HKN Member Meeting Notes

Date: *Monday Sept 12, 2005*
Semester: *Fall*
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ETA KAPPA NU
Omicron Chapter

Meeting Outline

1) Greeting
2) 2005-06 HKN Officers
3) Review of Past, Present & Future
4) Strategy Discussion
    a. Goal
    b. Core Objectives
5) Major Proposed Projects
6) Other Areas of Emphasis
7) Immediate Needs
8) Questions/Comments
9) Dinner

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1) Greeting

Hey guys, welcome back and I hope everyone had a great summer. I really appreciate all those that showed up for this initial meeting. I've been an HKN member for oh, roughly 2+ years, and I've seen a few members come and go. Some were highly active, others somewhat active, and frankly, some never showed up. It took me a little while to become active. It also took me a little while to even care about this organization, to be honest. But the more time I've spent in it, the more I care about it's future. So, since I've had the opportunity to be president this year, I really want to make a big impact on this chapter of HKN.

This meeting is a great opportunity for us to get to together, start off on the right foot and set our direction for the rest of the year. Before we get started – and you'll hear me reiterate this many time – I just want you to know none of the ideas I'll be talking about are absolutely set in stone. Many are ideas I've proposed and the other major officers have put forward. I am always interested in your ideas; your comments and criticisms. If you have an idea, propose it. If you like another's idea, say so. If you disagree, by all means, let me know. I welcome constructive criticism. The more open we all are, the more our organization benefiets.

2) 2005-06 HKN Officers

President: Nicholas Singh
Vice President: Pangligen Candra
Recording Secretary: Rebecca Ligman

Treasurer: Yen Chin Woo
Membership Chair: Mohit Kapur
System Admins: Jason Lindquist, Nicholas Singh
Web Admin: James Lamberg

3) <u>Review of Past, Present & Future</u>
a. Before Paul administration
    i. (-) Growing disorganization, (+) student services abundant
    ii. Qualitative analysis: organization slipping out of control

b. After Paul administration
    i. (-) Coercive tactics to force participation, (+) more productive/more formal meetings, (+) more unity
    ii. Qualitative analysis: slipping stopped

c. New Administration…
    i. Gain traction and move forward with:
        1. infusion of core principles
        2. initiation of a few bold projects

4) <u>2005-06 Strategy Discussion</u>
a. *Goal*: Establish HKN as premiere society within the EE Department
b. How to accomplish this?
Infuse HKN with *Core Objectives*:
    i. <u>Visual</u>
        1. Be seen as an "elite" society of students distinct from IEEE
            a. Projects undertaken
            b. Activities endorsed
        2. Visual impact of member space and student study space
        3. Formality of communication outside HKN

    ii. <u>Functional</u>
        1. Focus on *undergraduate* students
        2. Provide regularly scheduled tutor services
        3. Provide advising services on request
        4. Provide an unprecedented quality of study space
        5. Provide easily-accessible tutorials
        6. HKN as the primary "EE demystifier"

    iii. <u>Principled</u>
        1. Member Motto: "We are active in HKN because we are ambassadors for the Electrical Engineering discipline. Our

> *ambition is to represent the pinnacle of student leadership, scholarship and academic service within the ECE Department."*

    2. Gain respect from student body
        a. Earned slowly via discipline, not bought with perks and gimmicks
        b. Only way to build quality membership base
    3. Language and behavior consistent with our ambassadorship role
    4. SEMESTER GOAL STATEMENT

5) Proposed Major Projects
    a. Radically Improved Member/Study Space
        i. Take over ownership of study area from ECE Dept
        ii. Provide radically improved facilities with emphasis on study and scholarship (Lind area as model… ACM?)
            1. Carpet, tables, chairs, etc
        iii. Set the room apart from <u>all</u> other areas within the ECE building
        iv. Establish sense of history of Omicron chapter
        v. Public PCs
        vi. Student designer?

    b. Data Reorganization & History Logging
        i. Emphasis on organization continuity
        ii. Need to streamline and re-structure data logging procedures
        iii. Establish real database for past/present/future members (Access? Excel?)
        iv. Simple public folder for members to retrieve vital HKN documents

    c. Initiation Ritual Materials
        i. Props, decorations, gifts, protocol

6) Other Areas of Emphasis
    a. Spending priorities
        i. Must meet the "Visual/Functional/Principled" objectives (craft Goal Statement)
        ii. Big project: radically reforming HKN's member and work space
        iii. The sacrifice…?

    b. Sources of Funds
        i. Career Fair (Sept 28-29, 9:00pm to 4:00pm)
        ii. Need more ideas for funding…!

    c. Associations and partnerships with companies.
        i. Focus on getting job opportunities for members.
        ii. Forge relationships with human resources

      iii. Maintain contacts with employed HKN members
      iv. Develop database/datasheet with contact information

  d. Presentations by engineering corporations/firms
      i. Honeywell Labs, Medtronic, etc.
      ii. Provide a more "seminar-like" atmosphere, not "pizza and go"

  e. Membership Growth and Outreach
      i. Professional presentations with strong HKN presence (logo)
      ii. Classroom promotion
      iii. Gimmicks – BBQs?

  f. Member periodic duties
      i. Pop
      ii. Paper/Toner

7) **Immediate Needs**

  a. ####### Officer
  b. Tutor hours (due by Fri the 16th, duties start next week)
  c. Officer list, contact info inside member area + in hall
  d. Giant calendar
  e. Current textbooks from EE department for tutoring reference
  f. Repair for color printer – call technician
  g. Printing trouble from specific PCs and/or accounts
  h. Burnt light
  i. Polo shirts!

8) **Questions/Comments?**

9) **Dinner at** _____