



## Meeting Minutes

Wednesday, January 20<sup>th</sup> at 5:30pm

ENC 3006

### Attendees:

Kathleen Boland – President  
Nyssa Masters – Secretary  
Sean Motta – Webmaster  
Humberto Gomez – Treasurer

Jose Carballo – Grandfather Chair  
Sean Hollis – Electrathon Chair  
Solomon Kang – Social Chair  
Dr. Mujumdar - Adviser

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### Events, Activities and Tasks

1. Humberto goes over SG budget for next year.
  - Max of \$7.00 per person on for food for events
  - Want \$4,200 for all projects
  - All projects must be justified to SG and have number of attendances
  - Money for food can only be used for
    - 2 recruitment events per year
    - 1 end of the year banquet per semester
    - Non general body meetings
2. Humberto requested that \$1,070 be moved from travel to materials
3. Money was collected to pay for the shirts so the check would not bounce and if did there would be enough to cover the check bounce fee in the checking account. [\$88 was collected to be placed in ASME checking account]
4. Two motions were made after the meeting by email by Sean Motta and were seconded by Sean Hollis they are as follows

- Motion 1: I call for the immediate surrender of all outstanding blank check by all officers except the Treasurer. I move that all checks be surrendered to the Treasurer or Faculty Advisor
- Motion 2: I move that we add wording to the Constitution which delegates all check writing to the treasurer and faculty advisor. The treasurer is responsible for maintaining an account of our funding, and is therefore most suited to handle these issues. I move that we have wording which ensures that all checks are held by, signed by, and processed by the Treasurer or Faculty advisor.

Meeting was adjourned at 6:30 pm by Kathleen. The next Officer Meeting will be on Wednesday, *January 27, 2010*, 5:30 pm – 6:30 pm, ENC 3006.

Minutes submitted by: Nyssa Masters – Secretary