

April 2009 Oregon SAE Board Meeting Minutes

Date: April 21st, 2009 4:30 to 5:30pm

Location: Daimler Trucks North America, LLC
Conference Room 1J
4747 North Channel Avenue Portland, OR

Attendance:

George G., Vijay G., Blake K. (via phone), Katie K. , Ross L., Srima P., Andre S., Jason W.

Minutes:

- Previous minutes reviewed and approved.

Treasury Report:

- March Treasury report reviewed and approved. February was reviewed/approved via e-mail.

Lunch Meetings: - -- Still Need volunteer/nomination for Lunch meeting coordinator position for 2009-10 board.

- Mar Meeting: Mar 20 – Vestas Wind Technologies – Blake K./Andre S.
- Apr Meeting: May 1st – Ergonomics – George G./Alex
- May Meeting: ESCO Tour? – Andre S. / Mike E.
- Jun Meeting: TBD

Evening Tech Meetings:

- Mar Meeting: Wed, Mar 25 – Methode – Rebecca B.
- Apr Meeting: Apr 22– Alternative Fuels – Andre/Blake
April 29th - Recession Proof Yourself –Career Workshop - Andre
- May Meeting: BAJA – No Tech Meeting
- Jun Meeting: TBD – Karting – Jason R. / Rebecca B.
- Jul Meeting: TBD – Social Event
- Sep Meeting: TBD – Transportation Engineering – George/Rebecca

Baja Update:

- Course layouts being finalized at Washougal for all dynamic events
- Volunteers needed to help set up courses during the week and as course marshalls for the Endurance event, Sun May 10th.
- Overall, event is under sponsored - Financial gap around \$4,000. Extra funds being pulled from Vanguard Baja account.
- Baja advertisement to go out in Con Rod.

Student Activities:

- Student grant committee met to determine team funding.
 - 7 teams completed grant process, 6 teams still require additional funding
 - Srima looking for a replacement for Student Grant Activities coordinator.
- Grant committee proposed an increased in student budge from \$1250 to \$3000 – Increase approved.

General Discussion:

- A guideline for scheduling and sending in Con Rod information needs to be established.
 - If the deadline is not met for Con Rod information, the information will not get included in the Con Rod, and meeting may need to be re-scheduled or advertised separately.
 - Proposal for back-up Con Rod editor for emergency situations. Vijay plans on having someone as his back up.
 - Chair will contact ConRod editor each month when the ConRod is late to determine the reason and help to curtail or avoid future problems.
- Can Tech Meeting presentations be uploaded to the website? If the presenter is willing, tech meeting coordinator should obtain copy of presentation and send to the webmaster for uploading to website.
- Meeting coordinators should send out personal Thank you letters to presenters.
- Andre S. held a Saturday morning breakfast meeting to discuss the idea of a Long Term Planning committee. The idea was well received. Some thoughts that came out of this meeting:
 - Develop a way to keep track of lunch and tech meeting attendance
 - Data analysis for meeting attendance – members, guests, students, etc.
 - Review list
 - Next long term planning committee meeting to be held over lunch on Friday during a DTNA shutdown day.
 - Analyze the perceived benefit to our members.
 - Develop ways to attract new members/ retain old.
 - Come up with new meeting ideas/content

Action Items:

- Andre to send out request for additional Baja volunteers to contacts at companies outside DTNA.
- Ross to add Baja advertisement in May ConRod. Needs to be sent out ASAP.
- Andre to send out reminder for April Tech Meetings. Alternative Fuels/ Career Workshop.
- Jason W. to send in proposal for new meeting minutes format. (Three categories: decisions, action items, parking lot for future follow-up)
- Jason W. to work with Rebecca B. on check list for evening tech meeting coordinator (there may be a rough draft of this available).
- Katie to update Treasury Report and submit for approval. (ongoing)
- Rebecca to submit Meeting Minutes for approval. (ongoing)
 - Katie to submit April Meeting minutes as fill-in for Rebecca
- Rebecca to update calendar with Baja, Lunch, and Tech Meetings. (ongoing)
- Vijay to setup meeting with Katie/Srija/Blake to create student recruitment action plan for discussion at next OSAE Board meeting. May invite student captains.
- Rebecca to create Facebook group trial run.
- Ross N. to add solicitation in Conrod for Lunch/Tech sponsorship.
- Srija/George/Rebecca to look at Thank You Certificates for speakers and speaker gifts.
 - Blake K. has a draft thank you note that he will send to Rebecca B.
- Katie K. to determine the minimum amount required to be kept in bank reserves per SAE guidelines.
- Blake K. to follow up and provide dates/ConRod flyer to Ross for upcoming Esco tour.
- ALL – encouraged to personally invite new people to lunch/tech/board meetings.