

Engineers Roundtable January Meeting Minutes

Date: January 7, 2015

Time 12:00 pm

Location: Teleconference Call

Attendees: Bill Glismann, Matt Walker, Elizabeth Hunter,

1. Bill Glismann is sending out the special invitations for the banquet. Matt Walker indicated that he would be willing to take over the task for next year.
2. SAME will present an award at the banquet. Are awaiting decisions from several organizations.
3. Bill Glismann will touch base with speaker Dennis Pate of the Henry Doorly Zoo to determine what equipment he will need and coordinate with SAC Museum.
4. Elizabeth has been in contact with the chairman of the local chapter of American Society of Agricultural and Biological Engineers. They will discuss at their next meeting on what involvement they wish to have with the banquet including having a representative be MC.
5. IEEE is willing to MC if ASABE is not able to.
6. The website has been updated and has the E-Week Banquet Flyer linked for downloading. Also, all the meeting minutes are posted on the website and they are now up to date.
7. Elizabeth Hunter has a draft of the Program. We need to determine what organizations will be presenting awards at the banquet.
8. So far we have received donations from SWE, ASME and SAME. Several other societies have reported that they will have their donations taken care of at their next meeting.

9. Jeff Stevens e-mailed the following report on the displays:

I will be sending out the email for displays this weekend. I was able to make some new contacts last week, and have a few more pending, so I hope we have more displays this year.

We will need to work around the Robotics Expo again this year. Our banquet is scheduled the evening prior to the Expo set up day, so organizations that want to show their display at the banquet will need to take the display down after the banquet (the museum can arrange a storage location) and set up again on Sunday for the display during E-week. I will be available to assist our participants, but some extra work, and patience, on their part will be needed. Thankfully, the museum is good to work with. I will be meeting with them again soon to discuss the coordination with the Expo.

The price for displays will be the same as last year. I am also encouraging the participants to have free-standing displays for easier take down and storage, rather than table top displays. Please have the Roundtable members send updated contact information for their companies and organizations. I have received two already, but usually there has been more turnover from the previous year.

is coordinating the displays at the museum. He is planning on having the displays set up on the day of the banquet and removed at the end of E-Week on Feb 28.

10. Matt Kruse reported that he is coordinating the City of Omaha Proclamation with North High and are tentatively doing it on Friday, Feb. 20.
11. Matt Kruse has submitted a request for the insurance for the banquet from NSPE.

Action Items

1. **Please check with your societies if they have not sent their donation in.**
2. **Distribute the Banquet Flyer to your society members if you have not already.**
3. **Check if your Society/Organization wants to present any awards at the Banquet. Please e-mail me as soon as you find out.**