

Macro Student Organization (MSO)
Minutes: 06.09.05

ATTENDEES

Olivier Arnoult, Cheryl Campo, Brent Crenshaw, Tamara Fulton, Mohit Gupta, Jun Won Kang, Timothy Marsh, Pritesh Patel

COMMITTEE ASSIGNMENTS/DUTIES

President: Cheryl Campo

- Act as a liaison between the MSO and external groups including but not limited to the designated professional society parent group (TBD), polymer professionals, Macro alumni, and the Graduate Student Senate (GSS, shared with the Vice President)
- Supervise MSO committee/activities

Vice-President: Olivier Arnoult

- Act as a liaison between the MSO and internal groups including but not limited to the undergraduate Macro students and the GSS (shared with the President)
- Coordinate personnel for prospective student visits
- Maintain Macro student service database

Secretary: Timothy Marsh

- Take minutes at committee meetings (to be posted on the MSO website)
- Disseminate information regarding MSO activities via email and/or posted fliers

Treasurer: Jun Won Kang

- Oversee spending of the MSO budget
- Handle financial transactions having to do with MSO activities

Webmaster: Pritesh Patel

- Create and update the MSO website

Members-at-Large: Brent Crenshaw and Mohit Gupta

- Assist in coordinating/executing MSO activities/events

Staff Liaison/Newsletter Editor: Tamara Fulton

- Act as a liaison between Macro faculty/staff and the MSO
- Develop/Edit a monthly newsletter highlighting Macro student affairs

MEETING OUTCOMES

- General goals for AY 2005-2006
 - o Affiliate with a professional society
 - o Register as a student organization with Case
 - o Continue to organize the activities/events previously instituted

- Service fulfillment – (*) denotes new service
 - Happy hour
 - Cookie time
 - Job board
 - Prospective student visits*
 - Macro talkies*
- Beer brewing
- Fall picnic
- Pumpkin carving
- Winter party
- Involve Macro undergraduates/alumni
- Establish a professional development seminar series covering topics such as types of employment opportunities available, how to identify and acquire useful job skills (i.e., a background in business, statistics, etc.), networking, how to transition from school to the work place (with some emphasis on requirements specific to international students), etc.)
- Restructure/Reorganize finance management system
- Create the MSO website
- Develop a monthly MSO newsletter
- Put together a departmental instrument capability list

ACTION ITEMS

- Meeting summary including description of officer duties (Cheryl)
- MRS student chapter application summary (Cheryl)
- Obtain information about registering the MSO with Case (Olivier)
- Construct a basic spreadsheet for finance organization (Jun Won)
- Identify departmental funds and their dollar amounts (as well as that of funds to remain in the control of the department...for budget purposes) that can be explicitly allocated to the MSO (Tamara)
- Create website (Pritesh)
- Provide access to the alumni list to the MSO (Tamara)
- Begin developing the MSO newsletter format (Tamara)
- Brainstorm ideas for the newsletter title and possible recurring graphic (All)
- Contact PIs in order to begin putting together a departmental instrument capability list (Brent)