

# SOCIETY OF CIVIL ENGINEERS

## 2011 - 2012

### OFFICER MEETING MINUTES

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December 1, 2011  
11:10am-12:00pm  
Room 13-118

All Officers Present: Yes  
Faculty Advisor Present: Yes  
Guests: None

LAST MEETING: General Meeting  
*November 9, 2011*

NEXT MEETING: Officer Meeting  
*January 5, 2012 11:10am*

FUTURE MEETINGS: General Meeting *January 11*

- **Corresponding Officer:** Summarized the confirmed and potential meeting speakers for winter and spring 2012. Cal Poly's Dean of the College of Engineering will be in attendance for the first meeting of the quarter, so a student speaker may be preferred.
- **RESUME WORKSHOP**
  - **Executive V.P.:** Provided a summary of the logistics for the event to be held later that day.
- **ANNUAL REPORT UPDATE**
  - **Recording Officer:** Provided an update on the progress of the compilation of data for the Annual Report. Expressed the need to keep working towards the goals that were established at the beginning of the term. Also would like to motivate more members to become national members.
- **SOCIAL EVENT**
  - **Multiple Officers:** Brainstormed many potential social events and any issues that could arise due to weather, interest, and scheduling.
  - **Marketing Director:** Officers will be visiting various Civil Engineering classes at the beginning of Winter Quarter to advertise for the first general meeting.
- **EVENTS UPDATE**
  - **V.P. Events:** Gave a summary of the progress in planning the Annual SCE Winter Retreat. Possible subcommittee can be established for planning food for the members.
    - Outlined the other potential events to be held during the next two quarters in Northern and Southern California, some of them possibly led by Cal Poly alumni.
- **PSWC UPDATE**
  - **Conference Coordinators:** Registration is complete and there will be a conference kick-off event at the first general meeting of Winter Quarter to provide information and garner interest.
    - Will be establishing a Team Captains subcommittee and having a special meeting with them to assist in planning. Also, a specific meeting for all conference attendees is planned for the week after a general meeting.
    - Provided a summary of the projected costs per person and the attendance goals for the conference.
- **COMMUNITY SERVICE UPDATE**
  - **V.P. Community Service:** The Special Olympics project will soon be underway and a subcommittee may be established to lead that endeavor.

- Outlined the other events that are planned for next quarter.
  - **President:** Suggested that a survey be sent out to those participating in the Mentorship Program for us to receive feedback and set goals to make improvements.
- **ASCE SLO BRANCH MEETING**
  - **President:** There will be a branch meeting over Winter Break that the Concrete Canoe Team and Steel Bridge Teams will be invited to attend to represent the chapter.
- **NEW BUSINESS**
  - **President:** Thanked the group for an excellent quarter.
  - **Executive V.P.:** Summarized the Career Fair Companies that are registered. Discussed the logistics for the Resume CD.
  - **Membership Director:** Summarized the total number of members, those with their ASCE membership. Discussed emailing those without their national membership number and providing incentives at the meeting for those members who have their national membership.
  - **Sports Director:** Discussed possible sports to sign up for next quarter and announced that the IM Soccer team took 1<sup>st</sup> place in their division this quarter.
  - **Newsletter Editor:** Requested that officers complete their interviews for the newsletters. Alumni Newsletter creation is underway and any suggestions for the current issue should be brought up as soon as possible.
  - **Marketing Director:** Will create an advertising plan for the Career Fair over winter break.
  - **Alumni Relations:** Has received the alumni mailing list and announced that planning for the Alumni BBQ will begin early next quarter.
  - **Cal Geo Rep.:** The design report for the MSE Wall is currently underway.
  - **Treasurer:** Gave the current balance.
  - **Steel Bridge Rep.:** Construction tryouts will be advertised and held early next quarter.
  - **Concrete Canoe Rep.:** Gave the logistics for paddling tryouts.