

In attendance: Cheryl Campo, Brent Crenshaw, Tamara Fulton, Timothy Marsh, Kelly Burke, Tejas Upasani, Ravi Ayyer, Shihu Wang, Wengui Weng, Matt Gawryla.

OLD/ONGOING BUSINESS

- Cheryl discussed details of the proposal letter that will be sent to PMSE before the end of the week.
 - Letter primarily covers proposal of the fall seminar series (and possible plant tours), a symposium in the spring to invite students from area universities in polymer programs, and increased ACS/PMSE membership (proposes 20 members and discounts for event registration in exchange for event table staffing).
 - Seminar for the ACES program tentatively scheduled for around September.
- Summarized results of the End-of –Year survey were discussed. (See appendix)

NEW BUSINESS

- Materials transfer
 - Incoming president, James Mendez, was given files (both paper and electronic) including an archive of materials collected from the previous years officers related to their duties as well as Standard Operating Procedures (SOP's) written by Cheryl to aid in organization of activities.
 - Incoming treasurer, Ravi Ayyer, was given all treasury related materials. The checking account will be closed and reopened later this week with the new officers.
- New suggested activities for 2006-2007
 - Outreach programming both to incoming graduates and to grade schools.
 - Reorganization of departmental duties
 - Both the duties available as well as the requirements for them and the TA positions need to be reviewed and discussed with the faculty.
- Organizational structure
 - Positions still to be filled include webmaster and GSS representatives.
 - Archivist and activity/departmental duties may be assigned as separate positions.
 - Need to review duties of each position including member at large.
 - Need to review and create a set of by-laws and a constitution that should include requirements for membership and procedures for elections.
- SPE – even though we are becoming officially affiliated with ACS/PMSE, it is suggested that we might also affiliate ourselves with SPE in order to facilitate more diverse industrial contacts.

OFFICERS' REPORTS

- Tamara suggested that we consider more involvement from undergrads in the Macromolecular department since they are increasing in number significantly this year.