**Minutes for officers meeting – February 6, 2012**

Tasks to Complete

* Everyone
  + Find the industry contacts
  + Think of BAE Day lab ideas
  + Read up on the national convention
* Chris
  + Get a dropbox
  + Send banquet email
  + Send Patrick email about national convention
* Alex
  + Deposit money
  + Update Gmail contacts
  + Create financial spreadsheet
* Nathan
  + Contact Javier

Banquet

* Will be held March 3 at 7:00pm
* Chris – send an email to Fall initiates with information about the banquet, including:
  + The date
  + Business casual attire
  + Reminder to bring finished plaque, with a prize for the best
  + Reminder to pick up plaque and bent to anyone who hasn’t already
  + Reminder to do community service / bring the form
  + Come to pick up certificates and cards
  + Encourage carpooling
  + Notify us if they can’t attend

National Convention

* Who are we sending?
* Everyone – research the convention to gage your interest in going
* Chris – send an email to Patrick asking what the convention was like

Money

* What should we do with any surplus that we have?
  + Food for meetings
  + Social events (paintball, etc.)
* Alex – create a financial spreadsheet

Website/Facebook

* ptscalpoly.weebly.com
* <http://www.facebook.com/pages/Pi-Tau-Sigma-Cal-Poly-SLO/248818578522669>
* Everyone – like the Facebook page
* Facebook uses:
  + Announce events
  + Send any pertinent information to members
  + Use somehow to share what classes everyone is taking to find people to study with
* Website uses:
  + Calendar of events
  + Description of club
  + FYI about joining club
  + “Contact us” section (Classy headshots of the officers?)

Evenings with Industry

* Everyone – find our list of industry contacts
* Coordinate the next Evening with Industry with Tau Beta Pi

Building an Engineer Day

* General overview:
  + April 28, morning and afternoon
  + Four 40-minute labs involving a fun, engineering-related activity
  + Alerting SWE that we are involved has already been taken care of by TBP
  + Only step left to be officially participating is to reserve a room
* Lab ideas:
  + Gyroscopes
  + Mousetrap cars
  + Build a structure out of straw, spaghetti, etc.
  + Drill go-karts from ME134
* Everyone – think of BAE day ideas
* In the future, meet with TBP officers about this

Ongoing

* Meeting will now be bi-weekly, Mondays at 7:00pm on the 2nd floor of the library
* Need to email older members who still need to pick things up
* Alex – update the contact list on Gmail
* Be ready for Spring initiation before Spring quarter
* T-shirts?
* Organize more club events

Topics for the next meeting

* Pick industry contacts to pursue once we have the list
* Any BAE Day updates