

# Meeting Log

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Meeting Subject:	<u>OSAE Monthly Board Meeting</u>	Date of Meeting:	<u>November 21, 2011</u>
Facilitator:	<u>Rebecca Bauman</u>	Location:	<u>DTNA Corp 1 room 1J</u>
Minute Taker:	<u>Evan Chenoweth</u>	Start Time:	<u>4:30 PM</u>

**Purpose/Agenda:**

- 1) Review October meeting minutes (5 min) - Rebecca Bauman
- 2) Review Action Items (10 min) - Rebecca Bauman
- 3) Treasury update (5 min) - Will Rossi
- 4) Lunch meeting updates (5 min) - Matt Rogers
- 5) Tech meeting updates (5 min) - Shared role
- 6) Student Activities Update (5 min) - Jason Wilkening
- 7) Review Updates to Member Handbook and Annual Planner (15 min) - Evan
- 8) Round table (10 mins) - All

**Attendees:**

Rebecca Bauman, Matt Rogers, Ross Lisle, Jason Wilkening, Evan Chenoweth, Henry Janzen, John Russel (on the phone), Will Rossi

**Additional Distribution:**

**Discussion Points and Issues:**

**Review October Meeting Minutes**

- October meeting minutes approved without edits

**Review/Update Action Items List**

- See updated action item list below.

**Treasury Update**

- No treasury report prepared for this meeting

**Lunch Meeting Updates**

- Scheduled for Dec. 2

**Tech Meeting Updates**

- Winter social is the "tech mtg" for December, scheduled and booked already

# Meeting Log

## Discussion Points and Issues:

### Student Activities Update

- Student night was a success
- Six teams showed up
- Lobby show was well attended and worthwhile

### Sponsor Update

- Columbia Helicopter to speak at February meeting – John R.
- Jason and Henry to send company names

### AWIM Update

- Looking for principle or teacher at any grade school to get AWIM going
- Need separate meeting to discuss history of adding schools to AWIM and reach goal of having it in every school
- Missed knowledge transfer

### Handbook Review and Edit

- Board reviewed and edited the first half of the Handbook, need to review and edit second half as well as annual planner
- Need to email Suman for edits to AWIM section of Handbook

### Roundtable

- Henry – Has setup password protected section of website for board documents. Email all documents to Henry and he will update them.

# Meeting Log

Outstanding Follow-Up Tasks	Assigned To	Date Assigned	Target Completion Date	Completed
Contact ProDrive for track pricing/group discount. Maybe contact Michael Gatza RE autocross.	Blake K	5-21-11	April 2012	In Progress
Research logo gifts for speakers (\$10 per gift)	Rebecca B	5-21-11	June 2011	Cancelled
Get certificates back into motion for speakers	Evan C.	10-18-11	November 2011	In Progress
<b>Compare Actual with Planned Spending</b>	Will / Rebecca	July 11	Ongoing	Ongoing
Contact Colleges to set-up competition review meetings for grant fund disbursement.	Jason W	01-18-2011	Student Night	In Progress
Contact Colleges about Lobby presentation for Student Night	Jason W	9-26-11	10-15-11	In Progress
Why have people left SAE? Obtain a list of lapsed members and build survey.	Rebecca	04-19-11	November 2011	In Progress
<b>Ask Jim Turney to rejoin Lunch Meeting rotation</b>	Matthew R	6-21-11		Complete
Setup password protected website area for docs	Henry	7-19-11	January 2012	Complete
Setup a PayPal account for use to prepay for events online (register as a nonprofit)	Henry	7-19-11	8-25-11	In Progress
Email Handbook and Planning Calendar edits to Secretary	<b>All Board Members</b>	7-19-11	August 2011	In Progress
Prepare edited Handbook and Planning Calendar for approval at board meeting	Evan	7-19-11	September 2011	In Progress
Create taskforce to decide guidelines for student group disbursement	Will	7-19-11	November 2011	In Progress
Add taskforce guidelines to handbook	Evan	7-19-11	September 2011	In Progress
Create committee to administer Younger Member Travel Fund	Rebecca	8-16-11	October 2011	In Progress

Decisions: