

In attendance: Cheryl Campo, Brent Crenshaw, Tamara Fulton, Timothy Marsh, Pritesh Patel

OLD/ONGOING BUSINESS

- Discussed recently sponsored events
 - Happy hour and pumpkin carving went well
 - Pumpkin carving may require more advanced planning next year
- Parent organization affiliation
 - A letter has been sent to PMSE division of ACS asking for affiliation
- Discussed seminar series
 - Date for the Covitch talk will be moved from March 8 to March 22
 - A tentative agenda was submitted for the career workshop in February
 - RSVP requests will be sent in early January to various departments
 - We plan to invite 40 in hopes of obtaining 30-35 attendees
 - Attendees will ideally be within 1-2 years of graduating

NEW BUSINESS

- Holiday party suggestions
 - Past locations included Science Center and Case Club
 - Other possibilities include a themed party like ice-skating or we could have a special happy hour at KHS
- Reviewed redistribution of tasks (compiled here with those previously assigned in 6/05)
 - President
 - Act as a liaison between the MSO and groups external to the department including but not limited to the designated professional society parent group (TBD), polymer professionals, Macro alumni, the Graduate Student Senate, and other community organizations
 - Supervise MSO committee/meetings/activities
 - Write meeting agendas
 - Vice President
 - Act as a liaison between the MSO and groups external to the department including but not limited to the designated professional society parent group (TBD), polymer professionals, Macro alumni, the Graduate Student Senate, and other community organizations
 - Archive MSO documents
 - Solicit volunteers for departmental service requirements
 - Treasurer
 - Plan budget
 - Account management (purchasing/reimbursement)
 - Secretary
 - Oversee correspondence internal to department
 - Manage seminar attendance records

- Schedule rooms for regular meetings/activities/events
 - Write meeting minutes
- Webmaster
 - Manage website
- Members-At-Large
 - Assist in coordinating/executing MSO activities/events
- Staff Liaison/Newsletter Editor
 - Act as faculty-student liaison
 - Compile and publish newsletter
- Historian (new)
 - Maintain pictorial record of MSO activities/events
- Committee (as needed)
 - Coordinate MSO activities/events
 - Advertise MSO activities/events (use appropriate template)
- Discussed the need to create an MSO logo and catch phrase
 - Once created, it should be added to flier templates
- Discussed the possibility of bringing other departmental responsibilities and activities such as seminar Audio/Visual and intramural sports advertising under the management of MSO
- Discussed having floor or group representatives in MSO meetings to voice concerns

OFFICERS' REPORTS

- Pritesh suggested that MSO news links link to the MSO website and not directly to the forum since the forum is not in the case.edu domain