦ *MAGAZINE*
 - Peter Ho from this year's magazine committee, needs 4 french version for past magazine. Elisabeth P. will take care of it.
 - Idea of having exec photos and bio on current magazine. Executives should fill the form received by the committee
- ♦ *Other Committee's Objectives – All*
 - Objectives were all approved.
- **TREASURER'S REPORT – Crystal Li**
 - \$18000 to Montreal. About \$2000 left. Hopefully inflow after Sept once sponsors contribute.
 - We expect much more students than last year, which means a larger fund to work with.
- **MISCELLANEOUS – All**
 - *Review of ASNA's Resolution – All*
 - Montreal wants to abolish the resolution pertaining to the Convention school's respective Association is responsible to pay max of \$1000 to fund deficit, if it occurs. Montreal states that the two entities should not be tied.
 - John proposes contingent fund buildup. Whereupon each year a fixed amount is put aside for the buildup. Each year will continue to build this fund until desired level is reached. Fund should be included in budget.
 - Employment Bank is now split East and West – revision to resolution wording.

- Include discussion on Website committee.
- Meinna and Crystal will send Laval past work for archives.
- Add responsibilities for Secretary, Auditor, and Treasurer into resolutions.

→ ***ASNA presence at CIA meetings***

- Next attendance for the next CIA Meeting will follow current ASNA resolutions.

→ ***Usage of ASNA discussion forum – John Lee***

- Forum is intended as a means to get everybody in touch.
- Goal would be the sharing of information between each committee in order to achieve more efficiency.
- How to improve the use of the forum: get topics that people will need to use it for. Can't force the use of it however.
- John will send delegates and execs on forum info.

○ **ROUND TABLE – All**

- Crystal provides Laval with last year's publicity budget.
- Meinna will give Crystal Industry Canada fee.

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

The meeting was closed at 4:10pm Eastern Time in Webster Library (Concordia University).