

HKN Member Meeting 5 Minutes
Date: Monday, November 7th, 2005
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Attendance: Nicholas, Rick, Stephen, Pang Li, Bek, Hui, Fuchi, Dayo, Mohit, James L, James S, Yen Chin, Ian
New Members: Laurie, Alan, David, John

Dinner: Applebee's

Introduced members and prospective members at start of meeting.

- 1) Misc Tasks
 - a. Completed:
 - i. PangLi has accessed the books, but it is required that we store the books in a lockable cabinet. Budget to purchase cabinet is?
 - ii. Yen-Chin purchased tapes, paper, light bulbs, and toner. Cost of \$800.
 - iii. Mohit distributed new member forms.
 - b. Pending:
 - i. Rick is planning a trip to PolarFab during the last week of January or first week of February.
 - ii. Allen is working on fixing the signature book. We could either make a new cover at a cost of \$100 - \$400, or we could make a box to keep it in for \$60.
- 2) Major Project Status
 - a. Room Renovation (Nicholas)
 - i. CPPM initial cost estimate of \$77,000
 - ii. We are still going to try to find funding from companies and university foundations.
 - iii. We will need \$9000 for planning. Solid planning is important to obtain funding.
 - b. Plaque team (James S)
 - i. Proposal coming soon. Plaque initial cost estimate of \$1000
 - c. Data Management (Dayo, Nicholas)
 - i. Dayo is looking for free open sources, data base structure.
 - d. Ceremony Redesign (Yen-Chin)
 - i. Check out fast signs, they should be cheaper than Kinko's.
- 3) Nov 7th Events
 - a. We ordered 40 pizzas and they were gone in 20min. Most likely people were taking too many pieces at a time. Solution will be to serve the pizza to them, or limit the amount of pizza they take to two slices at a time.
 - b. Inviting alumni to Initiation dinner passed. Changed date of initiation dinner to Thursday, Dec 1st, 2005.