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APPROVED

Chapter 28 Board Meeting Minutes “Annual Meeting for Election of Officers”

ATTENDEES:

Meeting Date:	November 17, 2005	
Meeting Location:	El Torito's Restaurant	
Attendees:	JoAnne Moody	Chair
	Sriny Sundararajan	Board member
	Bill Marlow	Events Director
	Ed Moore	New chapter member
	Walt McClay	Board member
	BeeKay	Member

MINUTES OF MEETING

Nomination of 2006 Officers and Board Members:

The following members were elected as 2006 Officers and Board Members.

<u><i>Elected Officers for 2006:</i></u>	Chair:	JoAnne Moody
	Chair Elect:	Sriny Sundararajan
	Treasurer:	Bill Marlow
	Secretary:	Ed Moore

<u><i>Elected Board Members 2006:</i></u>	Event Director	Walt McClay
	Communications Mgr.	Norris Tongson
	Newsletter Editor	JoAnne Moody

Chapter 28 Goals for 2006

Goals were established for the upcoming year of 2006.

1. Improve Event Success and Effectiveness
 - a. Events should include networking opportunities
 - b. Would like to complete the 2006 events schedule by January 15, 2006
 - c. Plan for 5 to 8 events in 2006.
 - d. Continue to include Chapter 98, and other societies as necessary
2. Gain New Members
 - a. Invite potential new members to events
 - b. survey members to understand their interests and needs.
3. Improve the website
 - a. Include routing bimonthly updates
 - b. Improve appearance (some spiffing up).

**SME Chapter 28 Board Meeting
“Annual Meeting for Election of Officers”**

4. Improve database information on members
 - a. Correct or update email addresses
 - b. Insure that new members are added to the database.
5. Insure that an officer or board member attends one of the Professional Development Programs with the National SME organization.
6. Add job postings to the newsletter and website.

Prepare for year-end Chapter report to SME

The following deliverables and responsibilities were identified, completion to be reviewed at the next meeting 12/08/2005.

1. **ACTION ITEM** - Financial report - Bill Marlow, due 12/15/2005
2. **ACTION ITEM** - Officer List - Ed Moore, due 12/15/2005
3. **ACTION ITEM** - Year end chapter report to SME – Bill Marlow, due 12/15/2005
4. **ACTION ITEM** - Treasurer’s report for 2005 – Bill Marlow, due 12/15/2005

NEXT MEETING AGENDA – December 8, 2005

1. Member survey
2. Website support
3. SME chapter report

Future Meetings

2006 meetings are planned for the third Thursday of odd numbered months.

<u>Date & Time</u>	<u>Location</u>	<u>Main Objectives</u>
Thurs. Dec. 8, 2005 – 6:00/6:30 start	El Torito’s	End of year clean-up
Thurs. Jan. 19, 2006 – 6:00/6:30 start	TBD	Planning to Achieve Year 2006 Goals
Thurs. Mar. 16, 2006 – 6:00/6:30 start	TBD	TBD
Thurs. May 18, 2006 – 6:00/6:30 start	TBD	TBD
Thurs. Jul. 20, 2006 – 6:00/6:30 start	TBD	TBD
Thurs. Sep. 21, 2006 – 6:00/6:30 start	TBD	TBD
Thurs. Nov. 16, 2006 – 6:00/6:30 start	TBD	Elect 2007 Officers & Set 2007 Goals
Thurs. Dec. 7, 2006 – 6:00/6:30 start	TBD	End of Year 2006 “Clean-up”