



**ACM SIGGRAPH at Purdue
Board Meeting Agenda
January 16, 2007
KNOY 346, 6pm**

- I. President's Report, Stephen Woodall**
 - a. Welcome Back**
 - **List of Meetings for Semester**
 - **Introduction of New Directors/Committees**
 - 1. Networking Director**
 - a. Speakers and Alumni Relations**
 - b. Conference Planning**
 - 2. Programming Director**
 - a. Educational Tutorials, Demos**
 - b. Social Events and Campus Relations**
 - **Agenda sent out by Monday night before Board Meeting**
 - 1. Need Reports from Directors by Monday at 5pm.**
 - **Missing Meetings**
 - 1. No more than Three**
 - 2. Send Proxy and Notify President 24 hours in advance**
- II. Executive Board Reports**
 - a. Jien Hui Chen, Vice-President**
 - **Email Lists**
 - 1. Member List**
 - 2. Board List**
 - **Dance February 24th**
 - 1. DJ Situation**
 - 2. Collaboration with other organizations?**
 - **Directors meet with their Committee**
 - 1. We will be checking**
 - 2. Once a month social meetings**
 - b. Ryan Wilsey, Treasurer**
 - **Money spending approval before reimbursements**
 - c. Travis Faas, Secretary**
 - **Plaques**
- III. Director Reports**
 - a. Brent Watson, Store Director**

- **Inventory Update**
 1. Updated items
 2. Keep accurate track of sold items
- **Store Hours**
 1. Position's requirement of store hours
 2. Sign up Sheet
- b. Scott Dyer, Finance Director**
 - Smart Money
 - Updated Budget by end of month
 - Charity and money-making Fundraisers
 - Bake Sale on Jan 25th
- c. Brian McCreight, Marketing Director**
 - Flyers and Signs
 - Advance Notice
- d. Networking Director**
 - Show and Banquet April 19th
 - Conference Volunteer Deadline February 25th
 - Alumni Contact Forum for Website
- e. Programming Director**
 - Event Dates
 - Digital Master
 - Gaming Event with Gaming Club at Hillenbrand
 - Computer Smash
- f. Frank Garafalo, Web Director**
 - Up to date
 - Advance Notice

IV. Informal Discussion

- a. Internal Communication**
- b. New Directors; Nominations**
- c. T-Shirt Situation**
- d. Pizza at Callout?**

V. Closing/Reminders

- a. Pictures for Website**
 - After Meeting
- b. Callout January 23rd EE117**
- c. Bake Sale January 25th Lobby of KNOY**
- d. Contact info, email to swoodall@purdue.edu ASAP**