

ASME Executive Meeting, September 20th 2005, 11:30 am

In Attendance:

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

Agenda

1. Role and responsibilities of the officers

All Officers

Try to attend the regional/divisional meetings

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

Maintain ongoing balance
Write checks after receiving check request form
Make check deposits
Check, review GD&T earnings and expense sheet
Travel reimbursement and expenses
Respond to lost checks
Keep track of cashing checks
Order check books
On-demand checks
Respond to budget questions
Collect event balance sheet from event chairperson
Regularly report financial statement at executive meetings
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
Fill in for the treasurer in the treasurer's absence
Coordinates and facilitates lunch and dinner talks
Help find room
Determine dates
Aid talk organizer

Chair

Call the executive meetings, set the agenda
Set the direction of the section for the coming year, delegate and direct.
Initiate new officer election process
Write newsletters and keep membership formed of section activities
Represent the section at events
Interact with the national and divisional organization of ASME
Interact with other technical societies, joint lunch talks?

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

2. Program for the coming year

Classes

GD&T classes have become a headache because of Lab purchasing system.
GD&T for November will be canceled until the payment methods are fixed.
Try to arrange credit card payment method for classes
Possibly move classes to Santa Fe to allow reimbursement through travel

Dinner October 15th Harrison Schmidt

Lunch talk in November, David DeCrois

December Social?

Science Fair in January (Partha in the event of no other champion)

Need judges (Partha, Jobie, Jeff, Mike P., Anthony)
School science fair booth
Awards

Third week of February – Engineering week (Zana will champion)

Coordinate with ASM and LANL
Distribute flyer to schools and students
Get banner, hang banner, take down banner
Remind everyone to come, find activities for everyone to do
Find food and volunteers
Month of preparation
Reserve rooms soon

Newsletter for the first week of October, send letter by Sept. 30th.

Dinner talk

Scholarship announcement

Past activities

Need champion for science fair in January

National filler

Mike S., Bob M., and Partha to stuff and send envelopes