

Oregon SAE Board Meeting Minutes

Date of meeting:
July 31st, 2006

Attending Members:

Ben Hansen, Andre Susanto, Mike Dragulin, George Gvakharia, Paul Labberton, Jason Wilkening, Valerie U., Stephen Thorud.

Minutes from last meeting: Approved

Treasury Report: N/A. **The report is to be sent out Aug 1st by Paul Labberton.** The report will include June & July.

Meeting Business:

- Mini Baja reported that the books are closed and \$2897.90. Motion to transfer funds to Vanguard was approved by unanimous decision.
- New member welcoming program was discussed. The board brainstormed and created a list of ideas, see sheet 2 for full list. **The list is to be mailed to all on OSAE board for any other ideas by Ben Hansen.**
- The board looked at Job Responsibilities List made by Andre Susanto. **The board will look it over and send Andre any addition they can think of.**

(Bold items are action items)

New Member Welcoming Program & Getting New Members Brain Storm

Brainstormed on 7-31-06 by OSAE Board

1. Compare old SAE list w/ new list. Hold off on inviting the new members until the summer meetings. Or wait until Sept and invite them to exciting off-road Van meeting that we have coming up.
2. Make sure to talk w/ them during the meeting.
3. Send individual letters or call the new members before the Sept meeting.
4. Have some type of summer social for the new members.
5. Give new members X amount of free Friday tickets to be used within 1 year.
6. Have a professional development day w/ professors from local schools.
7. Give new members a small gift when they first come to a meeting.

Oregon SAE Board Meeting August 22nd 2006

Attending members:

Dave VanDyke, Ben Hansen, Mike Dragulin, Andre Susanto, Jason Wilkening, Paul Labberton, Stephen Thorud, Bob Hainline, George Gvakharia, Mike Eagan.

Meeting minutes approved
Skipped budget for this month

Round Table: Golf tournament was brought up for next summer. Is there enough interest, how do we determine this? Can we get suppliers to sponsor the tournament. SAE local section would put this on to get money for things like student activities, i.e. baja or formula.

Mike Dragulin (Students):

1. Plans of having a student night, Oct 9th.
2. Visitation for Freshman and Seniors for each school.
3. Job Shadowing
4. Work visitations
5. New member welcoming activity
6. Resume night (March 1st??)

No budget yet (approx \$500)

Stephen (Lunch Meetings):

Next couple of months are set up, no problems so far.

Ideas to make Friday lunches better: Have raffles during meetings, gift cards, gifts, etc.
Add a small section in the Conrod that gives prices for adds that suppliers can buy.

Bob Hainline (Tech meeting):

Bob needs ideas from everyone. Ideas: Motosis, Custom Standard, Premier Jets resporing a F-104 (contact Mike), Gunderson (contact Dave), Air National Guard, Fleer Systems, Bramo Motor Sports, Professors at PSU or UP.

Andre (Student Mentors):

K thru 12, set up a design activity with members and students. AWIM

Dave (Co Rep):

Ideas: Look at conrod mailing list, and look at where they work. Contact someone from each company to be a company rep so they can distribute conrods, etc at their workplace. Budget (approx \$100). Could contact newspapers, etc if we have an event. Secretary could be the one to set up PR releases for bigger events.

New Member Welcoming Program:

Group decided which ones will be attempted.

2 will be done for the Van tech meeting coming up.

3, **George will split up a list of new members for each board member to call and personally invite.** Use student list as well. **Ben will make a form letter for new members and free lunch/tech meetings coupons.** (need to budget \$50 for stamps, envelopes, etc). **Bob will make a spreadsheet sign-up form for lunch and tech meetings by next board meeting.** This will help us keep in touch with members that show up to meetings.

Round Table:

George will add a burb in conrod asking for members to be company reps.

Andre: we need to get info to the conrod editor sooner than recently.

Oregon SAE Board Meeting September 26th 2006

Attending members:

Andre Susanto, Paul Labberton, Jason Wilkening, Ben Hansen, Stephen Thourad, Mike Dragulin, George Gvakharia.

Approved 8-22-06 meeting minutes

Treasury Report:

Lost \$55 at last lunch meeting at Elmar's.

Lunch Report:

Oct: George Freund's in charge, it will be at the Radio Station

Tech Meetings:

Oct: Students meeting

Nov: Tram Project

Dec: Social

Jan: Go-Kart, School Visits

Feb: Student Career Night

March: Resume Night

April: ???

May: ???

Ideas for future Tech meetings:

M2 Electric Hybrid – Jason Wilkening

Oregon SAE Board Meeting Minutes

Date: Monday, October 23, 2006, 5:00-6:00pm

Location: Freightliner HQ, Conference Room 1J, 4747 N. Channel Ave, Portland

Attendance: Ben Hansen, Andre Susanto, Mike Dragulin, George Gvakharia, Dave VanDyke, Jason Wilkening.

Action Items:

- Jason Wilkening and Mike Dragulin will conduct further research into a potential golf tournament for Sept '07.
- Jason Wilkening will give Dave VanDyke a list of Nacco contacts.
- Jason Wilkening will create a list of Freightliner suppliers for the tournament.
- Dave VanDyke will contact Nacco in regards to the golf tournament. A list of Nacco's suppliers is needed in order to start asking them for their involvement in the tournament.
- Ben Hansen will finish the new member welcome form and George Gvakharia will send Ben a list of 10 new members to send this out to.

Minutes:

- Jason Wilkening found spelling error in previous minutes. Motion to approve minutes was made, seconded and approved pending the one spelling correction.

New Business:

- Jason Wilkening went over the research he had done regarding the golf tournament that the N. Carolina section does.
 - o It has been done for 12 years now. Last year they raised \$6,000 with 332 golfers at \$90 per golfer.
 - o Companies sponsor 4 golfers, and major sponsors also donate \$1,000 – 1,500. Smaller sponsors donate \$500.
 - o Usually started on Thursday and goes into the weekend.
 - o The raised money is for student donations.

Treasury Report:

- No treasury report.

Lunch Meetings:

- No new news. Upcoming meetings are planned. Next meeting is the OHSU Tram meeting.

Evening Tech Meetings:

The Winter Social is being planned by Andre Susanto. It will be held at Shanghai Noble House Restaurant on Dec. 14th, @ 6 pm. Short design competitions will be held as well as awards given out.

Student Involvement/Website:

- Student Career Nights are being scheduled for spring time by Mike Dragulin. Mike will be taking names of engineers that will help.
- Student Night is planned. OSU, UP and PSU will all be attending. It will be at the NW Natural facilities again this year.

Oregon SAE Board Meeting Minutes

Date: Tuesday, November 28, 2006, 4:30-5:00pm

Location: Freightliner HQ, Conference Room 1J, 4747 N. Channel Ave, Portland

Attendance: Andre Susanto, Betty and John Kendall, Vijay Gopalswamy, Ryan Jefferis, Paul Labberton, Stephan Thorud, Katie Knudson, Tony Corless, Mike Dragulin, George Gvakharia.

Action Items:

- Ryan Jefferis and Mike Dragulin to work with Jason Wilkening for the student grant budget example.
- Paul Labberton to email Oct and Nov treasurer's report out.
- Andre Susanto to check with SAE Foundation about YMTF.
- Ben Hansen to email Oct and Nov minutes out.

Minutes:

- Ben Hansen will email Oct and Nov minutes out for review and will be approved in Dec meeting.

New Business:

- Betty mentioned the history of the YMTF and how it's to be used. Andre Susanto proposed to use the fund this year to send 2-3 members to SOLS and assist Vijay to go to a Motorsports Congress.

Treasury Report:

- No treasury report. Paul Labberton will email it out to the board.

Lunch Meetings:

- No lunch meeting scheduled in December due to the holidays.
- Ryan Jefferis is in charge of Jan, and Vijay has a Motorsports WebEx lunch meeting.

Evening Tech Meetings:

- Evening Tech meeting for Dec. is the Winter Social.
- January is the indoor go karting event.
- February is still undetermined.
- March is tentatively for Mark Pfleiderer (SAE's VP of Commercial Vehicles)
- April is Doug Milliken

Roundtable:

- Paul Labberton mentioned that we still haven't received money from PSU Formula, and suggested that the student grant document be sent to different people one at a time.
- Ryan Jefferis mentioned that Spaghetti Factory at Macadam was a good place for a lunch meeting, except the room was really only good for 50-ish people. From the last lunch meeting, see if the food can be served fully prior to meeting start.

Oregon SAE Board Meeting Minutes

Date: Tuesday, January 23, 2007, 4:30-6:00pm

Location: Freightliner HQ, Conference Room 1J, 4747 N. Channel Ave, Portland

Attendance: Andre Susanto, Vijay Gopalswamy, Ryan Jefferis, Paul Labberton, Stephan Thorud, George Gvakharia, Ben Hansen, Mike Eagan, Dave VanDyke, Valerie Uskoski.

New Business:

- Andre S. proposed an idea of having an SAE booth at the Portland Auto Show in '08. This was discussed by the board. *Vijay G. will contact that organization to find out what we need to do in order to get a small kiosk next year. Mike D. will contact the OSU SAE teams and ask them what they did in the past to get a booth there.*
- Andre S. proposed having a stand alone AWIM Sat. activity for teachers annually. How realistic of a goal this is was discussed and it was agreed that we need to start smaller with a pre-established organization. Getting a booth at a teachers conference so that we can show off what the AWIM program can do for them would be a good start. *Ryan J. will check into this, i.e. find out if there are any conferences coming up and how we can get into it.*
- Vijay gave a summary of the annual go-kart event. There were around 15 attendees. He plans on having 4 events per year like this, and a trophy would be passed around to each event winner. All points add up and at the end of the year the trophy goes to the overall winner.
- A discussion on giving out scholarships to graduating high school students and/or giving money to college students doing non-SAE design projects occurred. The board felt like we need to start small and not over extend our efforts. It was determined that we should start with possibly sponsoring a table at the Professional Engineers of Oregon annual event. *Mike E. will check into this and report back to the board next meeting.*
- The amount of money we will donate to students this year was discussed. It was agreed that at this time we will just agree on a ballpark average of \$5,000 – \$8,000 to be given out. The specific amount will be determined at a later date after the school teams turn in their progress reports. What to do with the reserve money was discussed but then tabled for a later time.
- PSU has still not returned the unused money that we donated last year for the formula team. It was a unanimous decision that we will not donate money this year to PSU teams until that money is returned in full. *Andre S. will contact PSU about this.*

Minutes:

- Nov minutes were reviewed and approved.

Action Items:

(Action items are denoted as italicized and highlighted yellow in the text of the minutes as well as written below)

- Vijay G. will contact the Portland Auto Show organization to find out what we need to do in order to get a small kiosk next year.
- Mike D. will contact the OSU SAE teams and ask them what they did in the past to get a booth at the Portland Auto Show.
- Ryan J. will find out if there are any teacher's conferences coming up and how we can get into it to showcase the AWIM program and generate interest.
- Mike E. will find out when the Professional Engineers of Oregon is having their event and how we can sponsor a table and report back to the board next meeting.
- Andre S. will contact PSU about returning the unused money donated last year.
- Andre will contact Elmar to see if he will send an email to all of engineering suggesting that many attend the tech meeting with VP of SAE Comm. Vehicles.
- Ben H. will finish the new member welcome letter and send it out to the board for review before next meeting.
- Paul L. will send out a summary of the reserve fund transactions this last year so we can make a decision next meeting about what to do with those funds.

Treasury Report:

- Treasury report for Nov and Dec was reviewed and approved.

Lunch Meetings:

- Upcoming lunch meetings are scheduled. No problems foreseen in the near future.
- Ryan J. discussed some concerns he has with Elmer's restaurant. We need to demand that they get food to us faster. Last time we waited for 1 hour before the food was served. Take this into consideration when setting up a meeting there in the future.

Evening Tech Meetings:

- Upcoming Tech meetings are planned.
- Future tech meeting ideas were discussed: Visit from SAE VP of Commercial Vehicle is planned for March. The board felt like this event should be pushed harder to get more exposure. A target audience of Freightliner engineers is a good start. Flyers should be made. *Andre will contact Elmar (head of Freightliner Engineering) to see if he will send an email to all of engineering suggesting that many attend this meeting.*
- 3 career nights are being set up by Mike D. The board thought that 3 would be too many. The 1st meeting should be condensed to short presentations made by managers on "what they'd like to see out of new hires", then a quick resume review session. Then the 2nd meeting should be another resume review and some mock interviews. The 1st meeting is

set for Feb 27th @ PSU's Native American Building. The 2nd meeting will be in March.

Roundtable:

- Stephen T. noticed that we are forgetting to do the introductions at meeting lately.
- George G. picked the Corvette engineer from a list of free SAE presenters. This was picked based on feedback he received from the board. There is no date set for this Tech meeting.

Oregon SAE Board Meeting Minutes

Date: Tuesday, February 27, 2007, 4:30-5:00pm

Location: Freightliner HQ, Conference Room 1J, 4747 N. Channel Ave, Portland

Attendance:

Andre Susanto, Mike Dragulin, Ryan Jefferis, Stephen Thorud, Ross Nelson, Paul Labberton, Jason Wilkening, George Gvakharia, Ben Hansen, Katie Knudson, Tony Corless.

New Business:

- George Gvakharia will send Ben Hansen a list of all the new members so that the new members letters can be sent before Friday 3-1.
- Ross Nelson gave a debriefing of SOLS. He had a very good experience. He gained some experience on why it's hard to keep people interested. Time usually appeared to be the big issue, but research shows that #1 issue of why people don't get involved is that "no one asked them". So we need to personally ask more often.
- The Board reviewed and decided to approve the letter sent on behalf of David K. Karlin for the State Board of Examiners for Engineering and Land Surveying.

Updates:

- Ryan Jefferis: Teacher's conference is not a good idea for SAE AWIM to attend. We will need to do a separate event.
- Mike: OSU doesn't know how they got the booth at the auto show.
- Andre: will be meeting with Elmar about SAE and Freightliner.

Minutes:

- January minutes were reviewed and approved.

Treasury Report:

- Treasury report for Jan was reviewed and approved. This report included the returned grant money from PSU Formula from the previous year.

Lunch Meetings:

- This Month: Greg Woods. Topic is digital photography. Ernesto was thought to be too expensive for a lunch meeting. The board voted to change it to Round Table.

Evening Tech Meetings:

- March 15th, VP of SAE Commercial Vehicle to talk. We need to push this meeting for more attendees.
- Early in April will be a Project Engineer for Corvette Z6.

Roundtable:

- Jason Wilkening needs ideas for an upcoming lunch meeting. I-205 corridor Max project?
- George Gvakharia – March 1st is the due date for school project progress reports. Mike Dragulin will remind the teams.

Oregon SAE Board Meeting Minutes

Date: Tuesday, March 27th, 2007, 4:30-5:30pm

Location: Freightliner HQ, Conference Room 1J, 4747 N. Channel Ave, Portland

Attendance:

Andre Susanto, Mike Dragulin, Stephen Thorud, Paul Labberton, Jason Wilkening, George Gvakharia, Ben Hansen, Mike Eagan, George Freund, Valerie Uskoski, Vijay Gopalswamy.

New Business:

- Andre S. constructed a "Meeting Guidelines" document. It was reviewed by the board; some minor changes were made, and was then approved. The document will be on the webpage for future reference.
- A letter of dissatisfaction was drafted to send to SAE International in regards to the late cancellation of their speaker, Mark Pflederer, was reviewed by the board. Some minor changes were made, and then approved by the board. The letter will be sent to SAE International from the Chairman on behalf of OSAE board.

Updates:

- Vijay is in contact with the Portland Auto Show and Champ Car and finding out what it will cost to get a booth and one of these events.

Minutes:

- February minutes were reviewed and approved.

Treasury Report:

- Paul L. submitted the Feb. treasury report. We lost money in Feb due to the Friday lunch meeting being too expensive and not all the RSVPs showing up. Ernesto's also has a minimum room charge. It was decided by the board not to use Ernesto's as a Friday lunch location again. The Tech meeting also lost money as the SAE speaker, Mark Pflederer cancelled 2 days previous to the event, and some RSVPs did not attend.

Lunch Meetings:

- April lunch meeting is being planned by Jason W. Topic is Tri-Met I-205 corridor project. Meeting will be onsite and Subway will be used for the food.
- May is Mike E., and the details are not yet finalized.

Evening Tech Meetings:

- April Tech meeting will be about 6 Sigma, speaker is John Rokus.
- May meeting with the Corvette Z6 Project Engineer has fallen through, currently looking for a new topic and speaker.

Roundtable:

- George F. – made a motion to eliminate the SAE batch box and to give the badges to each individual for them to wear to meetings if they want. The badge box will not be destroyed, but stored in a safe location. The board seconded the motion and passed it.
- Mike D. – Announced that resume night is coming up for the students.
- Jason W. – If there are any specific questions we would like Tri-Met to address, send them to Jason.

Oregon SAE Board Meeting Minutes

Date: Tuesday, May 30th, 2007, 5:00-6:30pm

Location: Freightliner HQ, Conference Room 1J, 4747 N. Channel Ave, Portland

Attendance:

Andre Susanto, Mike Dragulin, Paul Labberton, Jason Wilkening, George Gvakharia, Ben Hansen, Mike Eagan, Vijay Gopalswamy, Katie Knudson, Tony Corless, Ross Lisle, Ross Nelson, Keith N.

Updates:

- SAE engineers are planning on being on a Starlight Parade float being pulled by a P3 Freightliner truck. The theme is Monster Garage, and displays Mini Baja's created by PSU and UP.

Minutes:

- February minutes were reviewed and approved.

Treasury Report:

- No treasury report

Lunch Meetings:

- June – Trimet, Fuel economy, how to optimize a bus fleet (George G.)
- July – Smart car (Jim T.)

Evening Tech Meetings:

- Paul Menic – Electronics: developments through the years
- Idea – How the P3 was developed.

Roundtable:

- Paul – SAE International responded to the letter OSAE sent in regards to one of their speakers cancelling last minute. They sent \$500 and apologized. Should we send a thank you letter? The board determined that a simple thank you note will be sent out by Andre S.
- Keith – There are some boxes full of OSAE artifacts that are stored at Williams Control that needs to be store elsewhere.

End of year review/tips:

- Mike D. – (Student Act) More school visits. Space events out better through out the year.
- George G. – (Conrod Editor) Changed the dist. list so that students get the Conrod as well. They are on a different email list so that special messages can be sent.
- Ben H. – (Secretary) Get meeting minutes out earlier. Should do more leg work for the Chairman. Possibly more PR work.
- Jason W. – (Web Master) Need a spot to officially store documents, online seems to be the best place.

- Vijay – (Motor sports) Increased the number of events, go-karting 3 times a year w/ a trophy. Champcar meeting this year wasn't done, but is a good idea for next year. Could get an SAE booth at the Champcar races.
- Paul L. – (Treasurer) Changed bank from Wells Fargo to WAMU. Got a debit card, seems to be more convenient. Improved the design of the monthly reports. Simplified them. Could improve the attendance notes of Friday and Tech meetings.
- Ross – Looking for ideas for this next year. Please communicate them with Ross. Some ideas for improvement: Tap into members more for ideas by sending out personal emails; sending out surveys; try to have an online venue that can link members together, like "linked in".