



Purpose: 1st Officer Meeting  
Date: August 31, 2021  
Time: 7:00 PM

### President

- 1st General Meeting (9/2/21) - Via TEAMS
  - Wear a white button up
  - Slides already up, please update before meeting
  - Icebreaker - Karen
- Cat's Back
  - No flyers, good for email sign-up, want to have for next time
  - Left-over supplies, in carrel space
  - TIP FOR FUTURE PROMO: Connection sold the organization more than professionalism
- Carrel Hours
  - Need to have schedule set-up by the 12th day of school, Sept. 7th (next Tuesday)
  - 5 hours a week
  - Shift Structure: Each officer will get 50 minutes per week, Karen will send schedule in this next week
- Shirts
  - Karen sending info this next week
- Committees
  - Examples on slides for members to understand position, numerical values
- Add slide about elections and start thinking about running

### Operations

- Upcoming events
- Need 2 volunteers for SASE speed networking events
  - One event per month (visiting documents for LinkedIn, Elevator Speech, Resume build, etc.)
  - NASA trip off the table until 2022 most likely (Virtual Tour maybe? Video with a Q&A afterwards) (friends only)
- Website
  - Test if ops has access(I do)
  - uhmaes.com domain bought (4 per month plus 12 for this year)
  - Using webnode for thursday
  - Update website weekly
- Room Reservations(tried the form earlier)
- Bring back points?
- Work on updated sponsor list
- How to Invite Professionals to MS teams?
- SAES Speed Networking event
  - Next tuesday, 7-9pm



Purpose: 1st Officer Meeting  
Date: August 31, 2021  
Time: 7:00 PM

- Need 3 board members there (Vero)
- Put TBA for the companies involved
- Remind Javi if no one else signs up

#### Events

- Upcoming events
  - Taco Tuesday Night on Campus
    - RSVP Deposit to pay for food, Hector pick-up
    - Potentially revamped to be a “night out” event, if not this instance later
  - Changes to the Game Night
    - Virtual, Sept., on Gather
    - In-Person later in semester
- SHPE, MAES and AICP Career Fair Prep Night
  - Virtual, Sept. 6th, 7pm on TEAMS
- Game Night on Campus Challenges
- Looking forward

#### Outreach

- SE updates
  - RSVP Email sent, alludes to possible event changes
  - Already 2 school signed up, 40 kids
  - Looking into covid documentation
  - Virtual fall-back plan being made (gather), as well as Hybrid, or a split event
  - Introduce volunteer opportunity at general meetings
- Jr Chapter Updates
  - Some people expressed interest in outreach
  - Emailing in September, Send NASA Program etc.
- Upcoming Events
  - Gathering resources (refugees, food banks, homeless), mostly attending events no MAES sponsored yet
  - Late Nov. SWEE girls in STEM event

#### Treasurer

- Budgets
  - SE (Sending this next week), SHPE National Conference (possible donation from an alumni)
- Fundraisers
  - Fundraiser #1 pushed back to 09/22/21→ research food permits
  - Fundraiser #2 planned for Sept



Purpose: 1st Officer Meeting  
Date: August 31, 2021  
Time: 7:00 PM

- Potential Foods: Pan Dulce, Coke, Candy, Nachos
- Two per each month
- no advertisement until documentation is settled
- Point system
  - Without point system, have application process with mini essay for scholarships
  - Possible return of a revamped point system
- Sponsors
  - Updating with new list, Getting from Ops
  - Check from 2020
  - Proposal will be updated with SE and event info → before Sept 10.

#### Secretary

- Newsletter
  - Changing date of releases to Wednesdays (Stays the day before meetings, Can add updates from officer meetings)
  - Newbee small newsletter
    - personalized email for tomorrow
    - Send in photos tonight through slack
    - prepare the form
    - Funky fact; “funfessional”
- Social Media
  - Folder in google drive, upload all photos from events/tabling
  - Website link in bio, update?
  - Officer meeting sit-in, DM about room capacity
  - Great Value Production Club, [lrmartinez7@uh.edu](mailto:lrmartinez7@uh.edu)

#### Professional Advisors

- Succession: be on the LOOKOUT at these promotion events and get members excited at general meetings

#### General Notes

- 2nd General Meeting: 10 in-person room capacity, 6 officers. Offer up last 4 spots and have an incentive/prize for those 4
- Be collecting the data of which prospective members are commuters or living on-campus, to know the success likelihood for events
  - Include survey in the newsletter next week
  - Whim v. survey (few responses on surveys)
- Be checking weekly for updates to the covid guidelines



Purpose: 1st Officer Meeting  
Date: August 31, 2021  
Time: 7:00 PM

- Revisiting the AmongUs event from 2020, had good turnout
- Potential in-person movie trip
- SHPE National Conference: Do we look into alternative conferences to sponsor students to attend, or create concrete answers ready to tell students as to why we are sending them to a diff. Organizations event
- “How are we different from SHPE” - Let’s brainstorm a more cohesive response that we all use when asked