

ASME Business Meeting - 9/7/2010

- Officer Introduction
 - Position, year, name, something interesting from summer.
- Mini Meetings
 - Need to meet for 15 minutes with either Adriana or Nick.
 - Sign-up sheet available.
- Office Hours
 - Sign-up sheet passed around, all officers need to chose 1 hour per week.
- Updated Contact Sheet
 - Double check that all contact information is correct.
- Mass Emails
 - Sending too many mass emails to list, need to consolidate information into weekly email.
 - Put information in status reports so Adrianna can send to Publicity for email.
- Student Org Fair
 - Tuesday 14th, 5-8pm
 - Need volunteers for 1 hour time slots
 - Need to remember to bring poster boards and flag
- Career Fair
 - Need at least 4 volunteers to work career fair
 - Sign up online through Polygon
- Retreat
 - Leave at 3pm for Kettle Moraine State Forest.
 - Will be back before the game Saturday.
 - Need drivers, coolers, grills, chairs.
- Assignments for Retreat
 - Eric - Design contest
 - Zach and Adam - Ice breakers
 - Chris and Matt - Social activity
 - Zach - Food
 - Chris - Beverages

- Treasurer - Hilary
 - Get approval from Nick before making a purchase
 - Keep receipts and fill out reimbursement forms, then put in mail box
- Fundraising
 - Need volunteers to sell notebooks in E-Hall
- Mike K.
 - Need to send in resumes for resume CD
 - Will be making 40 copies to hand out at career fair
- Eric - Competition Update
 - Worked on design over the summer, need to finalize details.
 - Will send email on contest details before GM to update list.
- Student Section Competition
 - We get points for all ASME events, need to make sure all are tracked on forms in office
- Fall Conference
 - Oct 8-9, Sept 15th is signup deadline
 - Champagne, IL campus.
- Tom - IR
 - GE meeting at Stadium Bar coming up, good networking opportunity.
 - Tour of GE Medical facility coming up.
 - ASME Twitter account made to try to reduce high email load.
 - ASME Facebook account open for all officers and members, officers can update.
 - Bechtel Meeting with Construction Club
 - Bechtel wants to sponsor meeting on Tues. 14th
 - Construction wants to co-host meeting on Tues, Nuclear org wants to co-host on Thursday
 - Will plan with informal meet and greet on Tuesday the 14th with Bechtel
- Office cleanliness
 - Need printer paper and toner for printer
 - Need to work to keep office clean, and remove personal items
- Greg
 - Tailgate at 12 Lathrop

- Need to send new officer pictures to Greg
- Greg needs list of sponsors for website.