ITS-A Officer Meeting Agenda

February 1, 2006

ADMINISTRATIVE:

Old Business

None

New Business

1. Treasurer turnover
2. We have registered for the spring… Naveen not on SALD website, can change if needed.
3. How do we access and modify our website?
4. Meeting frequency – bi-weekly or monthly?
5. ITS-A t-shirts or mugs to sell and/or distribute to speakers… volunteer to lead?
6. Representative to Dean’s weekly meetings Mondays at 5:00 pm in 10th floor large conference room.
7. Advertising $1000 M.S. Scholarship… only 300 word essay, no one entered last year.
8. Recruiting booth? Table outside ECJ?
9. Parent’s grant applications due February 10th, any ideas?
10. ECC funding also available
11. ITS-A email @ yahoo, give username and password to officers.
13. Speaker series - Alison

ITS-A PLANNED ACTIVITIES:

Need volunteers to lead these activities

- Habitat for Humanity
- Speaker February 17, 2006 – Dr. Ardekani
- Speaker March 20, 2006 – Thomas Sherer
- Speaker April 19, 2006 – Rashed Islam - WHM

Person responsible for activity should keep 6th floor bulletin board and other officers updated.

10th Floor conference rooms already reserved for speakers; February and April are in the small room, March is scheduled for the large room. Speaker leaders will have to organize snacks and drinks, get parking passes for guests, clean up the room, get chairs if needed (for small conference room), put up/tear down advertising flyers, and any other administrative tasks on ITS’s end or to help the speaker. The WHM person will also be responsible for helping to organize a bit of a recruiting session, with interviews and such.

OTHER DEPARTMENTAL ACTIVITIES:
These activities are noted just so officers are aware that they might be involved this semester.

- New student recruiting activities – Lisa to be contacting soon
- Summer intern welcoming activities
- Explore UT – March 4, 2006
- Intramural sports
- Introduce a Girl to Engineering Day – February 25, 2006

OFFICER REPORTS:

This first meeting, no reports are expected, in future an informal report each meeting will be useful. This first meeting we need to outline the general responsibilities of each position. My thoughts are noted below, though these are not set in stone by any means.

President

Lead several activities, responsible for updating website, securing funding, overall operations of group, correspondence with advisor and ITS Texas, representing UT ITS at ITS Texas functions, delivering annual address at ITS Texas meeting, and managing/delegating any other things that come our way.

VP – Administrative

Lead several activities, help with updating website, paperwork, finances, preparing annual report, and other administrative/organizational work. Act as liaison to ITE.

VP – Activities

Lead several activities, help ensure that speakers are taken care of properly, that other officers are doing activities, advertising/ITS merchandise.

Treasurer

Maintain balance sheet, report finances at officer meetings, lead an activity, help with funding paperwork, collect dues.

Secretary

Maintain membership files, provide meeting minutes to officers, lead an activity, help with any clerical work.