

CSUF ASCE

Officer Meeting Minutes (Meeting w/ Alex Ramirez)

Date: 6/08/08

Present: Anthony, Nick, AJ, Jerome

Next meeting: mid-July

I. Announcements

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

II. Discussion

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

Alumni Contacts: Tiwari is keeping track of alumni contacts.

Tax Identification: Alex did not have any information on the TIN. Nick will contact Sergio Guerra (formerly CASECS head) to see if he has any information or could point us in the right direction.

Display Board Key: Alex said that the key was lost years ago and to contact the Civil Engineering Department. This will be handled at the beginning of the semester.

Previous Donors Contacts: Alex will e-mail the list of last years donators. A special thanks needs to go to IBI Group. Last year they were promised a spot in the CSUF CE job fair, and did not receive it. Also make sure we contact JL Patersons, Jose Gonzalez (BEAR) works there.

Treasury Related Items:

ASI Account: Until the proper paperwork is filled out, we will have to go through Alex. Sergio (last years treasurer) had contacted Nick and told him that he still has a check that needs to be deposited. Also all donations have to go through a department within the university. This program handles all the tax-donations info and thank you letters. Alex will e-mail this info.

Website: Currently there are two websites, one from the school and one private website. Alex recommended talking to David Ramirez. Jerome will take charge of this task.

Paperwork: Files to be e-mail to either Anthony or Nick

Constitution for ASCE

Proposals for Company Donations

2007-2008 Roster

ASCE Annual Reports

III. Roundtable

Summarize the status of each area/department.

IV. Action Items

- Change of Presidents form to be completed and turned in - Anthony
- Student Recognized Club form - Anthony
- Constitution Updated – Anthony
- Enercalc – Tiwari & Anthony
- Accounts updated and a Quicken file created – AJ
- Roster – Nick
- Websites – Jerome
- Get in Contact with other ASCE clubs - Anthony

