

Minutes for UW-ITE-SC Executive meeting – June 6, 2012 – 3:00 to 4:30 pm

Attendees: Soroush Salek Moghadam, Reza Norouzi, , Ehsan Bagheri, Amir Zarinbal, Kyrilo Rewa, Usama Shahdad, Amir Ghods

June 26, 2012 is the deadline for the transportation talk

1. Social events

- a. June 22 at 4:00 pm is decided to hold a social event
- b. BBQ (Burgers and Hot-dogs) at Waterloo park – Usama and Soroush will help Akram on this and to borrow a BBQ from Mohab
- c. Last year the cost was about \$150~\$170 to hold a BBQ event
- d. \$3~\$5 cover charge for everyone (Soroush will estimate the exact charge)
- e. Ehsan will get a quote for kayaking or canoeing

2. Academic Events

- a. It is suggested to ask a prof to have a seminar
- b. Suggested to have one seminar for the spring term and ask one of the professors in advance to have a seminar during the fall term (preferably a prof. from other departments – proceed through prof. Hellinga)
- c. Suggested to invite a guest speaker from industry sector for the Fall term (e.g. Hatch)
- d. Suggested to have 3~4 seminars per term except for the spring term

3. Website/Communication

- a. A short bio and photo for the new executive members of the chapter to be uploaded to the website (Due date for short bios on June 22nd, 2012). Photos can be taken at the BBQ event.
- b. Scholarships, opportunities, upcoming events, and seminars can be announced on the website.
- c. Reza will work with Jonathan to come up with a new structure for the UW-ITE and TSRG websites. In the next meeting the new structure will be discussed.

4. Seasonal Newsletter

- a. Suggested to distribute the work load of the preparing the newsletter to the executive members.
- b. Amir Zarinbal is in charge of the academic event and will prepare a summary or a report in format ready to be published in the newsletter. Same for Akram for the social events.
- c. Ehsan will contact students, alumni and professor for the highlights.
- d. Jonathon will prepare the awards list and research activities.
- e. Soroush and Reza will put the whole material together.

5. Funding Issues

- a. Current budget is about \$2700 (\$1200+ \$1500 expected)
- b. Reza suggests indicating the balance of each of the accounts we have in details, and that can be presented within a specific form.
- c. Usama will get a balance of our accounts every month and will provide comments for each of the expenses to keep the track of them.
- d. Soroush suggests to send only one GSEF application. He will ask for a one week extension of the deadline and Usama will help him to prepare the GSEF application.
- e. Soroush suggests to have a financial plan (expected budget and expenses)