



Eastern Virginia Chapter

Executive Committee Meeting Minutes February 18, 2014

A meeting of the Executive Committee (EC) for the Eastern Virginia Chapter ASM was held at the Center Street Grill, 5101 Center Street, Williamsburg, Virginia, on Tuesday, February 18, 2013.

Attendees: Don Geisler, Steven Gentz (via phone), Jim Hurst, Kurt Thompson, Jeff Wiese

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

The meeting was called to order at 6:06 PM.

Agenda Items:

- Review and approval of previous meeting minutes
 - **Minutes were approved and will be uploaded to the chapter website by Jim.**
- Review and approval of Treasurers' Report
 - **Report was approved as provided.**
 - **Current funding commitments were reviewed. Garrett Simard's scholarship payment was not made in 2013 due to a missing transcript. Kurt to look up Garrett Simard's contact information so Jeff can contact Mr. Simard about his current status.**
- Old business:
 - Sustaining member companies – put appeal into newsletter
 - **Discussed and agreed.**
 - Funding letter – specifics from teachers camps for letter to be written by Jeff W.
 - **Jeff to write letter to members and businesses encouraging funding of the teachers' camps. Kurt to send Jeff the number of teachers, costs, dates, and locations for the previous camps for inclusion in the letter.**
 - Scholarship application form update – final version attached
 - **Slight alterations/corrections to the form were proposed. Jim to post updated form on website.**
- New business
 - Web site review - Jim H. and Jeff W. working on possible revisions
 - **Jeff to send the link for the website test bed to the EC for review.**

- **It was recommended that we go to the website to read the bylaws.**
- Final preparations for Engineers' Week Banquets with RJEC and PEC
 - **The chapter is sponsoring two teachers for the RJEC banquet, Kathleen Stansbury of Tuckahoe Middle School and Carol Chase of St. Gertrude's High School.**
- Final preparations for ASM chapter sponsored CO₂ car competition on Sunday, February 23
 - **Kurt presented his prototype for the award trophies. It was discussed and agreed upon.**
 - **Kurt presented the proof copy of the banners. Some alterations were suggested and they will be added if possible in the time remaining.**
 - **Kurt, Don, and Jeff to be at the Science Museum at 9:00 AM Sunday for track and sign-in/display setup.**
- Initial planning for later general meetings:
 - **March – Plastics in Medicine – Virginia Commonwealth University (VCU) – Tom Haas –Thursday, March 27**
 - **April – Ceramics – Newport News/Williamsburg, perhaps Apprentice School – Jim Hurst – the date was set as April 29, 2014**
 - **May – Colonial Shooting Academy Tour & Range Time – Richmond – last half of May**
- Other new business
- Set date for next EC meeting and adjourn
 - **Next meeting set for March 20, 2014.**
 - **The meeting was adjourned at 7:02 PM.**