



## Meeting Minutes

Wednesday, December 3<sup>rd</sup> at 12:05 pm

ENC 2407

### Attendees:

William Krichman – Chairman  
Jose Carballo – Vice-Chairman

Derek Lura – Honorary Chairman  
Kathleen Boland – Secretary

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Our general meetings for next semester are tentatively set for Tuesdays at 12pm.

We plan on having local companies speak at our general body meetings for recruitment, job and internship opportunities and networking. Derek has some business cards that he can scan as computer files. We will also customize a letter of solicitation to companies. Jose has contact with Baxter Engineering, and we will also need to find other speakers.

### 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.
  - Proposal has not been completed as of yet.
  - Diego will start funding on the ANS money.
  - Jose will contact Dr. Stephen Sundarrao and Dr. Dekker for help.
  - Make sure to get the value of the donated part from the sponsor and list as fundraised donated parts.
  - Derek needs a contact list from the robotics members.
2. Electrathon: On Fridays, the Electrathon team will work on the car at Derek's lab from 11 am to 2 pm.
  - Find the best pricing for the materials list and get the tools for welding, etc.
  - Proposal letter has already been written.

3. Opening Spring BBQ:
  - Plan this event.
4. Jourmac tour (*January, 9<sup>th</sup> 4:00 pm*): Jose’s contact with the airplane company.
  - Advertise this event with flyers (half page) and send out invitations through the gmail account and post the attendees list as well.
  - Organize and plan this event as soon as possible.
  - Jose will find out how many people can go on this tour.
5. Engineering Expo:
  - We need to plan this event, and as we will most likely host an Electrathon event, we will also need to register our vehicles and other cars in the area.
6. Fun Member Events:
  - Sign-up an ASME intramural sports team for next semester.
  - Other social events.
7. January Tour of National Gypsum Facility – Gibsonton, Fl: Tour of UPS. More is TBA.

## General Business

1. 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.
    - USF t-shirt company’s pricing:
      - \$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

2. 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.
3. Our website will be regularly maintained and updated by James.
4. Plan another fundraising event and find sponsors for our events and activities.
5. 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 10<sup>th</sup>, 2008*, 12-1 pm at ENC 2407.

Minutes submitted by:

Kathleen Boland – Secretary