

HKN Meeting Minutes for Aug 23, 2005

(Officer's Meeting)

- Members in attendance:

Dr. David Irwin
Dr. Thaddeus Roppel
Linnea Davidson
Erin N Griffith
Jon Hanlon

C. Scott King
Anthony Nguyen
Chris Rose
Lee W. Werner

- Chris provided an update on the copier, indicating that he has yet to receive the contract.
- Anthony and Scott gave a brief overview of the new committees that have been formed for this semester. Heads were chosen for four of the five committees.
 - By-Laws & Constitution – Erin N Griffith
 - Fundraisers & Treasury Reports – Chris Rose
 - Tutoring & Mentoring – Jon Hanlon
 - Membership and Initiation – C. Scott King and Linnea Davidson
- Revision of the chapter's attendance policy should not be handled until after the national by-laws have been updated.
- Scott will complete the design for the case downstairs by Aug 27 and have it printed during that week.
- Anthony stressed the need for increased attendance to the meetings by HKN members. Researching the policies in other chapters, positive reinforcement, and assigning responsibilities to individuals may achieve this objective.
- The committee and tutoring links for the website need to be updated.
- Initiation will take place by mid-October; planning should begin as soon as possible.
- Dr. Roppel discussed the plaques at Georgia Tech that honor outstanding students that will hopefully be a project this chapter will undertake (supervised by committee). One plaque would be created for each of the three EE degrees offered at AU and funds could be procured through alumni donation.
- The time between chapter meetings may be extended to allow for periodic committee meetings.

(Chapter Meeting)

- Members in attendance:

Dr. David Irwin
Dr. Thaddeus Roppel
Samuel Candler
Linnea Davidson
Cory Davis
Jimmy Duggan
Tye Green
Erin N Griffith

Jon Hanlon
Steven Hawkins, Jr.
Chris Hodges
C. Scott King
Daniel Milton
Anthony Nguyen
Chris Rose
Lee W. Werner

- Meeting called to order at 5:34.
- Scott distributed certificates.
- Anthony introduced Dr. Irwin, who spoke about the changes occurring in the national organization and his hopes for the AU chapter.
 - The national website will be modified to contain a page for every chapter (with personnel listed).
 - Canadian schools will be joining the national organization soon.
 - His goal is to revive our chapter, again making it one of the best in the country. The display case downstairs will be used for HKN purposes.
 - The honorary plaques were described for those who did not yet know of this project.
 - The EE department will support HKN as much as possible via Dr. Irwin's influence.
 - National projects may be proposed by headquarters for competition between chapters.
 - Awards will be given to chapters for greatest acceptance, growth, project support, and community involvement.
 - A list of possible initiates will be given to Dr. Irwin each semester and four letters will be sent encouraging all invited to join (one letter from himself, one from the chapter, one from the ECE Advisory Board Chair to the parents of the possible initiate, and one from the national organization).
 - Dr. Irwin will do his best to generate funds for a project proposal made by any member.
 - All faculty who are not currently members will be invited to join and will have their membership fee paid personally by Dr. Irwin.
 - The initiative of the students and not the faculty should rejuvenate the chapter.
 - Dr. Irwin's hope is that HKN will become important enough that it will encourage students to work for higher grades.
- Dr. Roppel stressed that we should take advantage of Dr. Irwin's influence potential and that improving attendance should be our first priority. He gave an informal treasury report, conveying that it contains only what is left from initiation fees (approx. \$100/semester). Our chapter should be more active in the helping students, the community, and especially creating EE awareness in primary schools. The formation of committees and generating reports should encourage attendance.
- Officers present introduced themselves and briefly described their individual duties. Anthony again stressed that attendance is necessary, as HKN is a service organization.

- OLD BUSINESS
 - a. Copier Update – methods of payment for customers were discussed including Tiger Card or Campus Cash. A wireless hub will also allow printing from laptops.
 - b. Tutoring/Mentoring – Anthony has received a few requests for tutoring and suggests that we conduct study sessions for entire classes before tests.
 - c. Attendance – Our policy cannot be revised until the new National By-Laws are determined.
 - d. Senior Design Project Banners – Dr. Roppel would like HKN to take responsibility for printing posters that provide an overview of each project. Daniel, Jimmy, Anthony, and Scott have taken on the responsibility. The posters will be hung and rotated throughout the hallways, allowing visitors to see what AU accomplishes. Senior Design teams must also submit an electronic description of their projects in a specified format for posting on the web. All elements of this process should become routine.
 - e. Banner for the First Floor Case – Preliminary design was circulated.
- NEW BUSINESS
 - a. Appointment of Committees – Each committee was described and volunteers were accepted. (*Italic* denotes committee head)
 - By-Laws – *Erin*, Scott, Sam, Jon
 - Fundraising – *Chris Rose*, Scott, Charles, Linnea
 - Special Projects – *Daniel*, Tye, Cory
 - Tutoring – *Jon*, Scott, Erin, Linnea
 - Membership – *Scott & Linnea*, Jimmy, Chris Hodges, Lee
 Tutoring will be coordinated with Ramsay
 Scott and Linnea briefly discussed Initiation.
 Daniel will e-mail those not present to encourage them to join a committee.
 - b. Discussion of New Idea by Committees – Time did not permit

NEXT MEETING: Tentatively scheduled for Sept. 8 at 5:30