GENERAL MEETING AND OFFICER ELECTION

June 1st, 2006  5:00 – 6:00 pm   Room 436A CTI Building

Attendees:  John Miklaszewski, President & Treasurer;  Jon Gemmell, Vice President, David Schmelzer, Secretary; Ruchaneewan Susomboon, Technical Committee Chair; Dr. Daniela Raicu, Faculty Advisor.

MINUTES

1.  John Miklaszewski called the meeting to order, explained the purpose of the meeting and reviewed the agenda. He spoke about some of the activities of UPE during the year.
2.  Dr. Daniela Raicu provided additional remarks on the activities of the UPE, both currently and in the future. Dr. Raicu stressed the research activities of UPE and how they set UPE apart from any other organization at DePaul CTI.
3.  Jon Gemmell, David Schmelzer and Ruchaneewan Susomboon commented on their motivations for being involved in UPE and some of the things they were involved in.
4.  John Miklaszewski reviewed the primary events already planned for the 2006-07 year including the Bioinformatics Workshop, and the Research Funding Seminar. Also, he reviewed that we are already registered as a DePaul student organization for next academic year and that we have already received funding from SAF-B for the events of next year that will take place before October 18th.
5.  John Miklaszewski reviewed the primary current activity and some of the tasks remaining to be completed:
   a.  Contacting those initiates who did not yet pay the $50 dues
   b.  Sending email notices to those who didn’t attend the initiation ceremony and didn’t sign the absentia form.
   c.  Update the database with the info on the new members
6.  There was a question from Bob Paulin on the time commitment required to be an officer. Dr. Raicu explained that UPE has weekly meetings for about 1 – 1½ hours, in addition to time that would be required to do various tasks that come from the meeting.
7.  Bob asked about meetings and their schedule throughout the year and if they ran thru the summer. Dr. Raicu explained that there are some meetings in June, but generally things start in September (no meetings in July or August)
8.  John Miklaszewski reviewed the duties of the each of the offices:  President, Vice President, Secretary, Treasurer, Technical/Event Committees and Alumni Representatives.
9.  Each of the attendees spoke about themselves, the office they would like to hold and their qualifications.
10.  The general election was held and the following officers were elected:
   a.  President: Jonathan Gemmell
   b.  Vice President: Lisa Hisson
   c.  Treasurer: Alia Bashir
   i.  Assistant Treasurer: Bob Paulin
   d.  Secretary: Ruchaneewan Susomboon
   e.  Technical Committee members: David Schmelzer, (+ a student who volunteered by email)
   f.  Alumni Representative: Aviad Sheinfeld
   g.  Events and Initiation Committee: everybody who attended the meeting but has not volunteered for any position
11.  John Miklaszewski adjourned the general / election meeting
12.  Items remaining on the list were reviewed:

Action List:

1.  A list with people who have not attended the ceremony. (John) We will put in envelopes their certificates and keypins (Meaw and Dave) and then they will pick them up from the 4th floor. we will need their absentia form so an email reminding them about this will be sent (John).
2.  Send an email to all people who participated in the General Election meeting thanking them for coming to the meeting. Attach the minutes. (Jon)
3. Send an email to all UPE members announcing the new officers for the new academic year and wishing all UPE members good luck with their finals if they are still students and have a good summer! (Jon)

3. Update the UPE website with the initiation ceremony event and the general meeting event (Jon)
4. Post under news the names of the new UPE officers
4. Make an inventory of all UPE stuff and create an electronic version of it so we know what we have at the end of the year (John and Jon). Store everything in one place.
5. Give honor cords to John Glatz (John)
6. Send the ACM codes to new members (John and Jon)
7. Update the database with all people who paid the membership, got the honor cords, etc (John and Jon)
8. Send story to UG and GSA Newsletters (Jon)
9. Update the distribution lists of: UPE members, active members, alumni (John and Jon)

Next Meeting: Thursday, June 8th 5:00 pm Room 610