**ASME E-Board Agenda**

***Friday: February 15, 2013***

Math and Psychology Room 101

12:00 – 1:00pm

1. Event Reservation
	1. E-Board Meetings
		1. Will be on Fridays in this location for the foreseeable future
		2. Tom was not able to attend today due to a conflict
		3. Summary of last meeting will be restated due to lack of e-board members able to attend last week
	2. General Body Meetings
		1. Have not yet been scheduled beyond the first meeting
		2. We will determine the next general body meeting date at the next e-board meeting
		3. Keep in mind: UMBC alumni, now working for GE Aviation, Vikesh Patel expressed interest in speaking to an ASME meeting at some point.
2. Upcoming Events
	1. First General Body Meeting
		1. Monday, February 18th. ENG027.
		2. Emily will create an outline structure of the PowerPoint and share the document through GoogleDocs by Friday night (February 15th)
		3. All e-board members should check this document for portions of information they are required to contribute
		4. Emily will compile the information into PowerPoint form over the weekend
		5. Emily will email a final copy of the PowerPoint to all e-board members for fact-checking by Sunday evening.
		6. Emily will bring the final version of the PowerPoint on thumbdrive for Monday’s meeting
		7. Joe will plug is laptop into the projector system. Emily and Joe will set up in ENG027 starting at 11:50am (as soon as the class in that lecture hall previously lets out)
		8. All other e-board members are encouraged to arrive as early as they can
		9. **Who will pick up the remaining 6 t-shirts for distribution?**
	2. GE Visit and GE Panel
		1. Morgan is in charge of this event, and has reached out to her mentor (who said she’d be able to help with setting this up), but found that her mentor is out of the country for an unknown length of time.
		2. Emily has searched email messages for appropriate direct contacts to GE with to avail. (Misremembered BGE contacts as GE).
		3. **Can we trace the origin of the idea for this event?**
		4. **Morgan had a question about how to apply funding to a dinner-style event.**
		5. **Given that we have no contacts, should we place this event on a back burner?**
	3. UMBC IEEE Student Branch Discussion Panel
		1. Topic = Promoting Engineering at UMBC
		2. When = February 20th. Wednesday 4:00pm – 5:00pm
		3. Where = Room ITE201B
		4. Who = We need 2 other officers to represent ASME on the panel
	4. Let’s Go Boys & Girls Club
		1. $300 stipend available for each position per semester with free transportation
		2. Tuesdays 2:45-5:00 PM
		3. Joe has a contact who made this opportunity known to us
		4. Club delivers hands-on STEM activities for students at Callaway ES in Baltimore
	5. Dunk Tank
	6. Mini-Bike
	7. Hannah’s Ramps
		1. We are shopping for parts
		2. Artists were interviewed last week (results unknown at this time)
		3. V-LINC meeting soon with Andy Conn
3. Housekeeping Activities
	1. Treasurer training with Chisom (Secretary of SGA) Friday, February 22 between 4:00-5:00pm in COMM331. John and Jason will be attending. **John, verify you emailed Chisom an RSVP?**
	2. Results of emailing Chisom – should ASME pursue t-shirt funding from SGA?
	3. Have the members who added themselves to the ASME group been added to the mailing list? **Assign this task to one person for the remainder of the semester.**
	4. Emily will post spotlight today
	5. Emily will send out mass email if not done automatically with spotlight.