

## **CSUF ASCE**

### Officer Meeting Minutes

05/29/08

Present: Anthony, Nick

Next meeting: June 10, 2008 (Tentative)

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#### **I. Announcements**

List all announcements made at the meeting. For example, new members, change of event, etc.

President – Anthony  
Vice President – Nick  
Secretary – Kathy  
Treasury – AJ  
Historian – Rosa  
Fundraising – Matt  
Recruiting – Erin  
Web Master – Jerome  
Senior Advisor – Jimbo

#### **II. Discussion**

Summarize the discussion for each existing issue, state the outcome, and assign any action item.

- Club Fee: \$20
- T-Shirts: It was decided that we will have one t-shirt for the school year.
- Enercalc: The club will attempt to obtain an academic subscription to Enercalc, a very powerful structural analysis program. It will also have to be signed by Tiwari
- Membership Log: An excel membership log will be created by Nick and will be kept current and up to date. The excel log will also help with keeping track of membership fees and any paperwork needed.
- Fundraising Ideas: A list of any and all engineering companies needs to be created for contacting and for fundraising. Matt, Nick and Anthony will do this, yet anyone can help.
- New Computer: In an attempt to add an additional computer to the ASCE room, Nick will start a letter asking for the Civil Engineering department. The letter will be completed by Anthony, and review by Tiwari.
- Tax Identification: Last year it was brought to the clubs attention that the club has a non-profit tax exemption number. This will be very helpful when purchasing expensive items such as printer cartridges. Jay Brander and Alex Ramirez (previous President) will be contacted on how to proceed in obtaining the proper information about our existing account.

### III. Roundtable

Summarize the status of each area/department.

- Tiwari is working on staying in contact with alumni and seeing if the engineering companies are looking for interns.
- Items to be purchased:
  - Broom
  - Dustpan
  - 3 Hole Punch (Pending)
  - Drum for Brother printer
  - Snack vending machine (pending)
- Items that need to be completed:
  - Meeting with Alex
    - Display board in front of ASCE Room
    - Tax Exemption
    - Previous Donating Company information
    - Tentative meeting date June 7, 2008
    - AJ should also be present at this meeting
  - Room Baron (Jay)
    - Meet with Jay and discuss how snacks and other room amenities will be handled. Who will restock? What type of food will we carry? How to deal with theft.
  - Recruiting (Erin)
    - Meet with Tiwari and discuss giving short speech in surveying class and make sure Tiwari has sign-up sheets in his office.
    - Also find out when new student orientation is and see if we can set up a booth.

