Meeting Minutes: AIChE Board Meeting 11/5/14 5:30pm

Attendees: Jane Campbell, Doug Sponseller, Kendra Seniow

**AR Summary:**

* + For the November event (Nov 19th)
		- Jane will send meeting announcement to membership and compile RSVP responses. She will then notify Erika at Stonebarn of number of people for snacks on the Monday prior to the event.
		- Jane will Teeny Foods to announcement distribution.
		- Items to bring night-of:
			* Jane: sign-in sheet (complete with RSVP guests) and money box
			* Kendra: Name tags, $10 bills as change
		- Kendra will write thank you note after the event and will take pictures during the event.
	+ Kendra to update LinkedIn and website with the following:
		- October event summary/pictures
		- 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
	+ Doug will continue to work with Nabisco HR rep to see if Nabisco would be a good tour/meeting for January. Doug will lead January event planning.
	+ Kendra will lead February event and followup with IPEX piping rep.
	+ Kendra will draft December newsletter, including the following:
		- Call for volunteers
		- Charitable giving (OSU scholarship in honor of former member, Doug has info)
		- 2015 events
		- Recap of 2014
		- Call for PE study buddies/material
		- Call for other discussion/event/etc items to be in newsletter or linkedin/website

**Minutes:**

* Next board meeting: 1/6/15
* Financial report
	+ Chapter account balance is $6,792.51.
	+ This is after paying for last month’s event (reimbursing Jane and SSOE for Panera food (~$300)).
	+ Jane gives cash and checks from October’s meeting to Doug (treasurer) to deposit in chapter account (totaling $200).
* October summary for website (Kendra will post): Mr. Theo Gray presented a fascinating overview of the molecules that make up our everyday life. His new book *Molecules* has photos and descriptions of many of the commonly used chemicals around your house and workplace, including many we don’t often think of as chemicals. Mr. Gray personalized the discussion with stories of how he started making photographs of elements and molecules, which eventually became his best-selling books and iPad apps. He led open and engaging conversation in response to audience questions. Thank you Theo! And thank you Amanda Thomas of Via Productions for connecting us to Theo to make this event possible!
* November Meeting
	+ Jane met with Erika from Stone Barn. They should have the stil operating when we’re there.
	+ We are taking RSVPs Nov 14th, but Stone Barn doesn’t care how many people come. For Stonebarn we pay for only who shows, but for snacks we pay for the number of people who RSVP. Jane will notify Erika of number of people for snacks on the Monday prior to the event.
	+ We should invite Teeny Foods – Jane will add to announcement distribution.
	+ Items to bring night-of: sign-in sheet (Jane), name tags (Kendra), money box (Jane), $10 bills as change (Kendra)
	+ Kendra will write thank you note after the event and will take pictures.
* We need to make a separate mailing list for individuals not on national’s list, but who we want to stay in touch with (Teeny Foods for example).
* We really need more members! Jane can’t sustain level of involvement dedicated up to now. We need to make a call out at next meeting. Using something like Mail Chimp might help make email tasks easier. We will send a message after the Nov event calling for volunteers and announcing upcoming events for 2015. Anything helps, but having individuals to plan events would be wonderful.
* Jane proposes free or reduced meeting attendance for unemployed members – the board agrees and Kendra will post something to that effect on the website.
* End of year (post November event) email (“annual newsletter”). Kendra will look into putting this together and aim to have it out early December. Content:
	+ Call for volunteers
	+ Charitable giving (OSU scholarship in honor of former member, Doug has info)
	+ 2015 events
	+ Recap of 2014
	+ Call for PE study buddies/material
	+ Call for other discussion/event/etc items to be in newsletter or linkedin/website
* January event will be January 21st: potentially Nabisco (Doug will contact, Doug will lead this event), Kendra will work on Feb event (engineer’s week? Lunch? Etc) – let’s all think of upcoming events. Tour idea: Powell’s technical books
* General policy discussion topic: How do we handle no-shows? Decided that a formal policy is not necessary at this time. Each case will be handled as appropriate for the nature of the RSVP, the event, etc.
* Google doc site? Mail chimp? Kendra will look into additional tools and alternate platforms that could help reduce effort for tasks, keep us more organized and improve the image of our chapter correspondences.
* Graphic design? Kendra has a couple friends who are graphic designers and might be interested in providing design services to create a chapter logo, email/letter header, meeting announcements, etc. This may require some level of payment, which Kendra will investigate.