



"Supporting tomorrow's
engineers today"

ALASKA ENGINEERING EDUCATION FOUNDATION

AEEF Meeting Minutes Teleconference 9-9-2008

1. **Meeting called to order:** 12:10 PM
2. **Roll call for Quorum:** 6 present, 6 absent – Quorum Met

Present (quorum met):

AEEF Treasurer:	Greg Latreille
AEEF Secretary:	Katie Swenson
AEEF MC Coordinator:	LaQuita Chmielowski
Board Member:	Loren Rasmussen
Board Member:	Brad Fristoe
Board Member:	Maureen Hansen

Absent:

AEEF President:	Dave Lanning
AEEF Vice President:	Deb Allen
AEEF Executive Director:	Pat Crisenbery
Board Member:	Pat Coullahan
Board Member:	Eric Eriksen
Board Member:	Matt Korshin

3. **Approval of agenda** – Motion to approve by Brad Fristoe. Seconded by Katie Swenson. Approved unanimously.
4. **Approval of Minutes from March and May Meetings** – Motion to approve by Brad Fristoe. Seconded by LaQuita Chmielowski. Approved unanimously.
5. **Executive Director's Report** – No report sent; she may be out of state? Table for October's meeting.
6. **October Board Meeting:**
 - a. Meeting is on October 18th. Everyone should purchase their tickets ASAP. Send receipts to Greg Latreille for reimbursement.
 - b. Meetings will be at BBFM which is a secure building so access will need to be coordinated.
 - c. No agendas made yet; times will depend on flight itineraries as travel plans are made. Dave Lanning will provide the AEEF agenda. Pat Coullahan will provide the ASPE agenda. Need to get agendas out soon so the topics can be reviewed beforehand.
 - d. Brad Fristoe will be out of state so he will not be able to attend. Brad will speak with Dave Lanning and make sure he represents all topics for Fairbanks.



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7. **Old Business:**

- a. Oversight Committee – Don't want to have issue sitting; need to hash out; no movement has been made since last meeting. Add topic to October's agenda.
- b. Website
 - i. No one is working on the AEEF website. ASPE's website is being done by Greg. All applications should be sent to Greg so he can link them to the ASPE website. Would be good to have a link page for AEEF; could include an admission statement, a brief discussion of the organization, forms, etc.
 - ii. Last meeting we had decided to do a separate AEEF website using the ASPE template. But Greg took a look and the ASPE template is set up for a state organization and doesn't really apply to AEEF.
 - iii. Maureen Hanson thinks that we should hire someone professionally to do the AEEF website since we can't find a volunteer.
 - iv. Add topic to October's agenda.

8. **New Business:**

- a. Francis Isgrigg is the new ASPE Scholarship Chair. Need to get her information into the contacts spreadsheet. She needs to come to the October meeting to see how things work. Board approved her travel two meetings ago; she should send her receipt to Greg for reimbursement.

9. **Next Teleconference:** November 11, 2008

10. **Meeting Adjourned:** 12:27 PM - Motion to adjourn by Brad Fristoe. Seconded by Loren Rasmussen. Approved unanimously.

Attachments:

- September 9, 2008 Meeting Agenda