April 16, 2010

Attendance: Jesse Groenewold, Lucus Teeuwsen, Marty Haverly, Johnathan Gallagher, Aaron Coon, Stephen Pederson, Daniel Pond, Blair and Brooks Knutson

1. Tour of New Building: Friday, April 30th (2 weeks from meeting time)
   a) Organize time and place for start of tour (Director of Operations, Tour Coordinator)
   b) Get information out to students about tour (Director of Communications, Press Secretary, Secretary, Webmaster)
      • Lucas and Marty will talk about it and get back to everyone with information by next meeting

2. Newsletter on seniors and senior design projects
   a) Will someone do it?
      • Aaron Coon volunteered to do the newsletter. Blair offered his assistance in making the letter. A list of the seniors is needed.

3. Senior ASME Member gifts
   a) Discuss possibilities: pen (traditional), digital caliper, portfolio (All of Executive Committee in Attendance)
      • Portfolio, engraved with names and Dordt Logo. Option of ASME logo.
      • Blair will get info and bring to next meeting
   b) Decide on gift, purchase (Chairman, Speakers & Events Coordinator, or Volunteer)
      • Need to know who the seniors are, but $25 is the budget
   c) Give during senior design presentations (Chairman and/or Volunteer)
      • Jesse will give at the presentations

4. Study Party
   a) Determine date, time, reserve room
      • Thursday, April 29, 2010 from 8-9:30
      • Johnathan will reserve room
   b) Get snacks -- Root beer floats (2, 2-L bottles, 1 tub ice cream, cups/spoons), mini-smokies (4 packs + 1 bottle BBQ sauce, paper plates), others?
      • Blair and Brooks will get the snacks.
   c) Get information out to students about it (Director of Communications, Press Secretary, Secretary, Webmaster)
      • Aaron Coon will make the posters and everyone else will let their classes know

5. Executive Committee End-of-year Event
   a) time, place?
      • Will talk with Van Gaalen next week about it

Kickoff Social (Next Year)
   a) Discuss what needs doing, get ready to plan more in-depth next week
      • Details will be given next week