



Meeting Minutes

Wednesday, November 5th at 12:00 pm

ENC 2407

Attendees:

William Krichman – Chairman
Jose Carballo – Vice-Chairman

Kathleen Boland – Secretary
James Rachwal – Webmaster

So far we have the Tampa Brass and Aluminum Tour coming up and our new event to plan is the BBQ. We also have our main design competitions, the Mars Rocks and the Electrathon.

Events, Activities and Action

1. General Body Meeting: *Wednesday, November 12th at 12 pm in the Kopp building, room ENG 003.* The Robotics Interest Group (R.I.G.) will present their current design robot (Mars Rocks!) and we shall also make a presentation about the Electrathon.
 - Diego will make the purchase order of metal immediately and for the pizza and beverages in the General Body Meeting. William will tell Diego about the details of the order.
 - Post the announcement on Blackboard and send an invitation via Google.
2. Mars Rocks: As a side note, the Mars Rocks Team meets on Sundays at 12 pm in the Fishbowl to work on the project and the general R.I.G. meetings are on Thursdays at 5:30 pm.
 - Jeremy, Jose and Diego must write the proposal letter as soon as possible. The companies most likely to be contacted will be on the materials list with the budget allocation information.
 - Contact Stephen Sundarrao for help with ordering parts as he communicates with the companies and the machine shop for his students.
 - Contact Dr. Dekker to see if he is available to aid the Mars Rocks team on Tuesday mornings.
 - Help the team find a workspace and milling place if they have not already.

- Make sure that the team signed up for ASME membership otherwise they will not be able to participate in the competition events.
3. Electrathon: On Fridays, the Electrathon team will work on the car at Derek's lab from 11 am to 2 pm.
 - Prepare for the Electrathon presentation at the general meeting and make up a sign-up list.
 4. Tour of Mosaic Riverview Facility (*Saturday, Nov 8th 9:00a.m-12:00 pm*) —Riverview, FL FWCS joint with the Society Manufacturing of Engineers (SME).
 - Kathleen will post Matt's email address with the registration service link.
 5. Tampa Brass and Aluminum Tour (*Friday, November 7th 10am*): The tour will last 1hr to 1hr 30 mins.
 - Rohun, who has contact with TB&A, can help us get materials and funding for Mars Rocks and the Electrathon.
 - Jose will send a confirmation email for the tours and find out available drivers to carpool for the event.
 - James will post the sign-up link on the website, once he has the ability to do that and he will also check the security of the website.
 - Jose will send the list to Kathleen.
 6. End of the term event: (*Wednesday, December 3rd*): This will be a BBQ.
 - Plan this event!
 7. January Tour of National Gypsum Facility – Gibsonton, FL: Tour of UPS. More is TBA.

General Business and Future Planning

1. For the Spring Semester, we plan on having an opening BBQ event which will endorse the Jormac tour (most likely January 9th, 4:00 pm).
2. T-shirts: The shirt will be a one color scheme ("USF" green shirt with yellow lettering) and the logo will be modified.
 - All we need is the money and for the order to be made through a company.
 - The approximate sizing order is 40 x-large, 40 large and 30 medium.
 - Sean made contact with T-Formation Shirt Company and it would cost an additional \$15 per logo to set up the logo for the first time. And it would cost \$15 plus \$0.50 extra per shirt on sleeve.

- Perhaps we can give sponsoring companies a free t-shirt for their donations.
- 3. Plan another fundraising event: Diego posted the budget information for the checking account, and William will adjust the budget for events and activities.
- 4. Ideas are needed for member activities, volunteering, benefit, tours, and speakers at the general body meetings.
- 5. Sean will update the Blackboard ASME members list onto the gmail contacts list weekly.

Meeting was adjourned at 1:00 pm by William. The next Officer Meeting will be on *Wednesday, November 19th*, 12-1 pm at ENC 2407.

Minutes submitted by:

Kathleen Boland – Secretary