Meeting Minutes: AIChE Board Meeting 10/7/14 5:30pm

Attendees: Jane Campbell, Doug Sponseller, Kendra Seniow

**AR Summary:**

* + For the October event (Oct 15th)
    - Jane will send out Theo Gray event email to membership (including website hyperlink) and to SWE.
    - Kendra will make AIChE slides for evening event and confirm that no AIChE speaker is necessary.
    - Kendra and Jane will meet at 11am. Jane will print attendance/membership roster; Kendra will bring name tags and small bills for change.
  + For the November event (Nov 19th)
    - Jane will confirm logistics including food, date/time, etc
    - Kendra will make flyer for event (check email for blurb from Jane or have her resend) and/or an abbreviated version to serve as “save the date” to have at the Wednesday October event.
  + Kendra to update LinkedIn and website with the following:
    - November Brandy event info
    - October event summary/pictures
    - Chapter bylaws (with “DRAFT” watermark added)
    - Chapter survey results (scrubbed of personal info)
    - National report (that Jane sent to Monica a few weeks ago)
  + Doug will continue to work with Nabisco HR rep on potential AIChE events.
  + Jane will resend Kendra IPEX info so that Kendra can continue to pursue that event for the winter.
  + The board will plan winter events at the November board meeting November 4th @5:30pm. Come with ideas/info.
  + Kendra will review and finalize the vision statement as needed to put on website, etc.
  + Kendra to make specific email for Jane to send to membership calling for PE exam study buddies.

**Minutes:**

* Reviewed ARs from last meeting, which included the following:
  + Theo Gray prep
    - Jane will send out event email (invitation has been sent to SSOE already), which will include website hyperlink. She has already scrubbed and revised email lists.
    - Event flyer brought to American Chemical Society and RSVPs already received.
    - Jane will forward event announcement to SWE.
    - Kendra still needs to make slides for evening event and confirm that no AIChE speaker is necessary.
    - The day of the event: Kendra and Jane will meet at 11. Jane will print roster to manage food money, take attendance and note any new members; Kendra will bring name tags and small bills for change. Drinks come with lunch from Panera.
  + November event – Stone Barn Brandy tour and tasting November 19th @6pm
    - Kendra will make flyer for event (check email for blurb from Jane) and/or an abbreviated version to serve as “save the date” to have at the October event.
    - Jane will confirm food for the evening (what the additional food option is, how much that will cost and whether we will do that)
    - Kendra to update LinkedIn and website with event info.
  + Doug has HR contact at Nabisco that he will contact about potential AIChE events.
  + Kendra spoke with IPEX piping representative (who contacted Monica looking for local chapter interest in piping presentation) earlier about arranging a lunch and learn presentation in conjunction with Glumac. Jane will resend Kendra IPEX info so that she can pursue that contact and event at another venue for the winter.
  + Our chapter will no longer do any snail mailings, since it seems too much effort to be worthwhile.
  + The board will plan January event next month (November; assuming the October event goes well); everyone should think about what we want for next year and bring ideas. Kendra to look at what is currently in the AIChE speakers corner for potential speakers or ideas.
  + Vision statement: Jane composed a vision statement that she sent out earlier. Kendra will review and finalize as needed to put on website, etc. This is a statement that concisely defines that chapter and is then available for any publication.
  + Jane received email requesting help tutoring in STEM topics (from Americorps volunteer in Vancouver). These sort of things are great for us to be the connector for, but not likely to do as a chapter. Jane will respond and/or post or whatever necessary for these events to the website/LinkedIn, assuming they’re legitimate, so that members can be aware. If she has questions or needs input she’ll contact Kendra and Doug. For job postings/newsletters we can post on LinkedIn but not send out/forward by email to membership so that we will be a connector for members, but not spam them.
  + Kendra still not getting emails from the chapter email address despite multiple checks with Monica. Jane will continue to forward as needed and Kendra will investigate.
  + Kendra should look for PE study buddies and encourage people to take the test. Kendra to make specific email for Jane to send to membership calling for fellow test takers.
  + Doug sent Thank You to Teeny Foods for September event.
  + Jane completed the chapter’s annual report and sent to Monica.
  + Kendra has been updating the chapter website and LinkedIn page with meeting minutes, event announcements, file storage and other content. She will continue to add items, including chapter bylaws (with “DRAFT” watermark added), chapter survey results (scrubbed of personal info) and the national report that Jane sent to Monica a few weeks ago.