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** *(Travel/planning)*
    2. **Programming Director**
        a. **Educational Tutorials, Demos** *(Digital Master)*
        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**
b. **Jien Hui Chen, Vice-President**
  - **Email Lists**
    1. **Member List** *(find the password)*
    2. **Board List**
  - **Dance February 24ᵗʰ**
    1. **DJ Situation**
    2. **Collaboration with other organizations?** *(We want to fill the armory. Perhaps collaborate with ACM or other technical clubs.)*
  - **Directors meet with their Committee**
    1. **We will be checking**
    2. **Once a month social meetings**

c. **Ryan Wilsey, Treasurer**
  - **Money spending approval before reimbursements** *(tearoffs for siggraph signup)*
d. **Travis Faas, Secretary**
  - **Plaques** *(udpate current plaques, initiate a system to keep them*

up for years to come)

III. Director Reports
  e. 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 *(1hr for comittee, 2 for board members)*

                (goal: no need for volunteer staffers)
      2. Sign up Sheet
  f. Scott Dyer, Finance Director
    - Smart Money
    - Updated Budget by end of month
    - Charity and money-making Fundraisers
    - Bake Sale on Jan 25th
  g. Brian McCreight, Marketing Director
    - Flyers and Signs
        (let him know of any public corkboards)
        (handed out temporary membership cards)
    - Advance Notice
  h. Networking Director
    - Show and Banquet April 19th
    - Conference Volunteer Deadline February 25th
    - Alumni Contact Forum for Website
      (alumni database / alumni forum)

  i. Programming Director
    - Event Dates
    - Digital Master *(video repository of tutorials)*
    - Gaming Event with Gaming Club at Hillenbrand
    - Computer Smash
  j. Frank Garafalo, Web Director
    - Up to date
    - Advance Notice

IV. Informal Discussion
  k. Internal Communication *(use basecamp. Feel free to talk to siggraph leaders.)*
  l. New Directors; Nominations
      (Networking: Diana Wu)
      (Programming: Laura Kocur)
  m. T-Shirt Situation
  n. Pizza at Callout?

(charity sponsor ?)

V.   Closing/Reminders
      o. Pictures for Website
          -   After Meeting
      p. Callout January 23rd EE117
      q. Bake Sale January 25th Lobby of KNOY *(charity sponsor ?)*
      r. Contact info, email to swoodall@purdue.edu ASAP