

## ASME Executive Meeting, July 12<sup>th</sup> 2005, 11:30 am

### In Attendance:

*Zana Konecni  
Partha Rangaswamy  
Jessica Clark  
Anthony Puckett  
Catherine French  
Jobie Gerken  
Bob Meier  
Jeff Jorenby  
Mike Steinzig*

### Agenda

#### Treasurer Report

*~\$46,000 in savings  
~\$8200 in Checking  
Partha tasked with submitting treasury report online.*

#### Activity Report for 2004-2005

*Activities filed by Catherine up to June 30, 2005.  
For the future, activities should be filed as soon as possible after an event.  
(See leadership toolbox on ASME webpage).*

#### Sending the By-Laws to the membership

*Acquire two sets of addressed envelopes  
Inquire about letter head (electronic and hardcopy)*

#### July 23rd membership Party

*Postpone to ~August 19th, 4-9pm, Mike S. and Jobie to organize.  
Jeff J. will contact students.*

#### Projector

*Mike S. will investigate insurance for projector. Person who breaks or loses the projector will pay the deductible on the insurance, assuming we can get insurance. We will revisit the policy for all electronic equipment at a future meeting.*

#### GD&T class in August 2,3,4

*Currently 9 people signed up.  
Need to coordinate with Anne Browning for greeting the students each morning.*

#### Plans for the 2005-2006

*We did not get to this item during this meeting. Moved to next meeting.*

## Action Items

1. Email Executive committee (current and former) to consolidate ASME stuff (office supplies, gifts, letter head, etc.).
2. Find someone to learn about webpage if Mike Prime becomes unable to perform the duties.
3. Clarify Section boundaries with ASME headquarters or local district chairman. (Anthony will contact Jessica Albert).
4. Update Executive committee email list (Anthony).  
Remove Chuck Anderson.  
Add [Bobmeier@mac.com](mailto:Bobmeier@mac.com).  
Change Mike Steinzig email to LANL address.  
Jessica will set up a Yahoo user group.
5. Send Newsletter to membership in September asking membership to update contact info.
6. Send email to membership to view bylaws on webpage. Votes of yea or nay to Bob Meier. Allow one month for votes, September 1.
7. Next Executive meeting in 6 weeks.

## Next Agenda

1. Plans for 2005-2006.
2. September, arrange lunch speaker (Jessica)
3. October 15th, Harrison Schmitt (Mike S.)