

## May 2009 Oregon SAE Board Meeting Minutes

**Date:** May 19<sup>th</sup>, 2009 4:30pm

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

### **Attendance:**

George G., Blake K. , Katie K. , Ross L., Srija P., Andre S., Jason W., Ryan J., Rebecca B., Mike D., Suman N., Michael Brewer, Trigg Espelien, ??, ??

### **Minutes:**

- Previous minutes reviewed and approved.

### **Treasury Report:**

- April Treasury report reviewed and approved.
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### **Lunch Meetings:**

- May: May 1<sup>st</sup> – Ergonomics - George G. / Alex. Meeting went well, ~30 attendees. Good food – Greek from Alexis
- June: Esco Tour June 12<sup>th</sup>
- July: Mike D. to follow up with past chair for July

### **Evening Tech Meetings:**

- May Meeting: BAJA – No Tech Meeting
- Jun Meeting: TBD – Karting – Jason R. / Rebecca B.
- Aug Meeting: TBD – Social Event
- Sep Meeting: TBD – Transportation Engineering? – George/Rebecca

### **Baja Update:**

- Overall, event was a huge success! Will be back in 2012 – be prepared to help put on the next competition!
- Western region schools put up a fierce competition: Oregon State placed 1<sup>st</sup> and 3<sup>rd</sup> overall, with Western Wa. placing in 5<sup>th</sup>. Event results posted here: <http://bajasaeoregon.com/results/>
- Event photos can be found here: <http://picasaweb.google.com/imjayro>

### **Student Activities:**

- Grant committee will be viewing student projects and delivering grant checks over the next month. Srija will send out an invitation to the board. Board members are encouraged to go and support the students.

### **General Discussion:**

- New board members welcomed. Still have 2 open positions: VC Motorsports and AWIM Activities
- New members listed below:

Chair	Katie Knudson	(503)-745-2004	Chair@oregonsae.org
Vice-Chair/Treasurer	Blake Kashiwagi	(503)-745-8986	Treasurer@oregonsae.org
Secretary	Srija Pidaparthi	(503)-745-8299	Secretary@oregonsae.org
Tech Meeting Coordinator	Rebecca Baumann	(503)-745-2876	Tech@oregonsae.org

Lunch Meeting Coordinator	Mike Dragulin	(503)-307-7920	Lunch@oregonsae.org
VC Student Activities/Scholarship	Suman Narayanan	(503)-745-2375	Students@oregonsae.org
VC Motorsports	OPEN		Motorsports@oregonsae.org
VC Membership / Company Rep	George Gvakharia	(503)-745-5975	CompanyRep@oregonsae.org
VC Investment Committee	Jason Wilkening	(503)-745-9328	Investment@oregonsae.org
VC AWIM Activities	Andre Susanto/OPEN		AWIM@oregonsae.org
Webmaster	Jason Wilkening	(503)-745-9328	Webmaster@oregonsae.org
Newsletter Editor	Vijay Gopalswamy	(503)-745-58749	Newsletter@oregonsae.org

- All active board members are required to be members of SAE Int'l
- File sharing will take place on Google Groups site – everyone needs to sign-up.
- New Template for meeting minutes was proposed. Srija will test the new template beginning with June meeting minutes.
- Meeting Calendar and topics will be reviewed at next board meeting in June. Everyone should try to come up with new topics for meetings to be held 2009-10.

### Action Items:

- Jason W. to work with Rebecca B. on check list for evening tech meeting coordinator (Jason has started a draft, still in the works).
- Katie/Blake to update Treasury Report and submit for approval. (monthly)
- Rebecca/Srija to submit Meeting Minutes for approval. (monthly)
- Rebecca/Srija to update calendar with Baja, Lunch, and Tech Meetings. (monthly)
- Vijay to setup meeting with Katie/Srija/Blake/Suman to create student recruitment action plan for discussion at next OSAE Board meeting. May invite student captains.
- Vijay G. - to add solicitation in Conrod for Lunch/Tech sponsorship.
- Srija/George/Rebecca to look at Thank You Certificates for speakers
  - Blake K. has a draft thank you note that he will send to Rebecca B.
  - SAE no longer sells branded merchandise
- Katie K. to determine the minimum amount required to be kept in bank reserves per SAE guidelines.
- Vijay – Set up Chairman's dinner?
- **ALL** – personally invite new people to lunch/tech/board meetings.
- **ALL** – Hold cross over meeting to transition into new board positions – Due 06/23/09
- **ALL** – Obtain membership with SAE International for 2009-10 section year
- **ALL** – Join OSAE Board Google Groups for file sharing – Due 06/23/09
- **ALL** – Think of new topics for future lunch and/or evening tech meetings (ongoing, generate at least 1 new topic/board member for next meeting on June 23<sup>rd</sup>)