

Officer Meeting Agenda

11 January 2019 (First Actives/Mail Out)

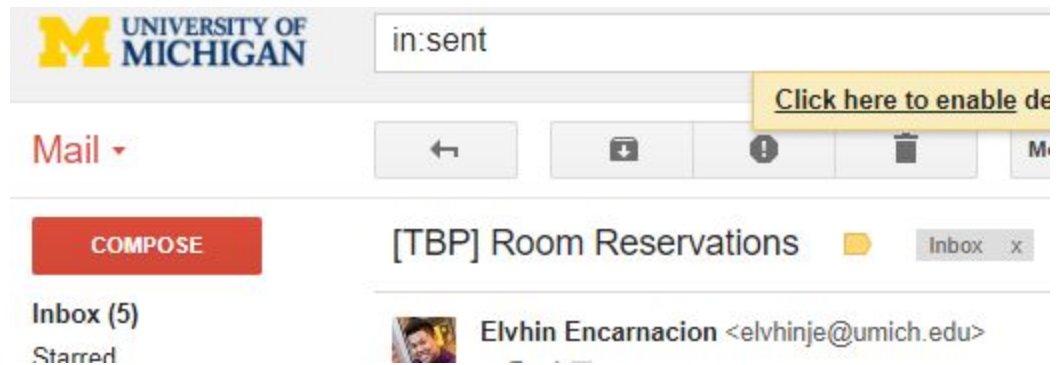
Updates

(6:00 PM)

Executive Team

President (Angelo Vozza)

- I. Welcome and Introductions
- II. Officer Orientation
 - A. Email
 1. Set up an alias for your email; please use for all official communications



2. Put [TBP] at the beginning of the subject in all TBP related emails
 3. Use email listservs appropriately
 - a) Limit what is sent to tbp.all (use actives lists instead)
 - b) Let PD Officer handle requests to publicize opportunities to our members
 - B. Slack
 1. More information tonight regarding joining
 - C. You must attend your office hour every week
 - D. Google Drive
 1. Important Officer Files and Documents
 - a) [TBP] Officer Files → Category: Important Officer Corps Docs
 - E. Officer and Advisory Board Meetings
 - F. Office Code
 1. Please try to keep the office and cage organized
 - G. Most Importantly, ASK FOR HELP
 - III. Officer To Dos
 - A. Schedule a 1-on-1 meeting with me if you haven't yet
 1. **Budgets and timelines are due to me 48 hours before your one on one**

2. Feel free to review the [W18 Budget](#) as a guide
 3. Also, review the [Preliminary W19 Budget](#)
- B. Team Leads: please also consolidate your respective team's budgets and submit to me and the treasurer by **January 25**
- IV. First Actives
- A. Please update your slides if needed
 - B. Will have time for a 5 minute talk if any officer is interested
- V. Election of Chairs
- A. <https://docs.google.com/spreadsheets/d/1uO0POUdRb57laCJVl3tKK9Jfld1J038FSBOG4uxy-64/edit#gid=1697349299>
 - B. No nominations for Honors Brunch Chair
 - C. Eshita - Nominate myself as Grad speaker series chair (until someone interested comes along, then they can be co-chair)

Vice President (Josh Polzin)

- I. Jose White
 - A. Was eligible last semester but was studying abroad in Shanghai, wants to join
 - B. Wants to join this semester
 1. If he's eligible again, no problem
 2. If not, any thoughts?

Grad Vice President (Ellen Thompson)

I.

Secretary (Adam Ley)

- I. Office Hours! (and contact information)
 - A. Please have these in by Sunday
 - B. https://docs.google.com/forms/d/e/1FAIpQLSfhQBQ2KZuz8uKe26SeEuDic7pyOjP6thQhvAfMvDZGehU5aQ/viewform?usp=sf_link
- II. Eminent Engineers
 - A. It's never too early to start thinking about these
 - B. Eminent Engineers are loosely defined as people who have achieved eminence in the field of engineering (education, practice, policy, etc.), but strictly defined by 10 years out of college if they received an engineering degree and 15 if not.
 - C. Please submit a paragraph about why you want to nominate that person resume or a CV with your nomination

Treasurer (Sarah Puzycski)

I.

External Vice Presidents (Joseph Brenner & Allison Easton)

I.

Events Team

Service Coordinator (Kelly Crumley)

I.

Professional Development (Brendon Brown)

I.

Campus Outreach (Arushi Agarwal)

I.

K-12 Outreach (Andrej Coleski & Sydney Erickson)

I.

Activities (Rob Spiess)

I.

Chapter Team

Chapter Development (Reed Yalisove)

I.

Membership (Eileen Li)

I.

Publicity (Ivy Zhu)

I.

Historian (Allie Bopp)

I.

Points for Discussion

(6:40 PM)

I.

Open Floor

(6:50 PM)

I.