Meeting Minutes: AIChE Board Meeting 12/2/14 5:30pm

Attendees: Jane Campbell, Doug Sponseller, Kendra Seniow, Erik Thompson (eriktpdx@gmail.com)

**AR Summary:**

* + Kendra to send Thank you to Stone Barn.
  + Internal audit of chapter finances planned for post-Dec 31st (to be planned at next board meeting)
  + Kendra to send account info and ask for help as needed.
  + Doug to send Kendra info about charitable giving for newsletter (past member scholarship @OSU)
  + Erik to investigate tour of Portland’s water lab as a potential event
  + Kendra to update LinkedIn and website with the following:
    - November 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)
    - Free/Reduced meetings for unemployed members
    - Updated vision statement
    - Content also in newsletter
  + Doug will continue to work with Nabisco HR rep to see if Nabisco would be a good tour/meeting for January. Doug will lead January event planning.
  + Kendra will lead February event and followup with IPEX piping rep.
  + Kendra to contact and discuss with Audrey Young Professionals development
  + Kendra will draft December newsletter, including the following:
    - 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.

**Agenda:**

* Review Past ARs/Meeting Items
* Financial Report
* Chapter Accounts
* Newsletter
* 2015 Events
  + Sam’s ideas

**Minutes:**

* Next board meeting: 1/6/15
* November Event:
  + It was a success with about 10-12 attendees.
  + Kendra will send Thank You to Stone Barn.
  + Event Summary for website (Kendra will post): This month we convened at Stone Barn Brandyworks for a discussion of distillation and sampling of the product. Stone Barn Brandyworks is a family owned business located in southeast Portland’s distillery row. They offer a wide selection of brandies, whiskeys and liqueurs all made to showcase the produce and flavors of the Pacific Northwest.

Owners Sebastian and Erika showed us their still in operation and covered in detail their process of making brandies and other spirits – from selecting the fruit to perfecting the distillation cut to aging in barrels. Sebastian’s presentation highlighted to us the artistry required to bring out just the right fruit character in brandy. We then got to enjoy that artistry as we tasted some of the many spirits and flavors Sebastian and Erika have to offer. Everything was delicious and their hospitality much appreciated. Thank you Sebastian and Erika for hosting AIChE Columbia Pacific Chapter!

* Financial report
  + Chapter account balance is $6,962.57.
  + This is excluding paying for last month’s event and any interest accrued.
  + We will plan an internal audit of chapter funds at the next board meeting 1/6/2015.
* Chapter Accounts:
  + Google – AIChE account created. Kendra will distribute sign-in info.
  + Mail Chimp – Kendra will send info. This should be useful for sending chapter announcements, making better newsletters, keeping multiple mailing lists (members, honorary in the loop, board, etc).
* Newsletter Content – Kendra will lead. See AR for content list.
* Events for 2015:
  + Good ideas from Sam and elsewhere:
    - Nabisco
    - Airport De-icing water treatment
    - Saturday short-courses would be great, but we need a larger base before that can happen.
    - Portland’s water lab tour – Erik has contact
    - Engineering Week
    - Chemical Plant in Longview (Nick’s company, also better in spring since outdoors)
    - Past events suggested by Sam:
      * Drinking water treatment plant in Wilsonville
      * Paper plant in Longview
      * Biodiesel plant in Salem
  + More technical bias is good and appreciated by members.
  + January: Water lab.
  + February: Something tied with Engineer Week. Jane has contact info for someone from PCC that attended the Theo Gray (PCC has pre-engineering program). Might be good to have an event that week that we invite students to – such as city water lab, or switch Nabisco and water lab months.
  + Engineers Week is Feb 22-28, but we could do Nabisco the week prior.
  + Kendra to look into IPEX piping
  + Airport tour in March potentially
  + OSU chapter will pay for their students to come up to our events
  + Maybe we do a spring seminar if someone wants to lead that?