



REA Board of Directors
September 20, 2012
MEETING MINUTES
Next Meeting: October 26th at the BRC

Opening Business

1. Call to order and Roll Call - Kate
2. **News from the School** – Bart Sinclair, Associate Dean
 - a. Rice ranked #16 in U.S. News and World Report; up from #21 in 2006, which is pretty significant
 - b. OEDK Stats
 - i. 730+ undergrads used the OEDK
 - ii. 81 design teams, about a third of which were interdisciplinary
 - iii. 22 courses
 - iv. 35 team recognitions in national and international competitions
 - c. Centennial Reception – Ann Lugg
 - i. Duncan Hall opened up for Friday the 12th, so reception will be held there instead of Ryon Lab
 - ii. About 130 RSVP's so far
 - d. Research Screech Competition – Angela Young
 - i. Need judges for this grad student competition
 - ii. Basically a 90 second elevator pitch in lay terms regarding grad students' research
 - iii. There is a link on RCEL website to sign up to judge
 - iv. Sponsorships available; Ted and Brendon will look into this
 - v. Competition is titled that way because owls screech
3. New Business from Officers - Kate
 - a. Robyn Blackmon [present and speaking at the meeting] is the new Alumni Affairs Communications Director; formerly TAMU
 - i. Ms. Blackmon spoke about eliminating technical limitations as they relate to communications
 - ii. Starting over on the website with a new brand; Christmas target for functionality
 - iii. New alumni directory format will be better and emailing will be easier
 - iv. A new e-newsletter from the Alumni Office can be customized to the recipient (e.g. class year, club affiliations, etc.)
 - v. Ms. Blackmon can be reached by email at robynblackmon@rice.edu
4. Don Hill is stepping down from the Board for now due to a very hectic travel schedule. The Board thanked Don for his work and contributions.

5. Fall Meeting Agenda and Pre-work – Dave/Kate/George
 - a. Fall Meeting is October 26th at the BRC
 - b. Meeting will be held in the top floor conference center; great views; should be an intra-squad baseball game going on at that time
 - c. There will be a tour of the BRC at 3:30 led by Dave's wife
 - d. Agenda will include topics from the brainstorming session at the kickoff meeting

Annual Budget Discussion

1. Treasurer Status Report – Jim
 - a. Javier Prado would like funds for Austin steering committee
 - b. Mike Evans pointed out that the proposed survey will be costly; approval of those funds will occur at a later date
 - c. As a Board, we should be pre-approving all expenses
 - d. George Webb discussed hope that the regional events will be self funded (e.g. reception at an alum's home); can revisit expenses if this is a problem
2. General Board Discussion and Approval of Proposed Expenditures
 - a. Budget approved unanimously
3. Discussion of Process for Modifying Budget – Jim
 - a. Discussion regarding approval of modifying budget to account for \$645 funds already spent for appreciation medal stockpile; \$1000 in unspent funds for Austin steering committee events
 - b. Modification of budget approved unanimously less two abstentions

OEDK Team Sponsorship

1. Presentation of OEDK Team – Beer Bike Finish – Ted
 - a. Beer Bike Finish is a timing project for Beer Bike (see handout distributed at meeting)
 - b. Project has a slightly earlier deadline than other OEDK project; Matthew assures us that this isn't that much earlier
 - c. Actually more complicated than it sounds as you have to account for crashes, etc.
2. Board approves unanimously

Committee Reports

1. Grants and Awards – Kate for Eric Vu
 - a. Not much going on; student grant deadline coming up
2. Alumni Honors – George for Robinson
 - a. Event program and preparations coming together for October 12th
 - b. Attendance by Board encouraged

3. Social – John
 - a. All set for Fall Football Tailgate October 27th at 10 am; please RSVP
 - b. Also mostly set for Fall Social December 4th
4. Education and Outreach – Ted/Jason
 - a. Jason Brown attended the RESC (Rice Engineering Societies Council) lunch and told the students about REA
 - b. Engineering Your Career
 - i. Date is not flexible; coincides with Board meeting
 - ii. Need to book auditorium
5. Sponsorship – George for Chris
 - a. Asking three questions:
 - i. Analysis – Who are sponsors?
 - ii. Process – How do we communicate sponsorship opportunities and how do we thank sponsors?
 - iii. What is sponsorship?
 - b. Carrie Braun gave a great and lengthy answer to what would be a fourth question: Why should we sponsor REA? (Carrie, please email this out if you have it written down)
6. Austin Steering – Javier
 - a. Event this past Thursday was good but mediocre attendance (40-50 ppl); others said that that's not a bad attendance
 - b. An informal survey was conducted , which led to the idea of a Habitat house and t-shirts with the hard hat owl
7. Board Development and Nominations – Matthew
 - a. Two committees combined recently
 - b. Dave is the co-chair
 - c. Should be a busy Spring
 - d. Fall plans include vetting new Board members and coming up with a boilerplate description of the Board/duties/etc.
8. Strategic Planning – Kate for Dave
 - a. Working on planning for the October meeting, topics include:
 - i. Communications issues
 - ii. Social Media 101
 - iii. Committee reports in advance of meeting
 - b. Dave should be in touch with Robyn Blackmon
9. Communications – Brendon
 - a. This will actually be a committee and not just a single person
 - b. Working on getting rid of broken/outdated web pages
 - c. All communications should go through Brendon regarding (e.g. website updates, emails) a week in advance

- d. CC to Brendon, Kate, Dave and George when communicating with the ARA
- 10. Regional Expansion – George
 - a. Austin, Silicon Valley and Dallas are the biggest alumni population areas

Closing Business

- 1. Recap of Action Items– Kate
 - a. - Ted and Brendon to coordinate communication for Screech judging.
 - b. - LaCresha to fix link for Football Tailgate on website by Monday, Sept 24.
 - c. - Carrie and Angela will coordinate talking points for REA pitch.
- 2. Javier suggested looking into the use of Live Meeting

Adjourn

Attendance

John Gillette (T)
Kate Hallaway
Kevin McDaniel
Vicki Kopp
George Webb
Don Hill (T)
Ted Oldham
Jim Powers
Matthew Wettergreen (T)
Brendon Bailey (T)
Carrie Braun (T)
Jason Brown (T)
Mike Evans
Matt Hale (T)
Javier Prado (T)
LaCresha Lamb
Bart Sinclair
Ann Lugg
Angela Young
Robyn Blackmon