

ASME Executive Meeting, August 16th 2005, 11:30 am

In Attendance:

*Zana Konecni
Partha Rangaswamy
Jessica Clark
Anthony Puckett
Catherine French
Jobie Gerken
Bob Meier
Jeff Jorenby
Brian Smith
Richard Browning*

Agenda

1. Role and responsibilities of the officers

Secretary

*Recording meeting notes, assembling records
Keeping track of membership base
Checking mailbox
Keeping record of new members (did they renew?)
Arranging executive meetings (including lunch)*

Treasurer

*Checking mailbox
Maintain finances*

Vice Chair

*Fill in for the chair in the chair's absence
Fill in for secretary in the secretary's absence*

Chair

(Did not finish Chair or Vice Chair duties)

Note: Most duties for dinner meetings will be by volunteer with the officers picking up the slack.

2. Tony Fox from LANL Scholarship Fund

Tony presented information on the LANL Foundation including how the foundation is managed, the mission, how students are chosen, et cetera.

The executive committee members present came to a consensus to contribute \$20,000.00 to the LANL Foundation, which will create an endowed \$1000.00 ASME scholarship. The scholarship will be awarded every year forever or until the foundation dissolves. In following years we can contribute more, so that there is more than one scholarship or so the scholarship is for 4 years.

Action Items

1. Ask Mike P. to post meeting minutes. (Anthony)
2. View toolbox to find responsibilities of chair and other officers.
3. Next meeting Tuesday September 20.
4. Send email to executive committee about contributing 20k bronze endowed to the LANL foundation.
5. Partha needs to submit financial report to executive committee and ASME.

Next Agenda

1. Finish defining officers duties