Meeting Minutes: AIChE Board Meeting 5/20/14 6pm

Attendees: Jane Campbell, Doug Sponseller, Kendra Seniow

**AR Summary:**

* + Jane to communicate local dues decision to Monica.
	+ Kendra to send Monica survey results.
	+ All board members to review section bylaws.
	+ All board members to investigate tour options as noted in minutes.
	+ Jane is POC for Amanda to organize October Science Event.
	+ Jane to find and send previous vision statement to Kendra to post on section website.
	+ Jane and/or Kendra to find draft bylaws for Kendra to post on section website.

**Minutes:**

* Membership Dues:
	+ Decision is to keep local section dues at $10 per year.
	**AR: Jane to communicate this decision to Monica.**
	+ Why be a local or national member? Support events, gain access to national’s online resources and get discounted rate to local events that have a fee. We need to work on promoting membership.
	+ Pricing Structure: We want to incentivize membership and encourage participation by professionals and students. We also want to keep our systems simple and straightforward. The following pricing structure was decided for our local events that have a fee:
		- Standard Rate (non-member)
		- Local Member: Reasonable discount from non-member rate
		- Students (members and non-members): Same discount as local members
		- National Only Members: Unofficially give them the Local Member rate and encourage them to join.
* Confirmation of Section Board Members
	+ Current open positions: President emeritus and Secretary (Chris Hoff will be sending resignation letter)
	+ We will wait to hold elections to change board members until chapter is more settled sometime next year.
* Reports to AIChE National
	+ Treasurer Report is due annually by May 15th (after submission to IRS by April 15th). Doug has this taken care of.
	+ **AR: Kendra to send Monica survey results.**
* Section Bylaws
	+ The revision of these was completed last fall, but they were not voted on by the membership yet (majority of members need to approve in order to adopt them). The board will review these again this summer and then hold a vote for adoption by the membership in the fall.

**AR: Board members to review section bylaws.**

* Potential Speakers and Events (Topics)
	+ Goals for events/monthly meetings: educate/entertain, meet people, sell AIChE and draw people in!
	+ Criteria and information to collect for potential tours:
		- Location/Travel Accessibility
		- Time and Duration (must be evening)
		- Size of group possible (multiple waves could be OK if facilities permitted socializing or presentation to non-touring group)
		- On-site meeting place to have presentation, socializing and snacks
	+ Jane sent a list of potential tours previously, from which we selected options to each investigate as noted below:
		- Danner Boots – **AR: Jane**
		- Rodgers instruments – **AR:** **Jane**
		- Portland’s “Big Dig” for Water/Sewer – **AR:** **Doug**
		- Food Customers of Linde – **AR:** **Doug**
		- Bullseye Glass and Uroboros Glass – **AR: Kendra**
		- Lawyer/Past Intel ChemE (came meeting last fall) – **AR:** **Kendra**
		- Nike – **AR: Kendra**
		- Other potential tours:
			* Daimler – Portland Truck Manufacturing – headquarters here
			* Leatherman
			* Leupold and Stevens - scopes
			* Wood block chocolate
			* Reser’s
			* Bob’s Red Mill
			* Franz Bakery
			* Kettle potato chips – in Salem
			* Golden West Billiard Mfg
			* KEEN Portland factory
			* Yamasa Soy sauce – Salem
			* Pacific Hazelnut Farms and Chocolate – Aurora
			* Renovo wooden bicycles
	+ Potential Speakers: Jane sent this list earlier
		- Jane – Challenger/return to flight for Base Operations
		- Mike Bennett Agilyx ….Plastics to Oil March April
		- Larry (LR) Shields  Western District Sales Manager, Flowserve US Inc., Flow Control Operation – Chemical Sector

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* Peet Soot

Per our conversation at last night’s AIChE meeting, I would be happy to make a presentation on a couple of topics related to oil and gas energy.  Specifically, I have had several decades of experience in coal mine methane (CMM) production and utilization.  I have also worked on conventional oil and gas exploration, including a small project in Oregon about 30 years ago - which continues today as a sideline.  With that experience, I have made a couple of presentations to foreign engineering organizations about the recent developments in shale gas within the US.

* Keith Uyekawa

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* Tentative Meeting Schedule for 2014/2015:
* September – speaker – hotel – appetizers. Or tour??
* October – Mad Science guy on molecules (joint meeting)
**AR: Jane is POC for Amanda to organize**
* November – Stone Barn Brandyworks tour – Jane previously contacted.
* December –   Skip this month for busy holidays
* January – tour (make it strong to bring people back)
* February – joint meeting – engineering week – need someone to make contacts. Perhaps sponsor a table and send members to banquet. Providing a scholarship was considered, but involvement would make more of an impact on students and members.
* March - speaker
* April – tour – joint meeting with Corvallis (in Salem or Albany, maybe Kettle Chips)
* May
* Regular Meeting Times: Unless circumstances require otherwise we’ll aim for the following regular schedule.
	+ Member Monthly Meetings: 3rd Wednesday of each month
	+ Board Meetings: First Tuesday of each month 5:30-6:30pm in Goose Hollow (Goose Hollow Inn or other near max stop)
* Items to post on the new section website:
	+ General meeting schedule (standing time)
	+ Each meeting time and/or placeholder (especially for fall)
	+ Vision Statement (can be refined as needed)
	**AR: Jane to find and send previous vision statement to Kendra to post.**
	+ Survey Results
	+ Draft (and eventually Final) Bylaws
	**AR: Jane and/or Kendra to find draft bylaws for Kendra to post**
	+ Local membership procedure, dues, benefits
	+ Meeting minutes
	+ Contact Info