Meeting Minutes: AIChE Board Meeting 8/12/14 5:30pm

Attendees: Jane Campbell, Doug Sponseller, Kendra Seniow

**AR Summary:**

* + Doug to get September event description from Teeny foods and plan restaurant meetup for afterward and verify whether they’ll offer samples
	+ Kendra to make flyer announcement template for meetings (by end of August)
	+ Jane to manage logistics for October Theo Gray lunch event: drinks, cups, food ordering and payment method, venue
	+ Kendra to prep slides for Theo Gray evening event
	+ Jane to finalize logistics and description for November event
	+ Doug to followup on future Nabisco tour
	+ Jane to lead snail mailings for August
	+ Jane to verify email lists and update as necessary
	+ Kendra to update website with meeting minutes, event announcements, file storage and other content
	+ Kendra to update LinkedIn info/announcements
	+ Jane to complete and send national report to Monica
	+ Kendra to arrange lunch and learn with IPEX piping at Glumac, but open to AIChE members (Patrick w/IPEX contacted Monica about doing a presentation)

**Minutes:**

* Upcoming Meeting Preparation
	+ September @Teeny Foods
		- September 17th @6pm
		- Meet at Teeny Foods then move to restaurant for socializing afterward (Doug to select restaurant nearby)
		- Need companies of all attendees for IP reasons
		- Doug will provide blurb about Teeny and the event for the meeting announcement. Kendra will make flyer (as template for future meetings) and post on website/LinkedIn
		- Email reminder to membership week prior w/RSVP requested by that Friday prior
	+ October Lunch w/Theo Gray
		- October 14th @noon @SSOE Office (Hillsboro)
		- Jane will order Panera sandwiches that will be available at $3/person to those who RSVP
		- Jane will arrange drinks, cups and venue details
		- Kendra will prep slides about the chapter to be displayed at Theo’s evening event and also attend
		- Kendra will arrange flyer and website/LinkedIn updates
		- Email reminder to membership week prior w/RSVP requested by that Friday prior
	+ November @Stone Barn Brandy
		- Date?
		- Brandy flight tasting, snacks, tour = $15/person
		- RSVP required for max of 30 participants
		- Jane will arrange announcement description blurb and any additional snacks (local charcuterie provided by Stone is an option for extra cost)
		- Kendra will arrange flyer and website/LinkedIn updates
		- Email reminder to membership week prior w/RSVP requested by that Friday prior
* Upcoming events:
	+ Doug will follow up with Nabisco about a future tour/event
	+ Kendra will arrange lunch and learn with IPEX (piping vendor that contacted Monica w/interest to present to Portland AIChE) at Glumac w/invitation to AIChE membership.
* Event funding: Jane proposes that we allow an expenditure of up to $1000/event for each of the next three events in order to draw members. Doug amends this to be up to $10/person for each of those events. The board approves an expenditure of up to $10/person for each of the next 3 events.
	+ Rather than spending chapter funds on individual memberships to encourage participation we will not exclude non-members from events (at least initially) while encouraging them to join.
* Chapter mailings
	+ We’ll do one final snail mailing with an announcement for the Sept event and instructions on how to access the email list, linkedin and the chapter website for future information.
	+ Jane to manage mailings by end of August (Kendra to make flyer for meeting)
* Chapter Documents
	+ Bylaw revision on hold until membership base secured
	+ No new officer election for now
	+ Jane will complete and send to Monica at Nationals the chapter report
	+ Kendra will create space on section website to store important chapter files
	+ Kendra will look for chapter email address access info or request again from Monica if necessary