

Meeting Log

Meeting Subject:	<u>OSAE Monthly Board Meeting</u>	Date of Meeting:	<u>August 25, 2009</u>
Facilitator:	<u>Katie Knudson</u>	Location:	<u>Corp 1</u>
Minute Taker:	<u>Srija Pidaparthy</u>	Start Time:	<u>4:30 PM</u>

Purpose/Agenda:

1. Review July Meeting Minutes (5 min) – Katie Knudson/Srija Pidaparthy
2. Review Action Items (10 min) – All
3. Treasury Update (5 min) – Blake Kashiwagi
4. Lunch Meeting Updates (15 min) – Mike Dragulin
5. Tech Meeting Updates (15 min) – Rebecca Bauman
6. Open Issues – Round Table (10 min) – All

Attendees:

George Gvakharia, Katie Knudson, Rebecca Bauman, Suman Narayanan, Ross Lisle, Mike Dragulin, Srija Pidaparthy

Additional Distribution:

Discussion Points and Issues:

Review July Meeting Minutes

- Meeting Minutes approved

Review Action Items

- Combined Engineering Societies Social – In progress
- Transportation Topics for Tech Meetings – In progress
- Meet w/ SAC to recruit students for next year – In progress
- Getting reimbursement from SAE Int'l – In progress
- Creating a list of who has what – In progress
- Finding cost for Student “Sponsor LOGO” – Completed
- Send out Vanguard/Treasure update – Completed
- Find a new bank – In progress
- Portland Auto Show as a Tech Meeting – In progress
- Photographers for Tech/Lunch Meetings – In progress
- My SAE Video contest – Cancelled
- Update ConRod list – Completed?
- Fixing Daimler e-mail blocking issues – In progress

Treasury Update

- Got hit with a \$12 service charge last month – we need to move to a free checking account
- We will get charged every time we dip below \$4000
- Blake to check with Credit Unions
- Treasury update approved

Lunch Meeting Updates

- Ryan Jefferis is preparing for August
- Previous meeting went well, made money (+\$12)
- George Freund’s method was emphasized (getting food ordered ahead of time)

Tech Meeting Updates

- October – Trying to find a transportation topic (PSU/DKS Associates)
- Iron Works – People that build light rail cars (suggested by Ross L as a possible topic)

Meeting Log

Discussion Points and Issues:
<ul style="list-style-type: none"> November – SAE Int'l no longer pays, so we will have someone local or get a student December – Winter social, Rebecca is open to ideas
Open Issues – Round Table <ul style="list-style-type: none"> Suman is planning on having the Student Night in October on a Saturday evening Location – Ross will try to find a NW Natural Gas room Daimler HR people are willing to talk about behavioral interviewing SAE Mart to make money for student activities

Outstanding Follow-Up Tasks	Assigned To	Date Assigned	Target Completion Date	Completed
ASME/IEEE/SWE/SAE Combined Social	Rebecca B/Andre S	6.23.09	8.27.09	In Progress
Transportation Topics for Tech Meetings	George G/Rebecca B	6.23.09	September	In Progress
Getting reimbursement from SAE National for reserve money from Vanguard	Jason W	6.23.09	TBD	In Progress
Create a plan with SAC committee to recruit more students/increase student involvement	Vijay G	7.21.09	October	In Progress
Creating a list of "who has what"	Srija P	7.21.09	9.29.09	In Progress
Finding cost of Student Logo Competition and creating guidelines	Suman N	7.21.09	8.25.09	Completed
Send out Vanguard/Treasury Update	Blake K	7.21.09	8.25.09	Completed
Find a new bank (or create a new account)	Blake K	7.21.09	October	In Progress
Portland Auto Show as a Tech Meeting option	Mike D/Andre S	7.21.09	October	Not Started
Trimet/Columbia River Crossing as a tech meeting option	Srija P/Mike D	7.21.09	October	In Progress
Find photographers for our board meetings	George G	7.21.09	9.29.09	In Progress
Compare the ConRod mailing list with our current member roster from SAE International	Srija P/Katie K	7.21.09	9.29.09	In Progress
Fixing Daimler e-mail blocking issues – find a technical solution first we decide to use personal e-mails	Jason W	7.21.09	9.29.09	In Progress
Create Certificate/Stationery Templates for OSAE	Srija P	8.25.09	9.29.09	In Progress
Setting up Student Night w/ Elizabeth Lions	Suman N	8.25.09	Before 9.29.09	In Progress
Putting together SAE Mart Proposal	Srija P	8.25.09	9.29.09	In Progress

Decisions:
We will change banks due to the service charge/penalty from WaMu/Chase (still searching for new banks/credit unions)