

*2018 National Engineers Week Committee
Ventura and Santa Barbara Counties – Meeting Minutes*

Conference Call
December 19, 2017

6:30-7:30 PM

Present: Ben, Momin, Kristy, Laura, John

Discussion Items:

1. Treasurer
 - a. Incorporation Status [Brian] - {ongoing}
 - b. 501c3 Status [Brian] - {ongoing}
 - c. Additional Account Signers [Ben] - {minutes will be formalized on NEWC letterhead and routed to Brian, Kristy, and Momin for signature so that Union Bank can process the additional account signers. Return to Ben for processing}
2. Banquet Photographer Selection [Ben] - {received quote from last years Photographer, Ronnie Slavin, in the amount of \$575. Tim Grey, an associate of Richard Torres, is also interested in providing photography services. Ben will look into obtaining a quote with references and sample work.}
3. Venue (CSUCI) Updates [Celina] - {no updates}
4. Eventbrite registration vs. Paypal [Kristy] - {Kristy has prepared a comprehensive summary of the Eventbrite capabilities with an unpublished version of the registration page, attached for reference. Please review and respond with any additional comments or questions. The general consensus is to utilize this 3rd party registration to ease the overhead involved with coordinating the event, although the costs may be substantial and will have to be incorporated into the financial planning}
5. Advertising/Publicity [All] - {Miranda sent a list of previous contacts and templates to Elena and Laura, who can begin the advertising/publicity process in January}
6. EOY/POY Updates [Laura] - {SME not participating this year. 7 societies have responded with confirmation}
7. Speaker Selection [Momin] - {Adam Steltzner has agreed to present. Momin is working with him to obtain biography, photo, and presentation topic. NEWC will offer to cover hotel expenses since he is coming from out of town.}
8. Door Prize Collections [All] - {Ben will compile a list of previous donor contacts and send to John to begin solicitations}
9. Open Discussion [All]
10. Next Meeting 1/9/2018 [All] - {Possible future meeting locations: Camarillo Library, Ventura College, Oxnard College, Basil & Mint Restaurant}