

SOCIETY OF CIVIL ENGINEERS
2011 - 2012
OFFICER MEETING MINUTES

September 16th, 2011

10:00am-2:30pm

Room 13-118

LAST MEETING: *Summer*

NEXT MEETING: *September 28, 2011 6:00pm*

FUTURE MEETINGS: *October 12, October 26*

- **President** – Welcomed the officers and introduced a new school year. Acknowledged the website transformation. Thanked the group for the hard work during Fall Launch.
- **BUDGET**
 - **Treasurer** – Announced the current budget and gave a brief summary of last year’s budget to help with planning for the coming year.
- **GOALS**
 - **Advisor** – Gave a presentation about setting goals and working to achieve them, using history as a guide. Our main objective is to provide value for the members.
 - **Everyone** – Summarized last year’s goals and opened up a discussion to establish goals for the coming year.
- **EVENTS**
 - **President** – Discussed our first general meeting details (date, time, location, speaker, food) and jobs were established to streamline the process.
 - Proposed a pre-registration form for past members to expedite the registration process.
 - **President** – Discussion about future events and ASCE National Conference logistics.
 - New details regarding e-plans, instructions on how to make an e-plan available in ASI website
 - **Events V.P.** and **Social Director** will begin adding events to the SCE calendar.
 - Brainstormed possible event ideas with the group.
- **OTHER**
 - **President** – Established due dates for weekly announcements and meeting slides. Requested assistance at CE 111.
 - **Recording Officer** – Meeting minutes from officer meetings will be distributed after meetings, officers need to approve them before being posted on the website.
- **NEW BUSINESS**
 - **President** – We will be sending thank you cards to the speakers after meetings, signed by all the officers.
 - **Exec. V.P.** – For career fair, we have a large number of companies on the mailing list. Officers will be calling every company to make sure that our contact information is still valid.
 - Three information sessions are already planned.
 - **Community Service V.P.** – Discussed Club Showcase times and location information.
 - **Recording Officer** – Event write-up assignments were given out. Due dates were established.
 - **Corresponding Officer** – Discussed the speakers that are planned for meetings for Fall Quarter.
 - **Conference Coordinators** – Conference will be at Cal Poly Pomona. Currently deciding on hotels.
 - **Membership Rep.** – Assigned jobs to officers for the first meeting. (Registration, materials, food, etc.).
 - **Website Tech.** – Any website change requests should be sent via email.
 - **Sports Coordinator** – Discussed options for Fall Quarter intramural sports: Soccer and Softball

- Gave details about dates, times, and locations of all the leagues and a league was chosen.
 - Career Fair Golf tournament planning will begin once a date is set.
- **Newsletter Editor** – Reviewed the 1st general meeting newsletter contents.
- **Marketing Director** – Will try to increase effectiveness of advertising for SCE meetings and events.
- **Alumni Relations Officer** – Alumni BBQ will take place at the end of the year. The email list will be updated to include recent Alumni.
- **Cal Geo Rep.** – Sent an email about establishing a full-fledged Cal Geo student chapter at Cal Poly, if that works, funding will come from that. Will try to gain interest at the first meeting for the MSE Wall team.
- **Treasurer** – Plans to email out the budget from last year to allow officers to create their own plan for their budget. We will discuss 2011-2012 budget at the next officer meeting.
- **President** – Discussed the officer retreat logistics and closed the meeting.