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