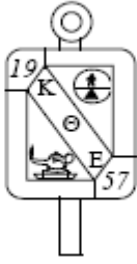


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National Convention Minutes 2007
March 29th - April 1st

	Present	Active
Alpha: VT	Y	Y
Beta: UMBC	N	N
Gamma: Penn State	Y	Y
Delta: Wilberforce	N	Y
Epsilon: OSU	Y	Y
Zeta: GMU	N	N
Eta: Valdosta	N	Y
Theta: Drexel	Y	Y
Iota: Syracuse	N	N
Kappa: Northwestern	Y	Y
Lambda: Stevens	N	Y
Mu: Holy Family	N	Y
Nu: Rutgers	Y	Y
Xi: LIU-CW Post	N	Y
Omicron: A&M	Y	Y
Pi: UCF	N	N
Rho: UT-Austin	N	Y
Sigma: Illinois-Urbana	N	N
Tau: ECU	N	N
Upsilon: Widener	N	Y
Phi: Cincinnati	N	Y
Chi: Wichita State	N	Y
Villa Julie	N	Y

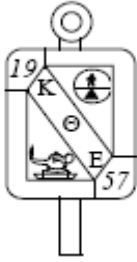
Officers and advisors in attendance: Jay Walters – President
Julie Martinet – Vice President
Melissa Wilcox - Secretary
Kathy Meck – Fundraising Chair
Paul Corkery – Webmaster
Kimberley Ware—National Advisor



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3/30/07 Informal Meeting Notes

- Welcome to Convention
 - CJ Walthall – Vice President (Omicron)
 - Introductions
 - Omicron Members
 - National Officers
 - Chapter Delegates
 - Icebreaker – Hand shake
 - Review Friday Agenda
 - Jay Walters – President (National)
- Traditions Council
- Trivia



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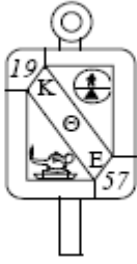
3/31/07 Formal Meeting Notes

- **Welcome – Jay Walters**
 - Introduction of Officers
 - Roll Call
 - Review of other chapters
 - Review of National Officer duties and voting

- **Officer Reports**
 - President – Jay Walters (attached)
 - Vice President – Julie Martinet (attached)
 - Treasurer – Nathesia Browder by Jay Walters (attached)
 - Secretary – Melissa Wilcox (attached)
 - Webmaster – Paul Corkery (attached)
 - Fundraising – Kathy Meck (attached)
 - Advisor – Kimberly Ware (attached)

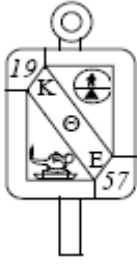
- **Chapter Reports**
 - Alpha: Kimberly Ware
 - Gamma: Colleen Gavigan and Julie Costantino
 - Epsilon: Amanda Sliwinski
 - Theta: Patrick Freestone and Elise (newsletter)
 - Kappa: Cody Hanson
 - Nu: Olga Petrova or Meghan Connolly
 - Omicron:Carolynn J. Walthall

- **The set-up of Co-op Programs**
 - Drexel: Co-op (5 year degree), 4 years (no co-op), 90% of students participate, do a co-op two quarters out of the year
 - Ohio State: Not required, up to student to go out and seek co-op or internship position, career services has places you can go look for jobs, course you sign up for to say you're a co-op student, career services only for engineering,, student and employer evaluation
 - Northwestern: Requirement for organization (top 5%), co-op office in engineering school
 - Rutgers: have to be there two years and have a 3.5 to do it. One of colleges are required to have 6 hours of co-op experience, student and employer evaluations, get a letter grade, not just engineering majors for co-ops



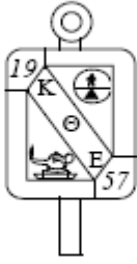
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- Virginia Tech: Any major except Architecture can participate in co-oping, predominately engineering, varies from college to college, the university career center tracks the participation from different majors
- A&M: 90% engineering co-ops, through the career center, 2.5 GPR minimum, must be at least a sophomore, companies at number of work terms, must take a class and write a paper to go on co-op, do allow single work terms
- Penn State: similar to Ohio State, but include College of Sciences, College of Sciences must do 3 co-op terms, they write reports and get class credit, Science and Engineering co-ops are housed in different offices
- KTE Requirements: can vote on that on a local level
- National KTE requirements: must be in top 5th of class (GPA)
- **Work Group Session Number 1: Members**
 - Recruiting new members
 - Sharing your personal experience
 - Spring co-op week
 - Resume builder
 - Poster Competition
 - Personally send letters, emails, and postcards to the students
 - List benefits to organization: what they are paying for
 - Getting those members involved
 - Get more involved in school fundraisers
 - Spend more time together (a lot of social events): get to know each other and more willing to participate
 - Do things with other organizations
 - Finding officers
 - Provisional Membership: (change requirements to join: their original requirement was to have 2 co-op terms) could join with one co-op term and inducted as provisional members
 - Need lots of planning
 - get people interested and involved before they are members
 - Send people personal emails to people in classes
 - Need to find ways to get people involved earlier in their college career
 - Ohio State: Advertise it as co-op and internship program
 - Chapter Dues
 - Northwestern: don't charge fees
 - Penn State: Each student pay \$25
 - Virginia Tech: Charge \$5 each semester you are on campus



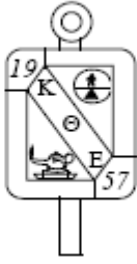
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- Ohio State: get a lot of money from other organizations (paid for trip to convention)
- Benefits that we advertise to students:
 - Future:
 - Resume database on the website
 - Contact list online
 - Company list
 - Promoting social events (the fun side of it)
 - Where are you going to be in 5 years b/c of KTE or not
 - Advertise the networking aspect of it
- What types of meetings or events works for these members?
- **Work Group Session Number 2: Nationals**
 - Breaking down the barrier
 - How can we be more involved
 - What do you want from us
 - Why do we exist
 - What can we do to benefit your local chapter
 - Strategic Plan
 - Complete the 501C tax exemption form
 - Convention
 - Get money sooner
 - Different models for convention
 - Past budgets
 - Past Schedules
 - Twice a year have an officer call all the schools and make sure the chapter information is up-to-date.
 - Request names and emails of officers when the order is placed for certificates
 - Meghan created a facebook group for KTE convention: will send out a list of emails
 - What to see at convention
 - Tours that you go on will incorporate aspects for different majors
 - Have an employer pitch at the tour for employment opportunities
 - Campus tour
 - Tour of research facility
 - Like to see some local companies (tours)
 - General consensus that it is better to have a full day of socials first then a day of business meetings the next day (you get to know each other before we conduct business)



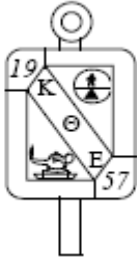
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- Speakers at convention
 - Company over lunch (control the amount of time they take)
 - Don't want to have two days of business meetings, need to have social time
- Interaction of Chapters throughout the year
 - Go visit another chapter on a weekend
 - Social networking opportunities
 - Quarterly newsletter
 - Highlight chapter activities
- **Filled out handout with ideas: Collected by National Officers**
- **By Law Change: Fundraising Chair Official Officer Position**
 - By law will now state that the Fundraising Chair will be an official officer position in the organization. The position will be an elected position.
 - Motion by David McMahon (Texas A&M University Advisor) and seconded by Meghan Connoley (Cooks College, Rutgers University President)
 - The motion was passed with a majority vote
- **Official Nominations for Offices**
 - President
 - Jay Walters
 - Vice-President
 - Carolynn J. Walthall
 - Julie Costantino
 - Meghan Connoly
 - Secretary
 - Amanda Sliwinski
 - Treasurer
 - Julie Costantino
 - Society Administrator (No representative from Virginia Tech)
 - Webmaster
 - Shannon Eliasson
 - David Schick
 - Fundraising Chair
 - Kathy Meck
- **Questions**



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- President
 - None
- Vice President
 - If you didn't get Vice President would you run for another National Office?
 - Do you have any schools in mind that you would be interested in recruiting in the future?
 - What are you doing next year and why do you think you would be a good Vice President?
 - What would you put in the Strategic Plan?
- Secretary
 - None
- Treasurer
 - None
- Webmaster
 - Have you designed your own webpage before or anything?
 - Have you ever been a webmaster before?
 - What do you want to do for the Strategic Plan?
 - Do you have any ideas for things you would like to do for the website?
 - Do you have any thoughts about how you would use the website to generate more cross chapter interactions and employer student interaction?
- Fundraising Chair
 - None
- **Executive Board Elections**
 - President – Jay Walters
 - Vice President – Meghan Connoly
 - Secretary – Amanda Sliwinski
 - Treasurer – Julie Costantino
 - Society Administrator – Kimberly Ware
 - Webmaster – David Schick
 - Fundraising Chair – Kathy Meck
- **50th Anniversary Dinner at Caffe Capri**



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President's Report – Jay Walters

The 2006-2007 year has been another strong year for Kappa Theta Epsilon at the national and local levels. We had a number of returning officers which could use their skills to further develop our society and head towards the right direction. We also had two new faces, Kathy and Melissa, who stepped up and took on some new ideas and adventures. During last years convention at Wichita, CJ and her crew at Texas A&M stepped up the game to make this years 50th Anniversary Convention possible.

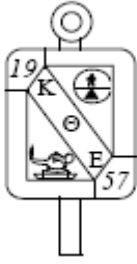
During the past year we have made strides in different aspects of our society. For the first time we actually raised some money on the National Level. We had a successful fundraiser at Disney on Ice and have some other events planned for the summer time. After lasts years' convention, with the help of Julie, we inducted a new chapter, Villa Julie College from Maryland. I had the honors of making the trip to Maryland to make that induction possible. All of the National Officers have done outstanding work, but there are two people I would like to mention; Kathy and Melissa. They were both new to their roles, but stepped up and really made things happen. Kathy brought in some new funds for our society and Melissa started our quarterly news letter. Julie and I have also stayed in touch with other schools and have some possible ones that may want to start a new chapter in the upcoming future.

Over the next couple of years, I would like to see Kappa Theta Epsilon continue to grow. Last year we discussed putting together a strategic plan, which I still feel is a something that needs to get addressed. During this process we need to find new schools for KTE and we also need to contact inactive chapters to see how we can assist them in revitalization their chapters. I would also like to find someone to assist Kim at Virginia Tech. Their school is in need of members and we need a Society Administrator to assist with our daily activities. This society can grow; we just need the help of everyone to make it happen.

I would like to thank CJ and everyone from Texas A&M for making this years convention possible. Planning a convention on top of everyday activities is not an easy task.

Thanks,

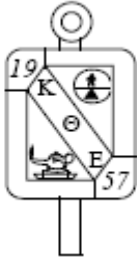
Jay Walters
National President KTE



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Vice President's Report – Julie Martinet

Jay inducted a new chapter at Villa Julie College in Maryland last May. University of Arkansas has expressed interest in starting a chapter the last few years. At the beginning of 2007, they indicated that there wasn't currently any student interest in starting a chapter. We'll continue to touch base with them to see if things change. Also, University of Toledo in Ohio has expressed interest as well. Other than that, I focused on working with Jay to get in touch with inactive chapters instead of actively seeking to start any other new chapters and working to keep chapter contact info up to date.



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Secretary's Report – Melissa Wilcox

This last year I took the meeting minutes at the monthly National Officer meetings and sent them out after the meeting. I also took the meeting minutes at Convention. This year we started a newsletter. It typically contained information about a chapter, information about convention, officer contact information, important dates, and a few fun random comments. This newsletter was published twice.