



Meeting Minutes

Wednesday, December 3rd at 12:05 pm

ENC 2407

Attendees:

William Krichman – Chairman
Diego Espinosa – Treasurer

Kathleen Boland – Secretary

Schedules for next semester,

Do we want to meet again?

Events for next semester: organize and planning before the events... which is a recipe for disaster.

Jourmac, January 9th, First Friday of class. Sign up, advertising it. just advertise it now.

Jose will find out how many people can go to the tour.

Half page pamphlets, advertising... one event... open meetings... tours, sign-up now.

Speakers for next semester, focus on what? Solicit people who we haven't come in before. Our focus: local societies and companies, having a database.

Networking, contacts... people who employ mechanical engineers. Scan the companies into the files.

Baxter engineering. (Jose)

List of sponsors, go from there. Customize it. Contact the company and ask who you should send it to... hr, pr, forward it to someone...

Robotics: members of the team, so that Derek can contact them.

Events, Activities and Action

1. 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. The team needs to be encouraged to be more active in this project.
 - We need a status report on the proposal.

- Diego will start funding on the ANS money.
 - Jose will contact Dr. Stephen Sundarrao for help with ordering parts as he communicates with the companies and the machine shop for his students.
 - Jose will contact Dr. Dekker to see if he is available to aid the Mars Rocks team on Tuesday mornings.
 - Make sure to get the value of the donated part from the sponsor and list as fundraised donated parts.
2. Electrathon: On Fridays, the Electrathon team will work on the car at Derek's lab from 11 am to 2 pm.
 - Get the materials list and the pricing, and which companies to order from.
 - We discussed the Electrathon Budget detail and information.
 3. End of the term event: (5 pm, *Wednesday, December 3rd*): This will be a BBQ.
 - William will send an email just to post this event to everyone, and later confirmation emails will be sent.
 - Diego will make a purchase order for the food.
 - William and Diego need to call the passport for a number to make purchase orders possible.
 4. January Tour of National Gypsum Facility – Gibsonton, Fl: Tour of UPS. More is TBA.

General Business and Future Planning

1. Sean will update the Blackboard ASME members list onto the gmail contacts list weekly and he has also done a good job writing the preliminary reports.
2. Our website will be regularly maintained and updated by James.
3. Ask for a shop and tools for our projects from student government.
4. 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).
5. 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.
- Derek's email from the USF t-shirt company:

\$3.10= 33-70 One color print on one side +\$1.40 for back
\$2.95= 71-144 One color print on one side +\$1.20 for back
\$3.50= 33-70 Two color on one side +\$1.40 for back
\$2.95= 71-144 Two color one side +\$1.20 for back
\$4.80= 33-70 Dark shirt with one color
\$4.60= 71-144 Dark shirt with one color
Additional costs include set-ups and shipping

6. Plan another fundraising event and find sponsors for our events and activities.
7. Ideas are needed for member activities, volunteering, benefit, tours, and speakers at the general body meetings.

Meeting was adjourned at 12:40 pm by William. The next Officer Meeting will be on *Wednesday, December 3rd, 2008*, 12-1 pm at ENC 2407.

Minutes submitted by:

Kathleen Boland – Secretary