**WPI Institute of Industrial Engineers** Meeting Minutes

3/25/2010

**Present:** Emmanuel Akese, Anna Proshko, John Gikas, Maggie Liu, Kelly Chung, Bill Zhang, Tammie Liu, Shelly Danko, Sarah Albrecht

**Next Officer Meeting:** 4/15/2010, 8-9pm, Location TBD

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**Announcements**

Professor Zeng will be stepping down as IIE advisor and Professor Konrad will be taking her place

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**Agenda Notes**

Officer responsibilities were discussed

Officers must be members of IIE at the national level
Bill, Maggie, and Tammie need to register – Sarah explained the process

Induction Ceremony – April 6, 6:30pm, Location TBD
Will last approximately 15 – 30 minutes

Panel – April 6, 7:00pm, Location TBD
Immediately following Induction Ceremony
List of panelists given
Shelly is ordering food for the panel from Chartwells (4 pizzas, 2 bags of chips/pretzels)
Sarah is sending Bill the flyer for updating

Wachusett Brewery tour dates were given to make officers aware of the trip status

Activities Fairs – April 14 and 21 (Wednesdays)
Kelly and Bill – April 14
John – April 21
Sarah will get brochures and sign ready for each fair
Sarah will look into getting IIE pens as a handout
Kelly is planning to have a collection box for donations to benefit IIE events

Shelly – tax return and bank statement for period ending March 31 due April 15
Sarah – Officer slate due April 15; chapter communication documents due April 28
John – Chapter Activity Report due April 28
Sarah is gifting a vinyl banner to IIE

Term newsletters will be going out to promote the chapter

Goal for the year: 1 social event and 1 professional event each term

Discussions for next meeting:
Distinguished members
Fundraising