ITS-A Officer Meeting Agenda

March 20, 2006

ADMINISTRATIVE:

Old Business

1. Advertising $1000 M.S. Scholarship… only 300 word essay, no one entered last year… keeping it on agenda to serve as reminder
2. Expecting additional $500 from Texas ITS in near future for 2004 – emailed Brian Burk again.

New Business

1. Speaker series… Alison?
2. Has Expo money been deposited?
3. Recruiting activities – essentially finished
4. Should start thinking about Fall activities, 2-3 speakers, suggestions??
5. Election this fall?
   a. Election ideas:
      i. Solicit nominations (self nominations OK)
      ii. Host big pizza party where price of admission is a vote on next year’s officers

ITS-A PLANNED ACTIVITIES:

- Speaker April 19, 2006 – Rashed Islam (WHM) - Aarti and Aris (& Nick since previous speaker cancelled)

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

10th Floor conference rooms already reserved for speakers; April is in the small 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:

- Summer intern welcoming activities – Naveen, Nick, Aarti
  o Bowling
  o Toobing
  o BBQ
  o ???
OFFICER REPORTS:

President

- Website info current, but still not too pretty. Agendas and minutes up. No details on complete renovation yet.
- Need officer photo today
- Will work on digitizing distinguished lecture and putting on website (if there’s room).
  - Undergraduate recruiting??
- Birthday party schedule?
- Officers interested in attending ITS-A conference in Philadelphia in May?
  - Airfare ≈ $270 through AA
  - Offer to provide support to members? Require summary of conference or essay on why one wants to attend?
  - Register online, students are free.

VP – Administrative

- Habitat for humanity
- B-day party schedule?

VP – Activities

Treasurer

- Current funds
- New treasurer “equipment”

Secretary

- Membership list for fall