Meeting Minutes: AIChE Board Meeting 01/06/2015 5:30pm

Attendees: Jane Campbell, Doug Sponseller, Kendra Seniow, Erik Thompson, Audrey Oldenkamp

**AR Summary:**

* + Doug and Kendra to coordinate Kendra’s audit of chapter finances, preferably before next board meeting (Feb 3).
	+ Kendra will create/update chapter mailing lists in Mailchimp, including the additional email addresses Audrey collected and gave Kendra.
	+ Erik will continue to work with City of Portland Water Bureau contacts to arrange tour as chapter event. WIll also continue to investigate soy sauce plant in Salem.
	+ Kendra to lead February event organization and planning.
	+ Doug and Erik to lead March event organization and planning.
	+ Audrey to lead April event organization and planning.
	+ Jane to distribute her contact info.
	+ Kendra to take over Chair responsibilities January through March or so while Jane is out.

*ARs continued from earlier:*

* + Kendra to update LinkedIn and website with the following:
		- Chapter bylaws (with “DRAFT” watermark added)
		- Chapter survey results (scrubbed of personal info)
		- National report (that Jane sent to Monica a few weeks ago)
		- Free/Reduced meetings for unemployed members
		- Updated vision statement
		- Content also in newsletter
	+ Kendra will draft ~~December~~ Winter newsletter, including the following:
		- Call for volunteers
		- Charitable giving (OSU scholarship in honor of former member, Doug has info)
		- 2015 events (repeat general schedule of tue/wed) (remember! These events qualify for PDH!)
		- Reminder that local OSU chapter will sponsor students travel to come to our events.
		- Recap of 2014
		- Call for PE study buddies/material
		- Call for other discussion/event/etc items to be in newsletter or linkedin/website (send an email for content or post directly on LinkedIn yourself).
		- Membership Renewals – Make sure Columbia Pacific chapter is selected not Oregon, include directions for how to.

**Agenda:**

* Review/approval of December minutes - Kendra
* Meetings for January, Feb and March - Jane
* YP activities and integration - Audrey
* Tour in April? - Jane
* Transition of Chair during medical leave - Jane /Kendra/Doug
* Bank Balance – Doug
* Internal audit of accounting/books - Doug
* Mailings and newsletter
* Budget draft – in and out and plans

**Minutes:**

* Review December meeting minutes and ARs:
	+ Doug will send Kendra finance info for audit before next board meeting (feb 3)
	+ Kendra created google and mailchimp accounts and sent signin info to Jane and Doug. Kendra will send to Audrey as well. Kendra will get mailing lists from AIChE Nationals website and also add emails from Audrey (given tonight).
	+ Erik is still working on connecting with Portland water lab for tour (his contact retired).
	+ Doug contacted Nabisco about a tour. They said definitely not during the first quarter (Jan-Mar) of this year, but perhaps later.
	+ IPEX piping seems like an unlikely speaker candidate since they are from so far away (eastern Canada).
	+ Jane, Kendra and Audrey met in December to discuss Young Professional involvement and activities within the chapter. Ideas for events were brainstormed and Audrey has already begun coordinating spring events with OSU ChemE upperclassmen classes. Notes from this meeting were distributed by Kendra.
* Upcoming Meetings
	+ No meeting in January. Still aiming for newsletter.
	+ February - Have a YP-geared event. Kendra will lead and work with Audrey. Possibly the “speed mentoring” activity? Just aiming to get people out and present (something fun!).
	+ March - Hopefully a tour - maybe the Portland water lab (Erik working on this), maybe the motor shop (Doug has contact). Doug/Erik will lead.
	+ April (Saturday) - Tour in Albany area with one of the businesses suggested by Jane’s contact (at Contact Systems), followed by light lunch. Coordinate with OSU students (free food!). Audrey already has leads and will lead. Skip told Audrey the the OR section down there is not active, but there are individuals who might be interested in reviving and would be the ones to target. We will ask them to help with this event, particularly with lunches. Location for lunch needed.
	+ May - tour of airport or soy sauce (salem might be far) or nabisco
* YP Activities and Integration (Audrey)
	+ Audrey gave Kendra list of emails to add of YPs
	+ Audrey posted to CBE Facebook page to encourage people to get on the mailing list and join our activities.
	+ Audrey will make big push for February event (bring a friend, bring a co-worker, etc). Get people hooked in February and have March event to draw them back with.
* Transition of chair during medical leave
	+ Jane will be out of commission during at least February and March.
	+ Jane will send personal contact info (email and phone) out to board.
	+ Vice-chair (Kendra) will take lead.
	+ Audrey will cover note taking duties.
* Finances
	+ Budget: We need to make one for the year. This will also be a requirement of event planning - the organizer should draft a budget for the event to propose for the event. Chapter treasurer will lead and manage annual budget and work with event planners for specifics and keep the board up to date.
	+ Doug and Kendra to coordinate audit of chapter funds during the upcoming month.