



Eastern Virginia Chapter Executive Committee Meeting Minutes January 6, 2015

A meeting of the Eastern Virginia Chapter ASM officers (EC) was held at 6:00 PM at the Center Street Grill, 5101 Center Street, Williamsburg, Virginia, on Tuesday, January 6, 2015.

Attendees: Don Geisler, Jim Hurst, Kurt Thompson, Jeff Wiese

Agenda Items:

- Review and approval of Treasurer's Report
 - **The Treasurer's Report was accepted as presented.**
- Review and approval of previous Meeting Minutes
 - **The minutes were approved without comment.**
- Old business:
 - Jeff to send \$115 check to Don to cover newsletter advertising
 - **Completed**
 - Jeff to update scholarship application with Zip Codes and Jim's modifications
 - **Not completed**
 - CO2 contest updated rules and background information should be added to the web site and link sent to Kurt
 - **Completed**
 - Kurt to create PPT including CO2 contest background information
 - **Completed, information added to chapter web site**
 - May fundraising seminar:
 - Jim and/or Kurt to check with Apprentice School as possible location
 - **A room at the Apprentice School cannot be reserved until closer to the date, but it is a possibility.**
 - Kurt to check on the use of the Applied Technology Center in VA Beach
 - **ATC is available, but a more centrally located location was suggested - Thomas Nelson Community College. Kurt will check with them.**
 - Newsletter information and room reservation for Jan. 27 meeting
 - **Completed**
 - Jim to check on the status of the ASM credit card payment system for meeting/seminar charges
 - **It is working - a form must be filled out for each event or item**
- New business:
 - Room, meal, newsletter preparations for Jan. 27 meeting
 - **The room at VCU is reserved and pizza will be provided to attendees at \$5 each. Jeff is making the arrangements.**

- Preparations for CO₂ Dragster Contest
 - **It is possible that the track will be tied up, so we may have to go with the backup. Kurt will keep the EC informed.**
 - **The funds required for the contest will be \$180 for cash prizes plus approximately \$50 in additional expenses.**
- Other meeting preparations
- Other business
 - **Don presented the financial report that must be submitted to ASM by Feb. 15. It was approved by the officers.**
 - **Jim will forward a bill to Don for the last few months (\$4.95/month).**
 - **The EC went through the necessary costs for the chapter over the course of a season. Given the funds available, they found that they should pay for their own meals at the EC meetings for the immediate future.**
- Set date for next EC meeting
 - **The next EC meeting was scheduled for Tuesday, Feb. 3.**