* General Introductions
* Introduction to Regional Liaisons and Executive Student Committee (western liaison, Kenman UCDavis, split up chapters 14 ge, promote region communication, national AICHE, resource for communication, 9 regions total in US)
* Regional Conference (April 2014)

-Q: Was there any particular reason your chapter did not attend the regional conference? (Lack of interest - midterms, lack of awareness and heavy promotion of the event) - email about SoCAl mixer, interchapter mixer

* Have leaving president fill out the “AIChE Transition Info 2014” Google Form (send me the link to the form and I will forward it to her) - resent
* Fill out “Student Chapter Officer Roster” and send to [studentchapters@aiche.org](mailto:studentchapters@aiche.org) (where can I get that form) – will be resent
* Status of the Chapter:
* What long term goals do you have for this year (exists to promote the ChE major among incoming students, allow them to understand what chemical engineers do, help members be more prepared in their careers and future, after they graduate, explore international events and trips)? Goals for this semester (recruit new students, team bonding, give a better understanding of the career opportunities of a ChE major – industry and student mentorships, classes)?
* What goals did you have for the summer (this summer I wasn’t around, did not do much)? What did you accomplish(self-initiative efforts, continue to send out emails for opportunities, competitions)?
* RL Goals for the Year

1. Transparency in Documentation (i.e. Meeting Minutes, Planning Regionals)(sending meetings)

A: Going to share meeting minutes, planner for Regionals, and Western region folder with more info. (package, how to plan regionals, meeting minutes for other schools, allow collaboration)

2. Make Social Events Official: NorCal/SoCal Mixers (just organize, no funding, just put up as resource, )

3. Set-up two calendars for the region (NorCal calendar/SoCal calendar, see hwat kind of event, avoid conflicts, legacy system, see what we are doing, put up event to get ideas, not general meetings, to copy ideas)

4. Set-up an information database that the chapter presidents can access (calendar, any info, questions about topics, they have contact with nationals)

5. Periodically have an all region-call with all 14 of the student chapter presidents from the Western region to discuss issues (intra chapter event, group discussion, online conference)

* National Conference

-Q: Are you, the president, at least going? (14 nove in Atlanta, when is it, ask for details first, if we have sufficient interest, and perhaps obtain subsidy on the transport and lodging, we might get enough members)

-Q: Are you sending a representative? (if I am not going, I will try to send one)

* How was the transition between boards?

-Q: Challenges and Easiness? (previous president is studying abroad, and so it is hard to get into contact with her, she did not leave me a lot of documents, most of the previous committee members are studying abroad, and no one on the committee has previous experience being on the board – we have help from student chapter advisor)

-Q: Did you keep the contact info of the graduating seniors on board? (I believe previous president might have, but she did not forward any of the info to me. I will contact her to obtain this info

* Personal Summer Plans (have more time, might attend more events and research conferences – will have had the transition meeting before start of summer, so will work with the new president to organize events – make transition meeting smoother)
* Standardizing Calls

1. Time and day of the month?

* Any questions or concerns that you would like to bring up?

Note: If you ever have any suggestions on ways we can improve, feel free to tell us. Relatively new program so we're constantly improving.

**Next Meeting: To be determined**