



Chairman
Joseph Sabol
Chair-Elect
Bulletin Editor
Jim Travers
Treasurer
Certification 2007
Ronald Gorman
Secretary
**John W.
Edwards**
Webpage
Tom Gentry

Society of Manufacturing Engineers

Hampton Roads Chapter 217



SME Chapter 217 Planning Meeting – 14 February 2008

Members Present:

M. Allen	B. Badgett	J. Edwards
R. Gorman	M. Howell	J. Healy
J. Sabol	R. Sperle	

Treasurer's Report:

- Chapter needs to pay attention to tax status of organizations we donate money to
- 2007 Printing and Supplies expenditures tripled
 - We saw a good return on investment
- Chapter Budget Discussed
- Chapter should look into Hero's Program from the Red Cross
- The Chapter now has 375 members on the books. Retention is the basis for the headquarters reimbursement calculation.
- Motion to accept Treasurer's Report is unanimously approved.

HQ Reports:

- Chapter Officer's report was submitted on time
- Planning Guide was submitted on time
- Online, you can see which forms have been submitted
 - Rosters/Forms/Templates
- We need to put the current officer roster on the web page.

Meeting Schedule:

- Planning meetings will be held regularly on the 2nd Thursday of every month
 - No meetings in June or July
 - Meetings will normally will be at the Knights of Columbus
 - Meetings are open to all members
- March meeting will be held in Chesapeake

PEC Banquet

- Annual Banquet is on 23 February 2008
- John Edwards will attend for SME

NASA Week

- Ray Sperle is point of contact for this meeting
- John Edwards has banner and handouts for the event

Meeting Plans:

- Need Monthly Speakers – focus on quality not quantity
 - Stihl – Ray is POC
 - Cannon – Jim is POC
 - Howmet – Joe is POC
 - Hermes Abrasives – Ray is POC
- Plan on having one tour per quarter

Student Night:

- We will hold the student night dinner in April 2008
 - John is POC
 - Location: Knights of Columbus Hall
 - We need to coordinate with Faculty Advisors to settle on a good date
- Comment: Look into coordinating speakers with community college; similar to Lynchburg, VA chapter

ASM Invite for Mariner's Museums Meeting.

- ASM has invited other PEC organizations to share the cost of holding a meeting at the Mariner's Museum in April
- Comment: Piggybacking with other groups is a good idea
- This year, SME will provide an open invite, but not fully participate

March Tour

- March tour meeting could be in conjunction with planning g Meetings
- Location is TBD

Newsletter

- We will have an online only newsletter every month

Vendor Picnic Project:

- Comment: Do we still want to hold a vendor picnic event?
- The event will be during the September/October 2008 time frame
- Planning for this event will be a regular topic at meetings
- We will invite past presenters and students

Open Discussion:

- Creating a budget will meet one of the requirements of our planning documents from HQ
- We need to do a better job recognizing contributions from supporters
 - We can make a standard form for presentation at events.