

AIChE Meeting Minutes

Date: Wednesday, March 8, 2017 9:00 PM

Location: McLean 004

- Future Dates:
 - March 8th: GBM - nominations
 - March 22nd: OXE Mentoring Hours
 - March 22nd: GBM - elections
 - March 24th-25th: Regional Conference at Rowan
 - March 29th: James Weatherall (former president of Societe de Chimie)
 - Scholarships, different research opportunities and funding
 - Mid-April: Distillery Tour with NJIT
- OXE Mentoring Hours
 - 3/22 3-5 in McLean 004
 - Scheduling help for fall semester
- President role
 - Run all meetings and events
 - Representative in all student, faculty, and admin. Matters
 - Sophomore or older
- VP Role
 - Assume all responsibilities of president in absence of president
 - Conference planning
 - Chair of the event planning committee and leading role in planning & coordinating chapter activities
 - Can delegate the above tasks to other officers
- Secretary role
 - Record, store, distribute minutes
 - Updated membership events
 - Generate meeting agendas
- Treasurer
 - Financial matters
 - Prepare budget
 - Sophomore or older
- Minor Board Positions
 - Publicity chair
 - Advertising
 - Promote events, meetings, projects
 - Remove & replace flyers in timely manner
 - Email nomination in to e-board
 - OXE Liaison
 - Must be the OXE president
 - Class Representative
 - In charge of reaching out to respective class
 - Upperclassmen coordinate with alumni

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- Email nomination in to e-board
- ChemE car chair
 - In charge of all chemE car matters
 - Email nomination in to e-board
- Election Process
 - Nominations are open until day of election
 - Minor board positions are selected by the E-board
 - Must submit an email to e-board
 - Elections are week after spring break
 - Must have attended 4 or more AIChE or OXE sponsored events in order to vote
- Nominations:
 - President:
 - Steve Bosomworth
 - Nicolas Gural
 - Vice President:
 - Noelle Cafone
 - Morgan Mostow
 - Jovi Manzari
 - Secretary:
 - Lauren McTigue
 - Ranjeet Geroje
 - Kristy Chan
 - Treasurer:
 - Brittany Jewet
 - Lauren McTigue
 - Will Murtishaw
 - Nominations will be updated until elections begin, and the list will be sent out to everyone before elections

Minutes taken by Noelle Cafone 3/8/17 9:26 PM