Meeting agenda:

1. Introduction – members of the excom, budget and funding sources
2. Events list
3. Club fair

* Time (This Thursday), venue (outside Winnett)
* Roles – Candy, sign board (design on the spot), signup sheet (computerized), last year
* Slots – doodle, overlapping, schedule
* Post-fair: - secretary manage mailing lists, kick off other events

1. Mentorship programmes

* Roles (match up mentors)

1. Welcome BBQ?
2. Western region – National AICHE general meeting in Atlanta

* Funding: Housner Fund

1. AICHE Socal mixer, Jan 17

* Plan workshops

1. First general meeting email to new members – introduce officers