

Meeting Minutes

Date: 6/30/2020

Location: Virtual (zoom)

In Attendance: Sally Purdue, Jacob Bishop, Natasha Smith, Pavan Karra, Michael Golub, Robby Sanders

Notes taken by: Pavan Karra

1. Role of officers was discussed, Robby provided his input
 - a. Secretary: Organizes meeting, takes minutes, business meeting notes
 - b. Treasurer:
 - i. Keep track of money,
 - ii. BASS account,
 - iii. provides treasurer report at DELOS annual meeting.
 - iv. Takes care of best paper awards disbursements (W9, mailing address, contact main office for checks to be mailed, make sure check go out).
 - v. Jacob mentioned there are two accounts usually.
2. Jacob asked about what happens if awardees do not respond
 - a. Robby mentioned that in that case, they get recognized but payment will not be disbursed
3. Some discussion followed about whether access to information from main office is contingent upon updating the officer roles and whether that has any bearing on when the award disbursement process needs to be started.
 - a. Jacob mention that getting W9 information and mailing address of recipients is important and can be done without contacting main office. The actual disbursement comes later when main office needs to be involved. By that time, the officer roles will have been updated at the main office.
 - b. Sally mentioned about "buddy" system where each incoming/outgoing role will be fulfilled by incoming and outgoing officers.
4. Jacob asked about updated officer list with main office. Michael completed (almost submitted) the process of updating the officers list with ASEE main office by the end of the meeting. There were issues with a couple of members being updated.
5. Sally recommended a meeting about once a month, with focus on bylaws for the next meeting in July/August
6. Robby advised that documents (Bylaws, etc..) can be share on slack.
7. Michael mentioned that we have about 10k in the account and that they could be useful for future workshops.
 - a. Jacob said we may need longer conversation at another time to discuss what we do with the 10k.
 - b. Michael mentioned we need to use it for outreach, to be discussed at a future meeting.
8. Jacob said he worked to make his labs virtual and that at some point we should get together to make the virtual tours of labs happen.