Meeting Minutes: AIChE Board Meeting 02/04/2015 5:30pm

**Attendees:** Jane Campbell, Doug Sponseller, Kendra Seniow, Audrey Oldenkamp, Mat Cusma, Ryan Olson, Chris Johns

**Action Items (also listed in bold within agenda section):**

Organized by person

* Jane to email Monica (Nationals) with officer changes
* Jane will forward February filer to SWE contacts
* Jane will get in touch with Erik to check progress on Portland City Water Lab contact for March tour.
* Jane will contact Ed Diehl about tour at ATI Cast when date is selected
* Kendra to request website access for Chris and Audrey
* Kendra will email Monica to inform of changes
* Kendra to audit chapter finances provided by Doug
* Audrey will set up google calendar on gmail address and create monthly meeting event
* Audrey will gather questions and supplies for February YP mixer
* Audrey will get a preferred date from OSU professors.
* Chris to update website
* Doug will arrange motor shop tour and pick a restaurant if water lab tour falls through for March
* Ryan to send several announcements to Jane to post to LinkedIn
* All: Look for emails from Nationals about monthly conference calls

**Agenda:**

* Change board meeting to Thursdays at 5:30pm. 1st Thursday of Month
  + (March 5th is next meeting)
* Officer Changes
  + Kendra is resigning from Vice Chair. Need replacement. BIG Thanks to Kendra for all the initiatives she has spearheaded.

Secretary: Audrey Oldenkamp voted in by board

Vice Chair: Matt Cusma voted in by board

* + Need to notify Monica @AIChE Nationals
    - Send officer changes
  + Regional spring conference call w/Nationals (respond to Monica’s email)
    - New officers will get updates from Nationals about these calls.
    - Local Section call each month and planning session for our LS
    - **AR: Look for email and communicate schedule, send blurb to website to update**
* Chapter finances: (Doug)
  + Status and audit
    - Approximately $6000 in bank
    - **AR: Kendra to perform internal audit**
  + Budget? Continue conversation from last meeting.
    - Putting money towards events to garner interest
* Chapter documentation and communication: (Kendra)
  + Mailchimp updates -> set up with mailing list groups
  + Website/LinkedIn updates -> **AR: Chris will update website, Kendra will add Chris and Audrey to website access. Kendra will email Monica about website changes**
  + Google Drive -> Board Only and Public Documents
  + Gmail/Email -> made because we can’t use the @columbiapacific address
  + Calendar -> **AR: Audrey will set up event and send it out**
  + Newsletter -> Awesome job!
  + Path Forward
* Upcoming event planning
  + February - Audrey and Kendra
    - **AR: Jane will forward to SWE contacts**
    - **AR: Question sheet/per person. Bowl for business cards. Intro of people. Audrey to welcome people. Flier for next event to hand out**
  + March - Erik and Doug
    - Doug can look into motor shop in Portland. Integrated Power Sevices. If nothing from Erik, we will go ahead with trying to get a tour set up at the motor shop
    - **AR: Jane will get in touch with Erik to see what is up. Doug will find a restaurant if his tour is the pick.**
  + April – Audrey
    - Tour at Concept Systems. Week after Easter (4/11 or 4/18)
    - ATI Cast tour.
    - **AR: Get professors to commit to date (Flexible). Jane to connect with Ed Diehl for tour connections and speaker. Get Oregon Section (lunch split) and CBEE club (transportation) to commit to funding help.**
  + Beyond?
    - May: Nabisco
    - June: Board meeting to re-group, we need more people. If more people are around, we can continue, but if not we close the chapter.
  + Shimadzu tour possibility
  + **AR: Ryan to send Jane updates/requests for the LinkedIn page.**

Previous Board Meeting minutes (1/6/15):

**AR Summary:**

* + Doug and Kendra to coordinate Kendra’s audit of chapter finances, preferably before next board meeting (Feb 3). -> still happening
  + Kendra will create/update chapter mailing lists in Mailchimp, including the additional email addresses Audrey collected and gave Kendra. -> finished
  + Erik will continue to work with City of Portland Water Bureau contacts to arrange tour as chapter event. WIll also continue to investigate soy sauce plant in Salem. -> Jane to investigate
  + Kendra to lead February event organization and planning. -> Transitioned to Audrey
  + Doug and Erik to lead March event organization and planning. -> still on
  + Audrey to lead April event organization and planning. -> still on
  + Jane to distribute her contact info. -> finished
  + Kendra to take over Chair responsibilities January through March or so while Jane is out. ->transitioned to others

*ARs continued from earlier:*

* + Kendra to update LinkedIn and website with the following: -> couldn’t find some documents
    - Chapter bylaws (with “DRAFT” watermark added)
    - Chapter survey results (scrubbed of personal info)
    - National report (that Jane sent to Monica a few weeks ago)
    - Free/Reduced meetings for unemployed members
    - Updated vision statement
    - Content also in newsletter
  + Kendra will draft ~~December~~ Winter newsletter, including the following: -> Thanks Kendra! It looked awesome!
    - Call for volunteers
    - Charitable giving (OSU scholarship in honor of former member, Doug has info)
    - 2015 events (repeat general schedule of tue/wed) (remember! These events qualify for PDH!)
    - Reminder that local OSU chapter will sponsor students travel to come to our events.
    - Recap of 2014
    - Call for PE study buddies/material
    - Call for other discussion/event/etc items to be in newsletter or linkedin/website (send an email for content or post directly on LinkedIn yourself).
    - Membership Renewals – Make sure Columbia Pacific chapter is selected not Oregon, include directions for how to.