

# Meeting Log

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Meeting Subject:	OSAE Monthly Board Meeting	Date of Meeting:	Nov 24, 2009
Facilitator:	Katie Knudson	Location:	Corp 1
Minute Taker:	Srija Pidaparth	Start Time:	4:30 PM

## Purpose/Agenda:

1. Review August Meeting Minutes (5 min) – Katie Knudson
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:

Katie Knudson, Blake Kashiwagi, Mike Dragulin, Ryan Jeffris, Ross Lisle, George Gvakharia, Srija Pidaparth

## Additional Distribution:

## Discussion Points and Issues:

### Review October Meeting Minutes

- Meeting Minutes approved

### Review Action Items

- Portland Auto Show – Need \$1300
- Confirm date with Columbia River Crossing

### Treasury Update

- Have not closed the Chase (WaMu) account, but will do it soon and have not been charged a service fee
- Still getting interest of 12 cents per month
- We have decided against consolidating our different accounts because we do not want to mix Baja with the operating funds
- Katie will contact National to find out if we can merge the reserve account
- We are at a gain compared to last year
- Treasury update approved

### Lunch Meeting Updates

- November meeting was good, 44 people and \$242, cost \$165, so we came out ahead.
- Jason W. sent out a survey
- Mike D will make it the meeting chair's responsibility for getting the supplies ready for the event

### Tech Meeting Updates

- Let's do something different this year – Bowling instead of Karting
- Standardize the tech meeting timings to every third Tuesday
- Find out date/time/location for Columbia River Crossing Meeting

### Open Issues – Round Table

- The survey created by Jason W so be more concise. No more than 1-line for description on Survey
- Try a few different surveys
- Mike D will be sending out survey's for Lunch Meetings
- Need Sub Committee for MYT meeting:
  - Webcast
  - Local Media
  - Advertising

# Meeting Log

**Discussion Points and Issues:**

- o Internet teleconference people are charging for our meeting
- o Katie to check with Nat'l about people charging for our meeting
- o Background check on presentation

Outstanding Follow-Up Tasks	Assigned To	Date Assigned	Target Completion Date	Completed
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	Student Activities Committee (Suman N)	7.21.09	TBD	In Progress
Portland Auto Show as a Tech Meeting option (Contact companies for money, Ross L's idea)	Mike D	11.24.09	Jan 2010	In Progress
Trimet/Columbia River Crossing as a tech meeting option	Srija P	7.21.09	Jan 2010	In Progress
Mike D looking into a Charity Golf Function	Mike D	11.24.09	Jan 2010	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	TBD	In Progress
Create Certificate/Stationery Templates for OSAE	Srija P	8.25.09	Jan 2010	In Progress
List of who has what?	Srija P	8.25.09	Jan 2010	In Progress
Form Subcommittee for MYT meeting	Rebecca B	11.24.09	Feb 2010	In Progress

**Decisions:**

Make it meeting chairs' responsibility for handling supplies (food, cutlery etc.)