



Eastern Virginia Chapter

Executive Committee Meeting Minutes January 16, 2014

A meeting of the officers for the Eastern Virginia Chapter ASM was held at the Center Street Grill, 5101 Center Street, Williamsburg, Virginia, on Thursday, January 16, 2014. In attendance were Steven Gentz (via phone), Jeff Wiese, Kurt Thompson, Don Geisler, and Jim Hurst.

Bold text indicates the results of discussions and assignments based on the meeting agenda.

The meeting was called to order at 6:04 PM.

Agenda Items:

- Review and approval of previous meeting minutes
 - **The previous minutes were approved with one change.**
 - **Assignment: Kurt to revise and send to Jim for posting on the website.**
- Review and approval of Treasurer's Report
 - **The Treasurer's Report was approved.**
 - **The annual Chapter Financial Report to ASM Headquarters was approved.**
- Old business:
 - Follow up on letter to prospective/former sustaining member companies
 - **Aleris has said they wish to retain their sustaining membership status.**
 - **Assignment: Kurt to call Candace for instructions and send a follow-up to Aleris to help them retain their sustaining membership status.**
 - **A discussion ensued that was centered on a new sponsorship. The levels spoken about were Bronze, Silver and Gold where the companies would be helping to sponsor our efforts for scholarships, students to materials camp, Teachers camps, etc.**
 - **Assignment: Kurt to use the email he sent to Aleris requesting their continued support as a Sustaining Member as a model, and to come up with format ideas and send to the EC for review.**
 - Corrected CO2 Dragster Contest Rules (date was 2013 rather than 2014)
 - **Jeff issued the revised rules showing the correct year.**
- New business:

- Scholarship application form update
 - **Jeff produced the new form. It was reviewed and approved with one change.**
- Web site review
 - Formats
 - Expired sustaining members still on ASM site
- Review of plans for Jan. 23 meeting
- Updates on ASM chapter sponsored CO2 car competition during “Celebrating Engineering Ingenuity Day” at the Richmond Science Museum on Sunday, February 23
 - Review of proposed signage/banners for the contest
 - **Assignment: Kurt to change the banners and have them made.**
 - Do we need to obtain information (pamphlets, etc.) to hand out to the participants so they understand what ASM is?
 - **Assignment: Someone (who is that someone?) is to check with ASM to see what is available.**
 - Have we ordered trophies (or will we award trophies) or possibly award ASM high school memberships to the winners?
 - **Assignment: Kurt to work with Billy Batkins on the development of some plaques (1st, 2nd, 3rd) for each division (high school and middle school) to be awarded at the conclusion of the contest.**
 - **Assignment: Kurt to work with Billy Batkins on the development of some participation certificates.**
 - Entry forms (may be different from what is used by TSA high school contest)
 - **Some information that needs to be included was discussed. It included: Name, age, school, division of participation (high school, middle school), check in with car and write-up.**
 - **Assignment: Kurt to work with Billy to develop the proper sign in information.**
 - **Assignment: Kurt to develop the list of support materials for the event (markers, tape, sign in forms, etc.)**
 - **Assignment: Signups are to occur shortly after opening of Engineers Ingenuity Day. Kurt to work with Tony (ASME) but the competition should start 1.5 to 2 hours before the award ceremony.**
 - Judges with materials experience needed (2 or 3)

- **Assignment: Don and Kurt will judge as a minimum.**
- Should ASM pay for high school teachers to attend RJECE Engineers' Week Banquet?
 - **The result of the discussion was an assignment: Kurt to invite ALL of the teachers that participated in the ASM Teachers Camp with the caveat that our chapter will pay for the first five teachers that attend, and that at least four more teachers will be covered by other RJECE related societies.**
- Initial planning for later general meetings – set dates:
 - **We affirmed that we would be issuing a newsletter in February covering the various activities that month and for future months.**
 - March – Plastics in Medicine – Virginia Commonwealth University (VCU) – Tom Haas –Thursday, March 27
 - April – Ceramic Materials – Newport News/Williamsburg, perhaps Apprentice School – Jim Hurst – last half of April
 - May – Colonial Shooting Academy Tour & Range Time – Richmond – last half of May
- Set date for next EC meeting and adjourn
 - **The next meeting is scheduled for 6:00 PM on February 13, 2014.**
 - **The meeting was adjourned at 7:15 PM.**