

**MINUTES OF SME CHAPTER 162 EXECUTIVE MEETING**  
**Secretary's Report**  
**January 22nd, 2009**

**Attendees:** Bill Brooks      Bob Perry      Scott Brandt      Mike Rasmussen  
John Ruegg

**Meeting:** The meeting was called to order by Scott at 7:00 PM at the Outback Steak House. This is our annual dinner meeting apart from our normal monthly meetings.

**Secretary's Report:** The minutes from January were distributed in the TC and posted on the website. Approved as posted.

**Treasurer's Report:** Two officers were selected to help Bob Perry perform the annual audit which needs to be done very soon.

**Newsletter/Website:** The website is partially updated and the updating is ongoing. It won't be really "finished" until I can get some officer input about its design.

**Virg Canfield Scholarship:** No discussion.

**Meeting Management:** No discussion.

**Annual Picnic:** No discussion.

**Academic and Student Development:** No report.

**Certification/Continuing Education:** No report.

**Telephone List:** No report.

**Technical Programs:** No discussion.

**Advertising:** Now that the website is starting to be updated, John will follow up with all of our advertisers.

**Election:** No discussion.

**Chairman's Comments:** No discussion.

**Old Business:** We discussed buying a 1024 by 768 dpi projector from Dell and agreed to go ahead with the purchase. The 1800 MP projector was no longer available, but an equivalent \$649 projector is available and is more capable than the 1800 MP. Bill Brooks will buy this unit for the chapter.

**New Business:** No report.

Adjourned: 7:30 PM

Respectfully submitted,

Bill Brooks, Secretary/Tool Chatter Editor/Webmaster