

Officer Meeting Agenda

8 January 2022, 1:30 - 3:00 PM EDT

Zoom [Link](#), Password: 1885

Black: Agenda Items/officer updates, **Pink:** Pre-meeting ideas,
Blue: Notes during meeting

Attendance (1:30)

Position	Full Name	Preferred Name	Pronouns	Here? (Yes/No)
President	Ranadeep Mitra	Ranadeep	he/him	Yes
Vice President	Erik Radakovich	Erik	he/him	Yes
Grad Vice President	Hrishikesh Danawe	Hrishi	he/him	Yes
Secretary	Zachary Goldston	Zack	he/him	Yes (leaving after I talk)
Treasurer	Richard Wang	Richard	he/him	Yes
EVP	Riley Garliauskas	Riley	he/him	Yes
EVP	Jonhan Chen	John	he/him	Yes
Service Coordinator	Jed Pienkny	Jed	he/him	Yes
Campus Outreach	Ben King	Ben	he/him	Yes
Activities	Sean Anderson	Sean	he/they	Yes
PD	Daniel Falvo	Daniel	he/him	Yes
K12	Jessy Simmer	Jessy	she/her	yes
K12	Jamie Ferris			
Chapter Development	Anh Tuan Tran	Alan	he/him	Yes
Publicity	Matthew Kukucka	Matt	he/him	Yes
Historian	Arjun Sundararajan	Arjun	he/him	Yes
Membership	Denise Shlautman	Denise	she/hers	yes

Chief Advisor	Kyle Lady	Kyle	he/him	yes
Advisor	Michael Benson	Benson	he/him	Yes
Advisor	David Martel	DFM	:bacon:	I never leave
Advisor	Ike Smith	Ike	he/him	Yes
Advisor	Simon Li			
Advisor	Kate Giammalvo	Kate	she/her	Yes
Advisor	Adam Ley			
Advisor	Kritika Iyer			

[Announcements and Points for Discussion \(1:30 PM\)](#)

[Open Floor \(1:45 PM\)](#)

Meeting Updates(1:50 PM)

Executive Team

President (Ranadeep)
Vice President (Erik)
Grad Vice President (Hrishi)
Secretary (Zachary)
Treasurer (Richard)
External Vice Presidents (Riley & Jonhan)

Events Team

Service Coordinator (Jed)
Professional Development (Daniel)
Campus Outreach (Ben)
K-12 Outreach (Jessy & Jamie)
Activities (Sean)

Chapter Team

Chapter Development (Alan)
Membership (Denise)
Publicity (Matthew)
Historian (Arjun)

Tabled Topics + Open Floor _____ (2:15 PM)

Full Officer Updates _____ (Fill Out Before Meeting)

Executive Team

President (Ranadeep)
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Events Team

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Chapter Team

Chapter Development (Alan)
Membership (Denise)
Publicity (Matthew)
Historian (Arjun)

Announcements and Points for Discussion _____ (1:30 PM)

- Welcome!

- Mailout envelope stuffing will be this Monday (1/10)
 - We will be stuffing envelopes with material sent out to eligible students and their parents.
 - **[Action Item]** Fill out [this when2meet](#) with your availability.
 - Benson: Straw poll for who can help out? This isn't a 1 person job
- The AB approved a preliminary budget, which covers spending up until the full semester budget is approved. You can find that [here: W22 Preliminary Budget.xlsx](#)
- The W22 meeting schedule can be found [here: W22 Meeting Schedule](#)
 - Events will be added to the website soon!
- Reminder that in order to book a room on campus you have to ask Zack to do it for you.
 - Zack: Make sure to check 25live first to look for specific rooms, it's a very handy tool, and it saves me time since I don't have to spend time looking around
 - DFM: can you add the tbpmi.ga link?
 - <https://tbpmi.ga/roomreserve> ← To reserve rooms
 - <https://25live.collegenet.com/pro/umich#!/home/dash> ← To check availability
- **[Action Item]** Remember to fill out the [First Actives Slides](#) before Tuesday's meeting! They can be found [here: 01 First Actives Meeting W22](#)
- **[Action Item]** Please hold or finish up your transition meetings if you haven't already done so!
- **[Action Item]** Keep an eye out for Officer One-on-One meetings that will be taking place in the next two weeks.
 - I will be sending out information about this very soon, so keep your eyes peeled!
 - Richard: Would it be better so me to go to each of these 1 on 1's since we talk about the budget?
 - Ranadeep: Will be discussed offline
- **[Action Item]** Be on the lookout for the new Officer Contact Information form, this is imperative for us so we know how to contact you in an emergency, and to set up Office Hours after 1st General. Make sure to fill it out as soon as possible!
- **[Action Item]** Schedule your office hours with your team lead!
- Chairs and Committees (Benson)
 - Ranadeep: Forms to be sent out for chair positions, then vote as an officer corp to make the chairs official
 - Benson will send out a list of current committees and chairs as well as their charges. If you would like to create a new chair or committee, please discuss first with your team lead and president. Then reach out to Benson for assistance in drafting the language for the Bylaws to be considered by the Officer Corps.
- DFM: Make a comments document for all the ideas/opinions (or just Slack Ranadeep)

Open Floor

(1:45 PM)

Meeting Updates

(1:50 PM)

Executive Team

President (Ranadeep)

- I. Proud of:
 - A. Sending out 14 emails in the span of 30 minutes.
- II. Need help with:
 - A. Mailout; it's a large logistical challenge and time is short!
- III. Working on:
 - A. Mailout
 - B. One-on-ones
 - C. Emails
 - D. Benson: Send a quick email for reminding us (mainly me)

Vice President (Erik)

- I. Proud of:
 - A. Getting started quick on preparing for First Gen
- II. Need help with:
 - A. **[Action Item]** PLEASE consider signing up to be an [Electee Team Lead](#)
 - B. **[Action Item]** Fill out the [Fun Fact form](#) if you haven't yet
 - C. Sending out First Gen announcement (Kyle)
- III. Working on:
 - A. Electee Packet + Exam
 - B. Scheduling Electee Interviews
 - C. Recruiting Electee Team Leads

Grad Vice President (Hrishi)

- I. Proud of:
 - A. Being part of TBP Officers Corp W22
- II. Need help with:
 - A. K-12 event dates
 - B. Need member admin access to setup interview sign-ups
- III. Working on:
 - A. Preparing Grad Electee packet
 - B. Finalized electee interview dates working with VP
 - C. Preparing Electee Invitation email

D. Requesting actives to sign-up for electee team leaders and GSAC position

Secretary (Zachary)

- I. Proud of:
 - A. Grades on reports (all perfect scores so far)
 - 1. Thank you especially to Abby who helped get the full list of electees, and helped me from going crazy
 - B. Getting started on Eligibility report much earlier
- II. Need help with:
- III. Working on:
 - A. **[Action Item]** Officer Information Form
 - B. **[Action Item]** Office Hours
 - C. Eligibility Report for WN2022

Treasurer (Richard)

- I. Proud of:
 - A. Successfully completed SOAS training and added as an authorized signer
- II. Need help with:
- III. Working on:
 - A. Reviewing past years' budgets and documents
 - B. Getting experience fulfilling reimbursement requests
 - C. Attending 1:1 meetings with Ranadeep to work on budget

External Vice Presidents (Riley & Jonhan)

- I. Proud of:
 - A. First mail merge done, 181 emails sent and 30 personal responses from professors
- II. Need help with:
 - A. FYSA (Kyle) - list of eligible first year students
- III. Working on:
 - A. Enlisting student help - TBP actives and past winner emails planned for Monday
 - 1. [Arjun: Make sure to include in First Actives slides](#)
 - B. Automatic Meeting Scheduler
 - 1. [For professor contact/email response](#)

Events Team

Service Coordinator (Jed)

- I. Proud of:
 - A. Events Team Meeting #1 went well! Though it was from my phone!
 - B. Lots of good ideas and vibes
 - 1. Proud of the events team so far!
 - C. Made a chocolate souffle yesterday, didn't collapse in the oven
- II. Need help with:
 - A. Beginning to theorycraft the idea of a signature event (professional/social/educational/free/paid), all ideas are welcome, hmu

- B. **[Action Item]** Voluntell people for project leads! Also, was curious on how to run project lead meetings, 1-1s or as a group?
 - 1. DFM: Ad-hoc basis, happy to discuss offline
- III. Working on:
 - A. Project lead form will be sent out on Mondays
 - B. Scheduling Events Team meetings going forward
 - 1. In-person meetings could be a fun time
 - C. Starting next week, reaching out to past connections
 - 1. Ranadeep: Still individual budget meetings, but combined budget would be useful

Professional Development (Daniel)

- I. Proud of:
 - A. Getting all of the Engineering Futures Events on the website
 - 1. Planning to release the events in batches
- II. Need help with:
 - A. A number of emails were sent when the representatives were not in their office. Should I resend an email, or give it more time?
 - 1. Usually give 1 week after the back-in-office date
 - B. I've got a list of updated emails for companies, who needs these?
 - 1. Benson: I encourage you to be judicious with this info, the PD officer is the "gatekeeper" of this information. This is like the chapter's "IP"
- III. Working on:
 - A. New events for this semester
 - B. Getting Chairs

Campus Outreach (Ben)

- I. Proud of:
 - A. Having a good transition meeting
 - B. Better understanding now of my position
- II. Need help with:
 - A. Getting chair(s) to help organize some of the labor intensive events
 - Jed: I can help, lmk if there are any specifics you want in the chair form
 - Ranadeep: info on the chair application is going out soon
- III. Working on:
 - A. Organizing Breakfast Parties
 - B. Transitioning Tutoring

K-12 Outreach (Jessy & Jamie)

- I. Proud of:
 - A. Our plan to contact more local students
- II. Need help with:
 - A. Figuring out STEM videos

- B. Getting bodies to help
- III. Working on:
 - A. Organizing Event Dates
 - 1. Hopefully in person is possible
 - B. Finalizing budget proposal
 - C. Organize activities for the events
 - 1. Sift through inventory
 - 2. Check in with chairs about modules for events

Activities (Sean)

- I. Proud of:
 - A. Drafted a list of 6-8 events
 - B. Created a spreadsheet with a preliminary budget for most of those events
- II. Need help with:
 - A. Timeline of organizing an event, when should I reach out to other orgs, when should I put things on the website, when do I start reaching out to venues?
 - B. I don't have access to the activities email, but I'm not sure how important that is
 - 1. Ranadeep: I will get you access to tbp.activities email.
- III. Working on:
 - A. Solidifying list of activities
 - B. Calling venues for quotes
 - C. Contacting other orgs

Chapter Team

Chapter Development (Alan)

- I. Proud of:
- II. Need help with:
 - A. Looking for DEI Committee chair, members
 - 1. Benson: makes sense to solicit chairs first.
- III. Working on:
 - A. Transition meeting
 - B. Organizing New Initiatives
 - 1. Benson: idea- consider getting a "new initiatives chair" whose job it is to run NI meetings. This leaves you free to work on implementing the ideas that come out of these meetings.
 - 2. You can have a chair without a committee.
 - 3. Ranadeep: First Actives is a great meeting to advertise for chairs.

Membership (Denise)

- I. Proud of:
 - A. Successful transition meeting
 - B. Updated some alumni email lists
 - C. In the process of making my first website event

- II. Need help with:
 - A. Making tbpmi.ga links
 - 1. tbpmi.ga/create
- III. Working on:
 - A. Finalizing budget proposal
 - B. food/attendance google forms
 - C. First actives event / sending email for food sign-up
 - D. Benson: it's a good idea to do an email cleanup, to avoid the annual "please remove me from this listserv" email thread

Publicity (Matthew)

- I. Proud of:
 - A. Having a good transition meeting and easing into position
 - 1. Integrated onto social media and calendar/printing accounts.
- II. Need help with:
 - A. Coming up with tiktok ideas – any idea is welcome
 - B. Taking pictures at future events – @everyone**
- III. Working on:
 - A. Finalizing budget proposal
 - B. Weekly announcement email before 1st Actives
 - C. Continuing Jed's meme contest for W22

Historian (Arjun)

- I. Proud of:
 - A. EVP Transition meetings done
- II. Need help with:
 - A. **["Action" Item]**(Not immediate) Throughout the semester think about and document what cool TBP things are happening so that I can include that in alumni newsletter(s)
- III. Working on:
 - A. First Actives cornerstone

Advisors

- IV. Benson: officers don't need to wait until officer meetings to ask questions– feel free to use slack, text, etc to get answers quicker!

Tabled Topics + Open Floor (2:15 PM)

- Someone cleaned the bullpen! (Kate)
 - I don't think it was anyone here, but if it was - thanks!
 - Let's do our best to keep it looking nice throughout the semester :)

Full Officer Updates (Fill Out Before Meeting)

Executive Team

President (Ranadeep)

- IV. Key Accomplishments:
- V. Roadblocks:
- VI. Next Steps:

Vice President (Erik)

- IV. Key Accomplishments:
- V. Roadblocks:
- VI. Next Steps:

Grad Vice President (Hrishi)

- IV. Key Accomplishments:
- V. Roadblocks:
- VI. Next Steps:

Secretary (Zachary)

- IV. Key Accomplishments:
 - A. All of the necessary Fall 2021 Reports submitted, full marks on all of them!
 - B. Constitution Ratification Ballot turn-in was extended... by about 6 months (we turned it in back in November)
- V. Roadblocks:
 - A. N/A
- VI. Next Steps:
 - A. Room reservations, please please please use the form and make sure to consult the 25live website (Thank you to whomever pinned the post on the officer channel)
 - B. I will be sending out officer contact information for this semester soon, please be on the lookout for that
 - C. Eligibility Report, will need to work with Kyle on this one

Treasurer (Richard)

- IV. Key Accomplishments:
- V. Roadblocks:
- VI. Next Steps:

External Vice Presidents (Riley & Jonhan)

- IV. Key Accomplishments: Honors Brunch: professor committee meeting emails sent. Career fair: meeting schedule established and transitions finished.
- V. Roadblocks: Honors Brunch: relatively poor initial response, some professors have special requests.
- VI. Next Steps: FYSA and Rice Award application emails sent out, TBP student committee member emails to be sent Monday. Career fair: fill out documents and set up administrative CF business, including finalizing a date/format

Events Team

Service Coordinator (Jed)

- IV. Key Accomplishments:
 - A. Events Team Meeting #1 went well! Though it was from my phone!
 - B. Lots of good ideas and vibes
- V. Roadblocks:

- A. Beginning to theorycraft the idea of a signature (professional/social/educational), all ideas are welcome.
 - 1. For W22, will recruit interested members as project leads, though depending on the final scale may be worth making a chair position in the future
 - B. Volunteer people for project leads! Also, was curious on how to run project lead meetings, 1-1s or as a group?
- VI. Next Steps:
- A. Project lead form will be sent out on Mondays
 - B. Budget (previous meeting went a little late so it wasn't fully fleshed out, I asked everyone to get a preliminary budget in by Tuesday.
 - C. Scheduling Events Team meetings going forward
 - 1. In-person meetings could be a fun time
 - D. Starting next week, reaching out to past connections
 - 1. Sandwiches and Speakers will be different b/c we now are sponsoring it (Mat Sci grant ran out), but still a good event
 - 2. Follow-up w/ SWE about the Engineering Games
 - 3. Go through past contacts

Professional Development (Daniel)

- IV. Key Accomplishments:
- V. Roadblocks:
- VI. Next Steps:

Campus Outreach (Ben)

- IV. Key Accomplishments:
- V. Roadblocks:
- VI. Next Steps:

K-12 Outreach (Jessy & Jamie)

- IV. Key Accomplishments:
 - A. Enthusiasm
- V. Roadblocks:
 - A. Uncertainty with the viability in person events
 - B. Figuring out STEM videos
 - C. Getting project leads
- VI. Next Steps:
 - A. Organize Event Dates
 - 1. Work with David for CSD
 - 2. Work with Jacob on Merit Badge Day
 - 3. Work with Pauline for MindSET
 - B. Finalizing budget proposal
 - 1. Figuring out if we want the major fair
 - C. Organize activities for the events
 - 1. Looking through MindSET modules with Pauline

2. Sift through inventory

Activities (Sean)

- IV. Key Accomplishments:
 - A. Created a spreadsheet for preliminary budget of events
- V. Roadblocks:
 - A. Still figuring out the process of organizing events
- VI. Next Steps:
 - A. Reach out to HKN about Cantina Night
 - B. Reach out to HKN WISE and SWE about a bowling night
 - C. Solidify event ideas and get quotes on more of them

Chapter Team

Chapter Development (Alan)

- IV. Key Accomplishments:
 - A.
- V. Roadblocks
- VI. Next Steps:

Membership (Denise)

- IV. Key Accomplishments:
 - A. Completed transition meeting
 - B. Gotten practice with working with email lists on MCommunity
- V. Roadblocks:
 - A.
- VI. Next Steps:
 - A. Create First Actives meeting
 - B. Send out email for food sign up
 - C. Create sign in forms
 - D. Email cleanup

Publicity (Matthew)

- IV. Key Accomplishments:
 - A. Completed transition meeting with Jed
 - 1. Logged onto TikTok, Snapchat, and Instagram accounts
 - 2. Added to CoE Calendar group
 - 3. Given access to MPrint shortcode
 - 4. Given contact information for CoE departments
- V. Roadblocks:
 - A. Coming up with tiktok ideas
 - 1. Any idea is welcome, preferably engineering/TBP related
 - B. Encourage project leads/members to take pictures to be used at banquet and posted on social media
- VI. Next Steps:

- A. Finalizing the budget proposal as soon as possible
- B. Working on sending out the weekly announcement email on Monday for 1st Actives
- C. Setting up W22 photo/meme contest
 - 1. New google form and set up event on website

Historian (Arjun)

- V. Key Accomplishments:
- VI. Roadblocks:
- VII. Next Steps:

Advisors