Executive Committee Meeting

Date: August 27, 2012 (Monday)
Time: 5:00 PM to 6:30 PM

Executive Committee Members:

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
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<tbody>
<tr>
<td>President</td>
<td>Kristi Gemperline</td>
<td>Publicity Chair</td>
<td>Cory Arnold</td>
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<tr>
<td>Vice President</td>
<td>Sean Franklin</td>
<td>History Comm. Chair</td>
<td>Robert Lankford</td>
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<td>Secretary</td>
<td>Dan Mogen</td>
<td>Funding Comm. Chair</td>
<td>Nicole Hodges</td>
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<td>Treasurer</td>
<td>Jeremy Begley</td>
<td>Concrete Canoe</td>
<td>Senior Design</td>
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<td>Past President</td>
<td>Richard McBeth</td>
<td>Steel Bridge Chair</td>
<td>Senior Design</td>
</tr>
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<td>Web Master</td>
<td>Kirsten Sargent</td>
<td>Activities Chairs</td>
<td>Tyler Lund</td>
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<td>Membership Comm. Chair</td>
<td>Jake Leins</td>
<td>Student Advisor</td>
<td>Don Silar</td>
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<tr>
<td>Community Service Chair</td>
<td>Vaishak Gopi</td>
<td>Practitioner Advisor</td>
<td>Dr. David Frick</td>
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Executive Committee Reports and Discussions

The meeting began at 5:00 PM and ended at 6:30 PM.

Special Guest – Graduate Student: (Joel Sholtes)

Discussion:

1. Potential graduate student liaison that could become involved with ASCE.
   a. Create contact between undergrad and graduate students.
   b. Provide advice on how to prepare for graduate school, etc.
   c. Share advantages of grad school.

2. How to get involved.
   a. Email list inclusion.
   b. Keep posted as to general meetings.
**Special Guest: (Dr. Garcia)**

**Discussion:**
1. Promoted classroom presentations to help get new student involvement.
2. Committed to helping get funding needed to host events.
3. Wants to further faculty involvement when and where we can get them involved.
4. Our chapter of ASCE is responsible for a section of Forest Service Adopt-A-Trail between Fort Collins and Estes Park.
   a. Do we want to continue to do this?
   b. Meeting for leaders on April 25<sup>th</sup> and training for all to be involved on April 28<sup>th</sup>.
      i. Jake and Sean will be attending.

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**OFFICER REPORTS**

**Faculty Advisor: (Don Silar)**

**Discussion:**
1. Welcome Back!
2. Excited to go into this year with good momentum from last year and continue to move forward enhancing involvement from both students and faculty on campus.

**President: (Kristi Gemperline)**

- **Agenda Item: Office Hours**

**Discussion:**
1. Sign up sheet is going around and all officers need to sign up.
2. These office hours allow us to have a contact point for people to come to and also allow us to keep the space that we currently have.

- **Agenda Item: Involvement Expo**

**Discussion:**
1. Happening on Wednesday the 29<sup>th</sup> on the LSC Plaza.
2. SLiCE event that showcases the different student organizations on campus.
3. Everyone needs to sign up for a time to work, as this is a great opportunity to get new members.
• Agenda Item: CEE Q&A Panel for Transfer Students

Discussion:
1. Being held Thursday August 30th at 5:30pm in Engineering B103.
2. Robert and Sean will attend and help out.

• Agenda Item: Engineering Exploration Days

Discussion:
1. Happening Saturday October 13th and it is a good opportunity to get involved.

• Agenda Item: Fall 2012 Officer Meeting Time

Discussion:
1. The current time does not work for everyone so a new time needs to be set.
2. Submit times that work and Kristi will work on some options for a new meeting time.

• Agenda Item: Letter for funding (Dr. Garcia)

Discussion:
1. Letter is written and ready to go.
2. Don & Kristi will go to meet with Dr. Garcia on September 10th at 2:30pm if he is available.

• Agenda Item: FE After Party

Discussion:
1. Going to be held after the FE Exam on October 27th at the RamSkellar.
2. Need to talk to Schlumberger and see if they are willing to sponsor again this year.
3. Will be catered by CSU Catering.
4. Get support from RamRide to provide safe transportation.

Vice President: (Sean Franklin)

• Agenda Item: September General Meeting

Discussion:
3. Planning to hold on September 20th.
4. Speaker will be coming from City of Fort Collins Traffic Engineering to talk.
• Agenda Item: Golf Tournament

Discussion:
1. Going to push having students involved in every team.
2. Should be held at the Mad Russian golf course and still working on the weekend.
3. Flyers are prepared and just about ready to go up.

• Agenda Item: Shirts

Discussion:
1. Going to be getting polo shirts with the CSU logo and ASCE on them for the officers.
2. Going to be getting T-shirts with ASCE and a saying on them for general member shirts.

• Agenda Item: ASCE Northern Colorado Branch Joint Meeting

Discussion:
1. Currently scheduled for November 8th but conflict with math exams on that date.
2. Going to try to move it to the 15th.
3. Work on trying to have it in a ballroom with nicer food.

Secretary: (Dan Mogen)

• Agenda Item: Finalization of minutes

Discussion:
1. Dan stood and was recognized. He then made a motion to approve the minutes for the April 30th officers’ meeting. Tony seconded the motion. At this time, Kristi opened for discussion. As there was no discussion, it was brought to a vote. By a majority vote, the minutes were approved.

Web Master: (Kirsten Sargent)

• Agenda Item: Website and Other Changes

Discussion:
1. Will update the calendar.
2. Update officer pictures with relevant changes.
Treasurer: (Jeremy Begley)

- **Agenda Item:** Reimbursements and Payments

  **Discussion:**
  1. Tony needs reimbursement for trailer work.
  2. Nicole needs reimbursement for Expo registration fee.
  3. Put together list of wish items that can give ideas for funding.

Publicity Chair: (Cory Arnold)

- **Agenda Item:** Message Boards

  **Discussion:**
  1. Add membership forms to the board.
  2. Put together poster for the Expo table.

Historian: (Robert Lankford)

  **Discussion:**
  1. Summer newsletter went out and had updates for students about the awards from end of last semester and the happenings of Fort Collins.
  2. September newsletter will be going out next week.

Community Service Chair: (Vaishak Gopi)

  **Discussion:**
  1. Worked the freshman booth on August 17th and got between 20-25 new member forms.

Activities Chairs: (Tyler Lund & Tony Grasso)

- **Agenda Item:** Semester Plans

  **Discussion:**
  1. Going to try to get a weekend soon to collect cans in a neighborhood (Windsor).
  2. Working on getting stores to allow collection of cans there – filling out the necessary forms.
  3. Planning on doing a bowling night later in the semester.
Membership Committee Chair: (Jake Leins)

Discussion:
1. Will be processing a large number of new member forms that were collected over the summer.

- Agenda Item: Adopt-A-Trail

Discussion:
1. Sean and Jake went up and got trained on how to fix trail this spring and can now take a group up to do repairs.
2. Sean went and checked out the trail area over the summer and identified a few areas that could use relatively minor repairs.
3. Plan on trying to schedule a time to go up, probably in October.

Concrete Canoe Chair:

- Agenda Item: Concrete Canoe

Discussion:
4. Tony did work on the trailer including adding cabinets, table, etc.
5. Start thinking about getting stickers redone on the trailer.
6. Possibly have two concrete canoe senior design teams that would compete to see who would go to regionals.
7. Work on getting sponsorships and additional funding.
UPCOMING MEETING(S) AND EVENTS

- **Involvement Expo**  
  ✓ Wednesday, August 29th from 10am to 3pm on LSC Plaza

- **CEE Q&A Panel for Transfer Students**  
  ✓ Thursday, August 30th at 5:30pm in Engr B103

- **General Meeting**  
  ✓ Thursday, September 20th at 6pm (Location TBD)

- **Golf Tournament**  
  ✓ Saturday, September 29th at 8am at the Mad Russian

- **Engineering Exploration Days**  
  ✓ Saturday, October 13th in the Engineering Building

- **Officers’ Meeting**  
  ✓ TBA

ACTION ITEMS

- **ALL OFFICERS**  
  ✓ Office Hours!  
  ✓ Work the Expo

- **Kristi**  
  ✓ Set new meeting time  
  ✓ Meet with Dr. Garcia about funding

- **Sean**  
  ✓ Keep on general meeting and golf tournament

- **Dan**  
  ✓ Submit a copy of the minutes from the August 27th meeting to all officers so they can be revised.

- **Kirsten**  
  ✓ Update website and calendar

- **Jeremy**  
  ✓ Reimbursements  
  ✓ Wish list of funding request ideas
• Cory
  ✓ Refill member forms on ASCE Board
  ✓ Expo table poster

• Robert
  ✓ Work on getting September newsletter out

• Vaishak
  ✓ Stay on top of Virginia Dale and Habitat projects

• Tyler & Tony
  ✓ Work with stores to get setup to collect cans

• Jake
  ✓ Process new member forms

• Richie
  ✓ Work with Dr. Thornton on Concrete Canoe

• Nicole
  ✓ Keep working with SLiCE

End of Minutes