

ACAGE Officers Organizational Meeting
Minutes for Board, et al

January 13, 2015 1:00 PM MST

Attendance:

Kevin Eades	President
Tim Cynova (phone)	President Elect
Adrienne Widmer	Secretary
Peter Martin	Treasurer Ex-Officio
Conrad Keyes	Membership, All
Adrienne Widmer	Student Affairs Co-Chair
Debra P. Hicks (phone)	Past President
Peter Martin	Financial Co-Chair

Agenda

1. Meeting started at 1:10 pm
2. Juan Albert, Development & Alumni Relations
 - CE Mentoring Proposal – Goal is to identify needs with Department Heads and is looking forward to working with ACAGE.
3. Calendar of 2015 Meetings
 - Kevin and Adrienne will work together to set up calendar.
4. Responsibilities of the Board and its Committees & Task Forces
 - Kevin will review what occurred last year. Perhaps set a few expectations so we can help each other and also have better organization for the outside.
 - Peter concurred the need to organize since it is unfair for Conrad to do 95% of all the work.
 - Group discussion on that there is no faith in committees unless they meet. We need to identify roles.
 - The Membership Committee needs a Champion (Conrad to chase members and Eddie to make the official list and gets it through the system).
 - Website to eventually automate the process. Applications and other items would be good so an automatic list is sent to the Secretary.
 - Nomination forms come in to the Secretary who forwards them to the Membership Committee Chair (March 1) who decides who goes in front of the Board (April 1) so the membership can vote in May. Membership Committee sends recommendations to the Board.
 - Most important item is to get Active Membership to pay dues. The Organization helps with the following:
 - Selection of Young Faculty

- Selection of Outstanding Extinguished Alumni
 - Selection of money to help scholarships
 - Lobby for money for the department
 - Review and comment on the Curriculum
 - Participate in helping with the interview process for new faculty
 - Banquet Dates depend on Homecoming, which should be set sometime in March. Try for Thursday or Friday. Kevin will take to Lisa who will let him know asap when it is set. Kevin will try to schedule to make travel the most convenient. Thursday banquets allow more participation at Friday morning talks.
 - The Academy is to help UNM with judging the ASCE student conference during the second week in April. Another 15-18 judges needed.
 - Dr. Martin and Kevin should complete the following:
 - Annual letter for finances and what the department is up to.
 - Reminders around voting time
 - Banquet reminders
 - Suggested Board Meetings
 - April – Approve initiates & Carryovers & Transfers for voting
 - Jun/Jul – Approve all final initiates
 - Aug/Sept – Start finalizing the banquet for Nov
 - Need a meeting to review by-laws
 - Need a meeting perhaps to review the lab conditions or other items the Department needs. Maybe at the banquet?
 - Other items to remember
 - Chi Epsilon used to have a banquet the first or second week in May
 - February – Make sure letter out and web site update
 - April – reminder for dues
5. Update on the ACAGE Web Site Development
- Web site has a logo and new domain name. No cc portal yet so will point to NMSU portal for payments. Next is to complete the wire frame, pdf barebones of site. It is a critical time for the developer so when we get the questions we need to respond. A question regarding blogs for chat rooms and other updates like LinkedIn, Facebook, Twitter commenced.