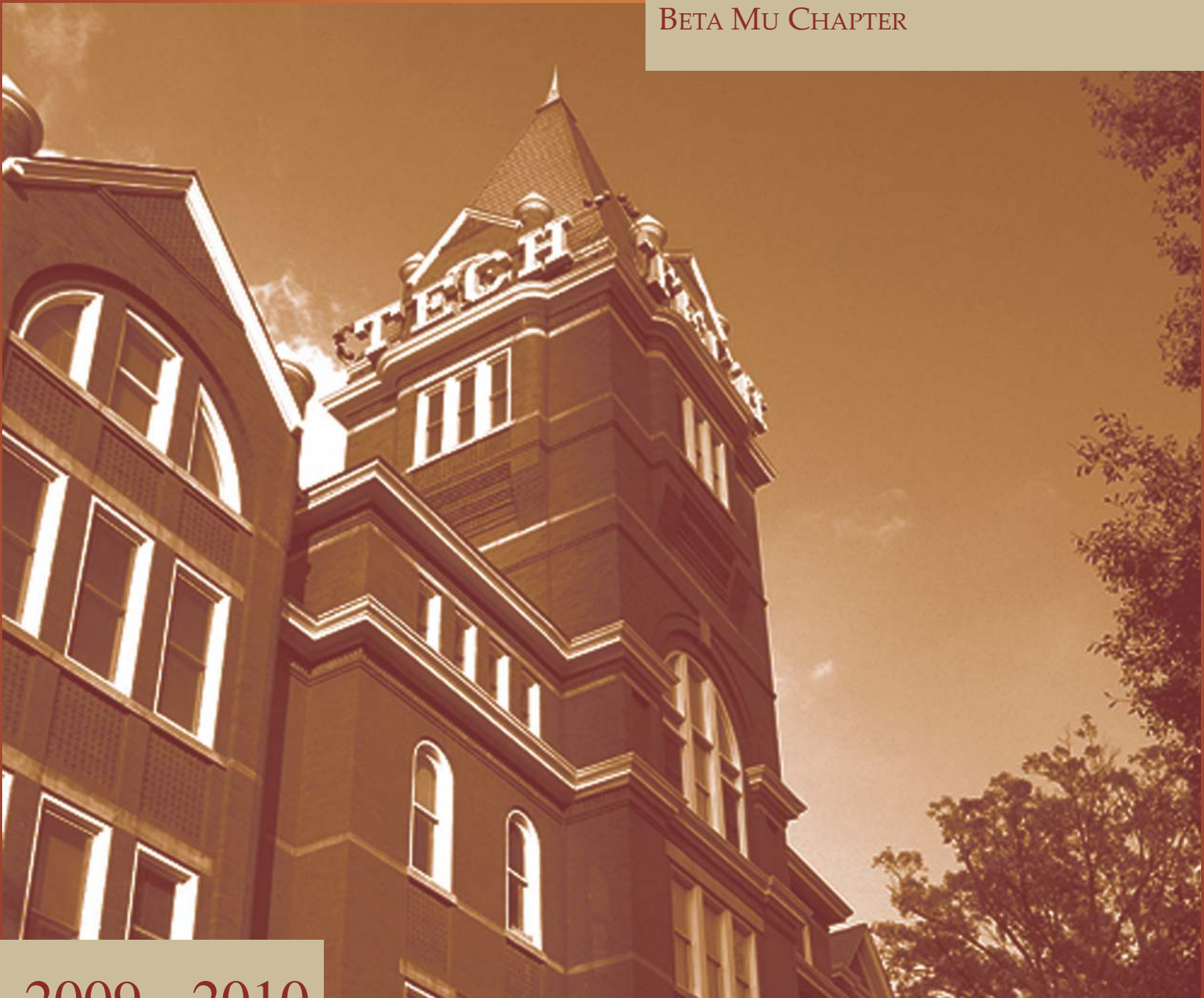


ETA KAPPA NU

Annual Report

GEORGIA INSTITUTE OF TECHNOLOGY
BETA MU CHAPTER



2009 - 2010



Highlights: Fall 2009 – Spring 2010

Social Events

In Fall 2009 and Spring 2010, the Beta Mu Chapter aimed to revitalize its social events

- Game Night: Pizza was served in a large room on the GT campus where a variety of tabletop games, such as board games, card games, and party games were available.
- Movie Night: A Movie, selected by a vote of the HKN officers, was shown on a large projection screen on campus, and pizza was served.
- Rec Center Visit: Students met to play billiards, video games, and bowl, paid for by HKN.
- HKN Dinner: HKN Members were to meet on campus to travel to a nearby restaurant to eat together and compete in a restaurant trivia game.



GROW

Formerly the Graduate Cocktail Party, the Graduate Research Opportunities Workshop, was expanded and restructured to better help graduate students find research positions. This event provides a relatively informal setting wherein graduate students can survey many of the opportunities currently available and faculty can quickly screen many candidates roughly for qualifications they desire





Highlights

Outstanding Professor Awards

Two “Favorite Professor” awards were awarded at the 2010 HKN Spring Picnic. Each year the chapter conducts a survey of senior students throughout the student body. The top “Junior” and “Senior” each receive an award.



Outstanding Senior Professor Award – 2009
Dr. Donald Scott Wills

Outstanding Junior Professor Award – 2009
Dr. Ali Adibi



Service Projects

Tutoring

Members of our chapter spent a number of Saturday mornings tutoring local high school students. Students were tutored in math, writing, science, and other subjects.

MedShare Volunteering

This year, the Beta Mu chapter began a partnership with another campus organization to volunteer Saturday mornings at MedShare. The organization collects excess equipment and supplies from area hospitals and donates them to third world countries that could not otherwise acquire such items. Eta Kappa Nu members, with their electrical engineering background, provide a valuable skill set to the equipment repair part of MedShare's activities.



Tech Beautification Day

Eta Kappa Nu members spent a day working towards keeping our campus beautiful in this school-wide event.





HKN *Annual Report*

BETA MU CHAPTER 08-09

HKN Spring Picnic

This year on April 23th, our annual picnic was a great success. Over 300 students, faculty, and staff attended, and the event was packed with awards, music, door prizes, activities, and of course delicious catered barbecue.

Features

- HKN Outstanding Professor awards
- Music from DJ Phase
- Student/Faculty volleyball game
- Department Teaching Assistant awards
- Door prize giveaways

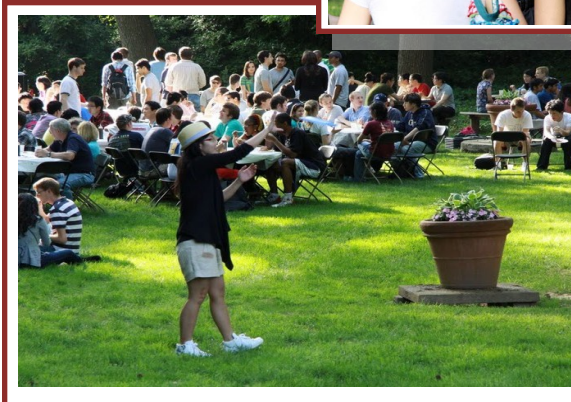




Table of Contents

<u>ANNUAL CHAPTER REPORT SYNOPSIS</u>	<u>2</u>
<u>Officers</u>	<u>2</u>
<u>Chapter Statistics</u>	<u>3</u>
<u>Program of Activities</u>	<u>4</u>
<u>President</u>	<u>6</u>
<u>Vice President</u>	<u>9</u>
<u>Recording Secretary</u>	<u>9</u>
<u>Treasurer</u>	<u>9</u>
<u>Corresponding Secretary</u>	<u>10</u>
<u>Web Correspondent – “Webmaster”</u>	<u>10</u>
<u>Bridge Correspondent</u>	<u>11</u>
<u>Graduate Liaison</u>	<u>11</u>
<u>Corporate Sponsorship Committee</u>	<u>11</u>
<u>Social Chair</u>	<u>12</u>
<u>Lab Supplies Coordinator</u>	<u>12</u>
<u>Spring Picnic Facilities Chair</u>	<u>12</u>
<u>Photographer</u>	<u>12</u>
<u>Banquet Chair</u>	<u>13</u>
<u>CHAPTER ACTIVITIES (DETAIL)</u>	<u>14</u>
<u>Bridge-to-Business</u>	<u>14</u>
<u>Lab Supplies Project</u>	<u>15</u>
<u>Induction Banquets</u>	<u>17</u>
<u>Spring Picnic 2010</u>	<u>18</u>
<u>Service Projects</u>	<u>19</u>
<u>GROW</u>	<u>21</u>
<u>Social Events</u>	<u>22</u>
<u>Spring Picnic (Detailed Report)</u>	<u>23</u>





ANNUAL CHAPTER REPORT SYNOPSIS

Officers

Fall 2009

President	Rohan Verma
Vice President	Rajan Ananthan
Treasurer	Ryan Curtin
Recording Secretary	Mitch Costley
Corresponding Secretary	Aakash Degweker
Bridge Correspondent	Gregory Watkins
Web Correspondent	Christina Jue
Service Project Coordinator	John Walker
Graduate Liaison	Robert Ortman
Lab Supplies Coordinator	David Ryan
	Brian Max
Social Chair	Ankush Singla
Photographer	Ingrid Rodriguez
Faculty Advisor	Dr. Tom Gaylord

Spring 2010

President	Aakash Degweker
Vice President	Ankush Singla
Treasurer	Sean McGee
Recording Secretary	Kevin Morgan
Corresponding Secretary	Mohit Mendiratta
Bridge Correspondent	Gregory Watkins
Web Correspondent	Christina Jue
Service Project Coordinator	Michael Moore
Graduate Liaison	Mitch Costley
Lab Supplies Coordinator	Anand Patel
Social Chair	Nathan Ainsworth
Photographer	Scott Cowen
Faculty Advisor	Dr. Tom Gaylord



Chapter Statistics

Metric	Fall 2009		Spring 2010	
	Undergrad	Grad	Undergrad	Grad
<i>Chapter members at school (semester start)</i>	205		220	
<i>Students Invited</i>	Undergrad: 120 ⁽¹⁾	Grad: ?	Undergrad: 120 ⁽¹⁾	Grad: ?
<i>Students Inducted</i>	Undergrad: 13	Grad: 8	Undergrad: 26	Grad: 3
<i>ECE Faculty Not In HKN</i>	? ⁽²⁾		? ⁽²⁾	
<i>ECE Faculty Inducted</i>	0		0	

⁽¹⁾ Listed Undergrad count includes invited and inducted graduate students

⁽²⁾ An ECE faculty count was conducted; 43 members. However, this number only reflects those who list HKN in their C.V. or biographical information.

Chapter Size: 249





Program of Activities

ACTIVITY	PERSON-HOURS ⁽¹⁾	FALL/ SPRING	DESCRIPTION ⁽²⁾
Induction Banquets	286	FALL SPRING	Slideshow, dinner, induction ceremony, and bridge polishing winners. Professors and faculty in attendance.
Bridge-to-Business	230	FALL SPRING	Corporate presentation meetings for companies to recruit HKN members. Held once per month.
Lab Supplies Project	157	FALL SPRING SUM- MER	Selling school laboratory chipset kits to students saves them money, provides better sales and replacement service, and funds go directly to HKN scholarship.
Service Projects	320	FALL SPRING	Tutoring children through Hope Worldwide and inductee's service requirement.
Officer/Committee Meetings	250	FALL SPRING	Weekly officer meetings, chipset/sponsorship/expo committee meetings. The work behind the growth.
Lab Supplies Packaging Parties	200	FALL SPRING	New initiates and officers worked together to produce the laboratory kits for sales to students in upcoming semesters.
ECE Spring Picnic	348	SPRING	School-wide spring picnic sponsored by Beta Mu chapter.
Graduate School Info session	106	FALL SPRING	HKN hosts and usually asks the Associate Chair for Graduate Affairs to discuss graduate school admission requirements, etc.
Graduate Research Opportunities Workshop	200	FALL SPRING	HKN invited professors to present on their research and graduate research assistant need, to assist new grad students in locating an assistantship
PhD Prelim Info session	20	SPRING	An ECE faculty member and graduate HKN members provide valuable information about studying and taking the Ph.D. preliminary examination.
Bridge Polishing Party	25	SPRING	Initiates worked together to polish their bridges using Dremel rotary tools and sandpaper.
Social Events	50	FALL SPRING	Various events organized to create friendship and fellowship among HKN members
Independent Officer Work Hours	487	FALL SPRING	These person hours include the work done independently in support of the chapter. Office hours, typing, graphic design, etc. are included.

(1) Person hours are totaled, thereby including hours for both FALL and SPRING where applicable.

(2) See the subsequent Internal Report for detailed descriptions and assessment.

Total Person-Hours: 2679



Calculation of Person-Hours

The following calculations use averages where necessary. In future years, the same calculation formulas should be adopted, especially as new events are added. This will ensure consistent evaluation of impact.

Banquet

people * duration + officers * setuphrs * #semesters + chairworkhrs * #semesters

B2B

people * duration * #eventsduringyear + vpworkhrs * #semesters

Officers' Meetings

people * duration * #persemester * #semesters

Spring Picnic

guests * duration + officers * (duration + setup)

MBA Infosession

studentsandofficers * duration * #semesters + chairprephours * #semesters

Grad School Infosession

studentsandofficers * duration * #semesters + chairprephours * #semesters

Service Projects

attendance * #hours * #events + #initiatesfall&spring * #hours





OFFICER AND CHAIR REPORTS

President

144 Hours

(Note: Hours beneath position headings refer to individual work outside of scheduled activities and meetings)

Annual Message

“The Beta Mu chapter of Eta Kappa Nu continued to go from strength to strength in 2009-2010. We found innovative ways of serving the department, the ECE student body and our members. Our flagship Lab Supplies Program has become absolutely indispensable to the school and we are proud that it serves the ECE community by saving students’ money and by raising scholarships. We introduced a brand new event, the Graduate Research Opportunities Workshop, in order to connect faculty members seeking research assistants to interested students. A variety of info sessions were organized to give members an insight into MBA programs, NSF scholarships, prelim exam preparation and on graduate school in general. No report can be complete without mentioning that the Annual picnic was, as always, a resounding success. HKN has grown to become one of the most respected Honor Societies on campus; I wish the 2010-2011 Cabinet good luck and hope that they strive to further our reputation.”

– Aakash Degweker

Notes

In the 2009-2010 academic year, the president’s leadership refreshed the vitality of the Beta Mu chapter. Significant growth and maintenance of ongoing efforts were achieved through strong leadership and proper delegation of responsibilities to many active officers and chairs.

Major accomplishments:

GROW

New info sessions

Streamlining of Lab Supplies program



President's Schedule of Hours

<u>Chip Sales Project</u>	<u>Total Hours</u>
Selling chip sets in Van Leer lobby – Summer 2010	12 hours
Selling chip sets in Van Leer lobby – Spring 2010	6 hours
Selling chip sets in Van Leer lobby – Fall 2009	4 hours
Packaging chip sets with HKN initiates – Spring 2010	4 hours
Packaging chip sets with HKN initiates – Fall 2009	4 hours
<u>Initiation Process – Fall 2009</u>	
Writing initiation letter	0.5 hours
Stuffing initiate envelopes	2 hours
Putting initiate letters in mailboxes	0.5 hours
Leading initiate information sessions	2 hours
Initiation banquet (<i>This includes initiation ritual, swearing in the initiates, meeting/greeting initiates, etc.</i>)	4 hours
Bridge polishing session for initiates	2 hours
<u>Initiation Process – Spring 2010</u>	
Writing initiation letter	0.5 hours
Stuffing initiate envelopes	2 hours
Putting initiate letters in mailboxes	0.5 hours
Leading initiate information sessions	2 hours
Initiation banquet (<i>This includes setup, initiation ritual, meeting/greeting, etc.</i>)	4 hours
Bridge polishing session for initiates	2 hours





HKN *Annual Report*

BETA MU CHAPTER 09-10

<u>ECE Spring Picnic</u>	
Delegating tasks to picnic chairs	4 hours
Meeting/greeting at picnic	1 hour
Award announcements	0.5 hours
<u>Social Service Projects</u>	
Set up and accompanied new initiates to service activities	20 hours
<u>HKN General Business</u>	
Student Faculty Advisory Board meetings	4 hours
Leading our weekly officers meetings – Fall 2009	26 hours
Leading our weekly officers meetings – Spring 2010	25 hours
Officer Elections – Fall 2009	1 hour
Leading HKN General Body Meetings	4 hours
<u>HKN Awards</u>	
Voting for Outstanding EE and CompE Seniors	1 hour
Voting for Outstanding Junior and Senior Professor	2 hours
ECE Junior Scholarship Voting	1 hour
Outstanding Sophomore Award presentation	3 hours



Vice President

60 Hours

Notes

The vice president scheduled Bridge to Business meetings one full semester in advance, such that all event dates were filled and an extra session was held. As the primary source of chapter funds, the consistent corporate sponsorship enabled more social events and an elegant and convenient banquet venue. About 4 hours of individual work are required per week.

Duties performed

- Contacting companies to sponsor events
- Filling Bridge to Business schedule
- Making space arrangements for events
- Putting up flyers/posters to advertise events
- Working with corporate sponsorship committee and delegating tasks

Recording Secretary

30 Hours

Notes

The Recording Secretary's chief duty is to accurately record the proceedings of each officer meeting. These minutes are then converted to a digital document and sent to members following the meeting. In particular, action items for each officer are outlined to provide a clear indication of each person's efforts for the week. A focus on summarizing these points helps officers remember their assigned tasks and prevents unintended overlap of tasks. It also helps distribute tasks more evenly, which is important to prevent overloading one officer while leaving another with nothing to do. The Recording Secretary is also tasked with maintaining a calendar of tasks for the year, which helps in organizing office hours and event planning.

Another important duty is organizing initiate information. The Recording Secretary must verify initiates' completion of each requirement as outlined in the Candidate Information Packet. After all deadlines have passed, the Recording Secretary compiles this information and sends the new members' information to the national HKN office to induct them as national members.

Treasurer

45 Hours

Notes

The Treasurer is responsible for managing the finances of HKN. This involves keeping track of two bank accounts and all financial transactions. The Treasurer gives weekly reports to the other officers on the current financial state, prepares a budget for chapter events, and helps to maintain adherence to that budget. In addition, the treasurer is responsible for paying both external entities and reimbursing officers for various purchases. The Treasurer is also tasked with submitting receipts to the Georgia Tech Foundation to secure funds that are donated through this entity. At the end of each year, the Treasurer must file the IRS 990. Because the Beta Mu chapter garners significant revenue from its highly successful lab supplies project, a 990-EZ must be filed. Completion of this form requires that the Treasurer maintain meticulous records throughout the prior year. In general, this position takes 3 hours of work per week.





Corresponding Secretary

35 Hours

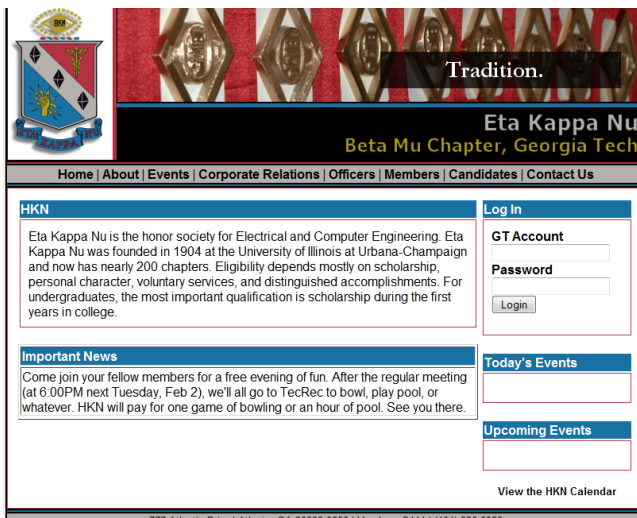
Notes

The corresponding secretary is responsible for all communications between the officers and the general body. They are also responsible for publicizing HKN events as well as managing the email lists.

Web Correspondent – “Webmaster”

55 Hours

Website Snapshot



Future Work

- Meeting minutes web upload and catalog
- Vice President can add Bridge to Business events to signup page without editing HTML
- Current corporate sponsorship logos, etc. displayed in given spots based upon funding and level of commitment (returning semester after semester)



Bridge Correspondent

30 Hours

Work Description

Throughout the course of the academic year, the Bridge Correspondent works to gather the information for the compilation of the annual report. This year, emphasis was placed on the new reporting criteria and the notion of annual chapter growth. The Beta Mu chapter has set in motion a new trend of consistency, accuracy, and improvement in recording that will help measure and track our success in the future.

A synopsis of the duties performed this year:

- Participated in most chapter activities to better report on them.
- Collected reports from all officers fitting impact hours format from national office.
- Completed Annual Report 2008-2009.
- Monitored Bridge supplies and ordered more when running low.
- Planned and ran Bridge Polishing Parties to help initiates polish their bridges.

Plan for the Future

Each year the Bridge Correspondent should compare the work of that academic year to the previous year's report. This emphasizes the importance of growth and progress from year to year. The president and other officers should review the document and ensure it is accurate, thorough, printed, and passed on to the new officers.

Graduate Liaison

30 hours

In Fall 2009 and Spring 2010, the main job of the Graduate Liaison was the planning and execution of the Graduate Research Opportunities Workshop (GROW). In addition, several information sessions were hosted each semester. The Graduate Liaison was responsible for securing a speaker, reserving the room, commissioning advertisement and food, and hosting the actual event. In total, the Graduate Liaison was responsible for:

- Two GROWs
- One MBA Information Session
- One Fellowship Information Session
- Two Prelim Exam Information Sessions
- Two Graduate School Information Sessions

Corporate Sponsorship Committee

25 Hours

Notes

Duties Performed

- Collected corporate contact information from various sources
- Created a database of all such contacts
- Contacted some potential companies that might be interested in sponsoring HKN this year. Companies/agencies that have typically respond with interest include Navy, Lutron, Nokia, HP, TI.





Social Chair

15 Hours

Notes

The main responsibility for the social chair is to organize social events for HKN members to interact with each other and other Electrical and Computer Engineering (ECE) students. Other non-traditional responsibilities included communicating with ECE facilities in acquiring a PC and office furniture to accommodate HKN's office.

All social events were successful in attracting HKN members. By advertising events through email, flyer postings, and word of mouth, this chapter has been successful in member participation.

Lab Supplies Coordinator

30 Hours

Notes

The lab supplies coordinator does extensive work throughout the year in procuring discrete electrical components, "jumper" wire kits, breadboards, IC extractors, bulk wire, etc. In addition, the coordinator schedules the chip packaging party, a social event and service project for new and current members. This session assembles the kits to be sold in a later semester. Another important task the lab supplies coordinator performs is the communication to lab classes. ECE 3741 students receive their kits during their first lab session, while other students purchase kits from officers sitting at the HKN table in the main lobby.

This position requires the skills to run a business. Through persistent work over the last two years, the chipset sales project was started and has grown to utilize over 70% of the market, thereby delivering maximum benefit to students in the form of savings and scholarship awards.

Spring Picnic Facilities Chair

5 Hours

Notes

- Reserved the location for the picnic (President's Glade)
- Reserved the items needed for the picnic (chairs, tables, tent, PA system
- etc.)
- Prepared and cleaned up the event location (reserving trash cans, recycling bins, trash bags, extension cord, orchestrating the efficient setup and takedown)

Photographer

15 hours

Notes

This position was created in Fall 2005. The photographer attends all Beta Mu events or appoints a replacement. The photographer spends an estimated 30 hours per semester taking, compiling, and editing photographs.



Banquet Chair

9 Hours

Notes

This chair is largely responsible for the success of the induction banquet each semester. From the selection of the location and menu to reservations, transportation, and slideshow, the banquet chair makes the induction evening a memorable and fun experience.

Work entailed calling various venues to compare pricing and availability. Typically the cost is about \$30 per plate, but don't forget service charges and gratuity. Because the initiate fee includes \$20 for the banquet, sponsorship is needed to cover the remainder of the expense.





CHAPTER ACTIVITIES (DETAIL)

Bridge-to-Business

These sponsorship events are held at 11:00am or 6:00pm on Tuesdays and Thursdays. The dates are somewhat inflexible because several other student organizations such as IEEE, WECE, ecesis, and SFC also require dates during the month. The 11:00am timeslot is particularly desired because the majority of students have no classes during this hour on Tuesdays and Thursdays. The third Thursday date was reserved for HKN under verbal agreement with the other organizations and faculty advisors.

Fall 2009

Date	Company
October 15	JPL
October 15	Norfolk Southern
November 11	Maxim

Spring 2010

Date	Company
April 6	John Deere





Lab Supplies Project

Effort Analysis

Events

Packaging Ceremony – October 20th 2009. 30 initiates attended for approximately 2 hours, which yielded approximately 60 hours. Packaged 250 kits for ECE 3741 and assembled 100 breadboards

Packaging Ceremony –March 11th 2010. 25 initiates attended for approximately 2 hours, which yielded approximately 50 hours. Packaged 100 kits for ECE2031, 80 kits for ECE 3041/3042, and assembled about 400 partially completed kits.

Sales Hours

Fall 2009:

1st week sales: 14 hours of actual sales time, approximately 2 hours of preparation for the sales, and approximately 8 hours of accounting/organizing.

2nd week sales: Approximately 5 hours for sales and preparation. Approximately 6 hours of accounting/organizing.

Miscellaneous sales: 1 hour overall for late sales.

Spring 2010:

1st week sales: 14 hours of actual sales time, approximately 2 hours of preparation for the sales, and approximately 8 hours of accounting/organizing.

2nd week sales: Approximately 5 hours for sales and preparation. Approximately 6 hours of accounting/organizing.

Miscellaneous sales: 1 hour overall for late sales.

Summer 2010:

1st week sales: 5 hours of actual sales time, approximately 1 hour of preparation for the sales, and approximately 3 hours of accounting/organizing.

2nd week sales: Approximately 3 hours for sales and preparation. Approximately 3 hours of accounting/organizing.

Miscellaneous sales: 1 hour overall for late sales.

Meetings

Lab Supplies committee meetings – 10 hours.

Parts ordering, project planning, and double-checking correctness of packaged parts – 30 hours.

Total = 250 hours for the year.





HKN *Annual Report*

BETA MU CHAPTER 09-10

Project Statistics

Fall 2009 sales:

Gross income: \$8,390.00
Net income: ~\$3,356
Student savings: ~\$4,613

Spring 2010 sales:

Gross income: \$7,390.00
Net income: ~\$3,356
Student savings: ~\$4,055

Summer 2010 sales:

Gross income: \$2,550.00
Net income: ~\$704
Student savings: ~\$1,155

Monetary Figures

Yearly savings - \$8,050
Yearly income - \$7,590
Total student savings to date - \$59,345.24





Induction Banquets

Fall 2009

The Eta Kappa Nu Initiation Banquet was held on November 2nd, 2009 at 7:30pm at the Georgia Tech Hotel and Conference Center. There were 38 people in total, which includes 21 initiates, 3 professors, 10 officers, and 4 guests. The event lasted roughly 2.5 hours. The officers attending the banquet met in the HKN office about 90 minutes before the banquet to gather materials and set up. As initiates arrived, they were asked to make a name tag, sign their name in the signature book, and turn in their bridge for judging if it had been polished. After the banquet room was set up, they were asked to find seats in the banquet room, and a short introduction was given (including welcoming each professor) before dinner was served.

During the dinner and introduction, a slide show of pictures from HKN events was playing. After dinner, officers left the room to determine the first and second place winners of the bridge polishing contest. The initiation ceremony then took place. Following the ceremony, the winners of the bridge polishing contest were announced, and they were given checks for their respective winnings (equivalent to dues and half of dues). Once the banquet had ended, we had our photographer take a photo of all professors who attended the banquet and a group photo of all initiates at the banquet. An officer's picture was taken of all officers in attendance.

Preparation:

Possible locations and dates for the banquet were discussed at the first officer's meeting of the semester and finalized by the next meeting. The head of catering sales at the Georgia Tech Hotel (Janice F. Chick) was contacted to reserve the conference room, set the menu for the event, and submit an approximate count for the number of attendees. Ms. Chick was also notified that two registration tables, a wired podium microphone, and a stand for a LCD projector were needed for the banquet. The menu for the banquet consisted of a choice between cabernet chicken and grilled vegetable ravioli as a vegetarian dish. Each entrée was served with a café salad, fresh vegetables, starch, and a desert.

At least a week before the banquet, the final count of attendees was given to the catering staff along with the number of vegetarian dishes to provide. At this time, the final cost of the event was charged to the HKN bank account. The treasurer provided the necessary information for this transaction. Also, the banquet chair asked the corresponding secretary to print programs (including a list of professors attending the banquet) and a poster (displaying "HKN Initiation Banquet" and sponsor's logo) to be displayed next to the registration table. Several items were needed for the banquet itself that were not provided by the hotel catering staff. These items included a LCD projector, projector screen, laptop with pictures (from HKN events), name tags, markers (to write names on name tags), signature book, pens, programs, an easel, the poster, corkboard and pins (for mounting the poster), and extension cords.





Spring 2010

The Eta Kappa Nu Initiation Banquet was held on March 8th, 2010 at 7:30 pm in the Georgia Tech Hotel and Conference Center. In attendance were 52 people total, including 31 initiates with guests, 11 faculty members, and 10 officers. Registration began at 7:00 pm at the hotel, and doors were open from 7:30 pm to 10:00 pm. The officers attending the banquet met in the HKN office at 6:00 pm to gather materials and travel to the hotel to set up. As initiates arrived, they were asked to make a name tag, sign their name in the signature book, and turn in their polished bridge for judging. After the banquet room was ready, initiates were asked to find seats, and a short introduction was given, welcoming each professor, before dinner was served at 8:00 pm.

During the dinner, a slide show with pictures of initiates from HKN events was displayed at the front. After dinner, officers left the room to determine the first and second place winners of the bridge polishing contest. The initiation ceremony then took place, with officers reciting their parts about the history of HKN and what is expected of new members. Following the ceremony, the winners of the bridge polishing contest were announced, and they were given checks for their respective winnings. Once the banquet ended, the officer in charge of photography took pictures of attending professors and a group photo with all of the initiates and officers.

Preparation:

At an officer's meeting, it was decided to continue holding the banquet at the Georgia Tech Hotel, and the date was chosen to be March 8th. The catering sales manager at the Georgia Tech Hotel, Tim Barrett, was contacted to reserve the conference room, set the menu for the event, and submit an approximate number of attendees. Additionally, the previous banquet's setup was used, including two registration tables, a wired podium microphone, and a stand for a LCD projector. The menu for the banquet consisted of a choice between French cut chicken stuffed with mushrooms and grilled vegetable ravioli, as a vegetarian dish. Each entrée was served with a southwestern salad, fresh vegetables, rolls, and a dessert, which was a triple chocolate mousse.

About a week before the banquet, the final count of attendees was given to the catering staff along with the number of vegetarian dishes to provide. The treasurer provided the necessary information to pay for the banquet, which was charged to the HKN bank account the day after. Also, programs were printed, including a list of professors attending the banquet, and a poster displaying "HKN Initiation Banquet" was put up next to the registration table. Several items were needed for the banquet which were not provided by the hotel catering staff. These items included an LCD projector, projector screen, laptop with pictures from HKN events, name tags, markers, signature book, pens, programs, the poster, corkboard and pins for mounting the poster, and extension cords.

Spring Picnic 2010

Beta Mu continued its long tradition of hosting an annual picnic for the School of Electrical and Computer Engineering in 2010. This year's picnic featured music from the campus radio station WREK, good food, and the awarding of Outstanding Professor awards, as well as various door prizes for those in attendance,

For a detailed report about the picnic preparations and execution, refer to the "Detailed Report" at the end of this document.



Service Projects

The Beta Mu chapter of Eta Kappa Nu remained active in the Georgia Tech and Atlanta community throughout the 2009-2010 year. To emphasize this engagement, all initiates are required to participate in service projects alongside full HKN members to complete their induction. Our primary activities this past year were tutoring and volunteering expertise, along with campus-wide events such as Tech Beautification Day.

Fall 2009

Our primary activity for the Fall semester was tutoring students at Buchanan High School in Norcross, GA. Eta Kappa Nu tutors provided assistance in math, science, writing, etc with the students. Our chapter began this project back in 2007. It was created as a Saturday morning tutoring program held each week to assist struggling students with their coursework. This specific high school has a special program for students who had been removed from their public high school due to behavioral issues. We served not only to assist in their education, but also to improve their social skills and motivation so that they could successfully return to their home school. The program was a major success, bringing in at least a dozen students to each session. The students experienced a notable improvement in their academics as a result of their attendance.

Event	Hours
<i>Tutoring at Buchanan High School</i> Saturday Mornings 9:00 AM – 12:00 PM	21

In total, over 20 hours of service was performed by the chapter through this event in Fall 2009. Over all participating members and initiates, 130 hours of service were completed.

Spring 2010

Another organization began tutoring at Buchanan High School in the Spring of 2010. Deciding that our services could now be better used elsewhere, our service chair began seeking out a new venue of service. He found an Atlanta organization called MedShare. MedShare collects damaged equipment and excess supplies from area hospitals, items that would otherwise be discarded. MedShare then repairs said equipment and packages the donated supplies before donating them to developing countries. We selected this organization because our members were able to provide a unique and invaluable skill set to the charity. These repair sessions are held 1-2 times per month. With our background in electronics, our members were able to make essential contributions to the repair of the medical equipment - equipment that would have been scrapped otherwise. This was an excellent charity to work with because not only did our members find the work highly rewarding and intellectually engaging, but also the organization suffers from a desperate lack of volunteers with such knowledge.

Tech Beautification Day (TBD) is an annual event on campus. It was started in 1998 as a day of service in which students could give back to their school through a day of cleanup, landscaping, and related activities. It also serves the purpose of bringing the Georgia Tech community together as a whole and is now one of the most heavily attended events on campus. This year, we worked on a project where members planted shrubs and laying pine straw along a street running through campus. Our members spent their Saturday “beautifying” this campus which we hold so dear.





HKN *Annual Report*

BETA MU CHAPTER 09-10

Event	Hours
<i>MedShare</i> March 6, April 3 2010 8:00AM – 1:00 PM	10
<i>Tech Beautification Day</i> April 17, 2010 9:00AM – 2:00PM	5

For the Spring semester, our chapter volunteered a total of 15 hours between these two events. Our total hours of participation sum to 190 hours.





GROW

The Graduate Research Opportunities Workshop (GROW) was created with the purpose of connecting ECE faculty having available graduate research assistantships with graduate students needing or wanting a position. Students (especially those new to the school) often have a difficult time finding which professors have open positions and talking with them in person. This event provides a relatively informal setting wherein graduate students can survey many of the opportunities currently available and faculty can quickly screen many candidates roughly for qualifications they desire. Thus, both parties can find significant benefit.

Originally, the event was very informal, essentially a social gathering with some light hors d'oeuvres. When GROW was revived for Fall 2009 and Spring 2010, this structure was changed. Professors from each technical interest group (TIG) were invited to present roughly the structure of the group they represent (e.g. who the professors are, their general areas of work, etc.) as well as any opportunities they personally had available in their own lab. A table was provided for each technical area where corresponding faculty members could answer questions from students about their work or their openings. The ECE department chair, Dr. Gary May, was helpful in ensuring that each TIG had a representative present. This element was critical to maximize the event's effectiveness, since students from any technical area should be able to ask an appropriate faculty member questions pertaining to their technical interests.

Food was provided at these two instances of GROW. In Fall 2009, small sandwiches for about 90 people from Jimmy John's were served. In Spring 2010, two vegetable trays and two fruit trays from Kroger's were served. No food was left over either time. Approximately 80-100 students and 12-14 faculty members attended each session. The events were advertised by email (beginning about 1.5-2 weeks beforehand) and by flyers (posted 1 week beforehand). It was held in the Klaus Atrium on both occasions. Given the turnout of students and professors and the amount of interaction that occurred, these events were considered successful. The HKN officers decided this was a valuable event for ECE graduate students, so we decided to continue it.

Following the Spring 2010 GROW, the structure was reconsidered to optimize the potential for student – professor interaction. Because of the long series of faculty presentations that everyone had to sit through (while each student was interested in only perhaps one or two in their areas), it was decided that these presentations should be limited to only those professors who had specific positions open and wanted to talk in detail about the particular work involved. Other faculty would be invited to present a poster about their lab and talk to students on a one-on-one basis. Further, each TIG would have a poster summarizing the type of work happening in the group along with a list of members of the group (this helps students know who they should be talking to). This career-fair setup would be in the main area while the presentations are given in an adjacent room. Hopefully this will make the event much more streamlined.

When planning a GROW event in the Fall or Spring semesters, the Graduate Liaison should consider the following:

- Reserve the Klaus Atrium early. Many events are held there near the end of the semester. Tables and easels (for posters) should be requested for each TIG (possibly multiple easels per table). The separate presentation room should also be requested (there is one directly adjoining the atrium). Make sure the A/V situation is okay for that room as well.
- Food can be served, but it is not the focus of the event. Thus, don't spend too much money or time on this.
- Start informing professors about the event very early (at least a month before) so they can schedule around it. It is very difficult to ensure that each TIG is represented, so compose an email for Dr. May to send to each TIG chair to assist.
- Get other officers to talk to professors they know. Have them ask if there are any positions available in their group and if they would like to participate.
- Remember to advertise the event to students. Emails and flyers should be sufficient. Many students really want to come to something like this and need little convincing to attend.
- Give a short presentation yourself (or defer to another officer) at the beginning. Spend no more than 5 minutes thanking the professors for coming, going over the structure of the event, and setting down a schedule for the presentations in the presentation room.





Social Events

In Fall of 2009, HKN Beta Chapter began a new series of regular social events, designed to increase membership participation, to involve non-HKN ECE students in HKN activities, and to increase the visibility of HKN in the GT ECE department. The intent of this program was to create regular events, announced well in advance, and advertised to the HKN membership and ECE student body as a whole so as to become a cultural institution in GT ECE.

Because this program was new, it was unclear how it would best be organized, when events should be held, or what kinds of events would be most interesting to HKN members and ECE students. It was anticipated that the target audience would enjoy short (1-2 hour) events on weekday evenings. It was also anticipated that free food or a food discount would appeal to students. Events were advertised by email on the HKN membership list, and also by posters placed in a visible location at the entrance to the Van Leer building, which houses most ECE department activities at GT. A variety of specific events were held to test the interest of the target audience in the program.

Events of the following types were held:

- **Game Night:** Pizza was served in a large room on the GT campus where a variety of tabletop games, such as board games, card games, and party games were available. Attendance was moderate (~15 students), and reactions were generally positive.
- **Movie Night:** A Movie, selected by a vote of the HKN officers, was shown on a large projection screen on campus, and pizza was served. Attendance was low (~6 students), and reactions were mixed.
- **Rec Center Visit after HKN Meeting:** In an attempt to draw out more HKN members, an event was held directly following a regular HKN meeting. Students met to play billiards, video games, and bowl, paid for by HKN. Attendance was moderate (~15 students, mostly HKN members), and while the event was short, reactions were generally positive.
- **HKN Dinner:** HKN Members were to meet on campus to travel to a nearby restaurant to eat together and compete in a restaurant trivia game. However, attendance was so poor that the event was canceled.

In addition to the above HKN-organized events, HKN also partnered with other organizations in ECE to hold larger events.

- **ECE Christmas Party:** HKN partnered with Women in Electrical and Computer Engineering (WECE) and the GT IEEE Student Chapter to hold a Christmas party to which all ECE students and faculty (and their families) were invited. A catered dinner was served and games were provided (organized by HKN), live entertainment was organized by IEEE, and facilities and child care were organized by WECE. The event was a smashing success: attendance was large, entertainment was impressive, and the event was enjoyed by all.

Because this series of social events is a new initiative by HKN Beta Chapter, some of the events planned worked better than others. This initiative will be continued now with new lessons learned:

- Tabletop Games and recreational games seem to appeal to ECE students, while movies and dinner out were less successful
- An offer of free food on campus or assistance from HKN in paying for event costs increases student involvement, and is usually within HKN budget
- Events held on weekday nights which meet on campus seem to work best, since they do not require special logistics or travel on the part of the students
- Gathering students immediately before an event works better than advertising in advance
- A core, regularly attending group of HKN members and officers is critical to hold together such an event. Developing and maintaining such a group should be a core goal of this initiative.
- Joint events, such as with WECE and IEEE, allow for larger and more appealing events



Spring Picnic (Detailed Report)

Publicity

The publicity for this year's picnic consisted of posting flyers around the Van Leer and Klaus buildings in addition to a large poster display that was placed at the entrance to the Van Leer building. Approximately 25 flyers were printed and posted a week before the picnic around the two buildings. Both the flyers and the poster had a small map showing the location of the President's Glade with respect to the Van Leer building. The poster/flyer is included at the end of this report. Along with the visual publicity were e-mails sent to the entire ECE body. Our president drafted an e-mail that was sent to Doug Williams, who in turn forwarded to all ECE undergrad students, graduate students, faculty and staff. This e-mail was sent out a week before the picnic as well as the day before our event reminding everyone to attend. In the e-mail, a link was provided to our website, which had a map of how to get to the President's Glade. This e-mail is included at the end of this report. We also created a Facebook event of the Spring Picnic. Members of the HKN Facebook group were invited to the Spring Picnic event as well as those ECE students who the officers were friends with. Although this didn't cover all ECE students, it's definitely a networking tool that could be better used in future picnics.

On the day of the picnic, signs were posted along Atlantic Drive that gave direction to the President's Glade. These signs should be posted in the morning so that they will be ready for the afternoon picnic. When posted in the morning, they also provide advertisement to passer byers.

In the past we printed letters for faculty members inviting them to the picnic. These letters were put in the faculty mailboxes in the mailroom on the second floor of Van Leer. Also in the past we printed flyers and posted them in the corner of all the classroom whiteboards of Van Leer the day of the picnic. Flyers had also been posted on the doors of Van Leer the day of the picnic as well. This year we did not do any of this.

Recommendations for next year's picnic:

- 1) Print hard copies of letters inviting the faculty members. Make sure to put them in the faculty mailboxes at least two weeks in advance so they can plan to attend the picnic.
- 2) Post flyers around the Van Leer and Klaus buildings at least a week before the picnic. A large poster is also a good idea. Try to get a poster for both Van Leer and Klaus.
- 3) At least a week before the picnic, create a Facebook group and invite as many ECE undergrads and grad students that you know. Among all the HKN officers, you should be able to cover a majority of the ECE student body.
- 4) Make sure the e-mail is sent out to the entire ECE body (students, faculty and staff) at least a week before the picnic. Another e-mail should go out a few days before the picnic and one last reminder on the day of the picnic.
- 5) On the day of the picnic, post flyers on the entrance doors to the Van Leer and Klaus buildings. Flyers should also be posted in the classrooms - on the classroom doors and on the classroom whiteboards. Another idea would be to post flyers in the restrooms as well. These flyers must be removed the evening of the picnic.
- 6) The directional signs must be posted along Atlantic Drive and 10th Street on the morning of the picnic.





Facilities/Clean-up

The Facilities/Clean-up Chair has the following responsibilities:

- Reserving a site for the picnic
- Renting a tent
- Obtaining and setting up tables, chairs, trash cans, recycling bin, extra trash bags, and extension cord for PA system
- Cleaning up and returning all tables, chairs, and tents

In order to achieve accomplishing these tasks, the chair should start contacting the facilities officers etc. ASAP (For the future picnics, finish doing this in January, then you have 99% of your homework done & you do not have to do anything until April, the time when you remind these people. However, being new to the position, and also trying to transition into the position of the President, the facilities chair was not able to do so until end of February/early March). All transactions were done by e-mails (except for renting a tent) & it is encouraged to do so in order to record the conversations as evidence.

Reserving a site

For past few years, the picnic was held behind the President's home (The Glade) at 292 Tenth Street. To book this location, call L. Renee Brown at 404-894-5053 or e-mail to renee.brown@carnegie.gatech.edu. This should be done the first week of the spring semester. The field between the Student Center and Van Leer is another option to consider.

Renting a tent

We rented a 20' x 20' tent again from Metro Tent Rental. Mention that we have rented from them several times and talk them into giving you the same price for the day: \$225 (even though they charged us more than \$250 this year, after the negotiation which lasted 5 seconds he agreed with the payment of \$225 & no sales tax). It is a good idea to meet with them on the Glade on the picnic day so that you can tell them the exact location of where the tent should be & make a payment then. Here is the contact information.

Metro Tent Rental
Brian Pinson
3962 Red Oak Drive
Doraville, GA 30340
Office: (770)-458-7810
Cell Phone: (678)-898-1945

Setting up tables & chairs

We tried to rent 200 chairs & 48 tables this year from the facilities office like we have done in the past. However, this year the university wide annual Sting Break Concert was scheduled on the same day and the chairs and tables were already reserved for this event way in advance. As such, we were not able to procure these logistics from the GT Facilities Dept.

It was decided to use the services of Metro Tent Rental for chairs and tables also.

Ask them to deliver these items to the Glade They brought the chairs and tables on the picnic day (but they did not do unloading chairs and tables from the rack). The HKN officers and a few HKN initiates help set up all the tables and chairs a few hours before the picnic began. The contact for the school's facilities office is:

Brandon Ford
brandon.ford@facilities.gatech.edu



Other items

To order the trash cans, recycling bins, extra trash bags, and extension cord for PA system, e-mail to Bill Halabi (he is in charge of the President’s Glade).

Bill Halabi
bill.halabi@facilities.gatech.edu

Cleaning up chairs, tables, & tent:

Once the party is over, put the tables and chairs back onto the rack so that the Metro Tent Rental person can pick it up. Confirm with MTR that they will pick it up the Monday after the picnic. For tent, do not take it down; just leave it propped up at the Glade.

Lastly....:

Do not forget about e-mailing to people (Brian, Bill, Renee) for “thank you” follow-up.

Food/Supplies Committee

The food committee is in charge of selecting, ordering and picking up (or overseeing the delivery) of the catered food for the picnic. This year we ordered the food from Sonny's BBQ. The contact information for the representative is below:

Pamela Kitchen
Catering Sales Manager
Sonny’s Real Pit Bar B Q
770-368-1653 Office
770-441-9642 Fax

The total cost for the catering was \$1857.21 excluding the gratuity. The items ordered from Sonny are in the table below.

Item	Quantity	Cost Each	Subtotal
Pulled Pork	100 lbs	\$8.99	\$899
Turkey	40 lbs	\$8.99	\$359.60
Vegetable Baked Beans	7 gals.	\$18.99	\$132.93
Coleslaw	7 gals.	\$18.99	\$132.93
Vegetarian Lasagna	15	\$18.99	\$284.85
Chaffing Set	2	\$23.95	\$47.90





The following items were purchased from Sam's club. The total cost was \$174.98. The items purchased from Sam's club are in the table below.

Item	Quantity	Cost Each	Subtotal
Hamburger Buns	30 packs of 16 buns	\$1.99	\$59.70
Potato Salad	8 half gals.	\$3.37	\$26.96
Fruit Trays	6 medium trays	\$9.78	\$58.68
Vegetable Trays	3 large trays	\$9.88	\$29.64

In addition to the food items above, 4 Styrofoam coolers, 1 pack of serving utensils and 8 stenos cans were bought to add unto what we already had in the office.

Entertainment Chair

The Spring Picnic Entertainment Chair organizes and oversees all the entertainment for students, faculty, and guests. For the past several years, this has been live or DJed music and various outdoor sports, such as volleyball or Frisbee. The Entertainment Chair's main responsibilities regarding these activities are

- Contacting a live band or reserving equipment and scheduling a DJ. Arranging for equipment setup.
- Packing up necessary equipment and returning it, or securing help to do so.
- Reserving and delivering sports equipment.
- Promoting sports activities to attendees.

Most importantly: creating new activities and arranging for them.

Musical Entertainment

In the past, live bands have been invited to play the picnic. Picnic attendees seemed to enjoy having a live group, so the Entertainment Chair may want to investigate this possibility. Be sure to consider the style of music in relation to the atmosphere of the picnic (lighthearted, informal). Contact Under the Couch or Musician's Network on campus to find possible groups.

For the Spring 2010 picnic, DJ Phase, an HKN member volunteered to entertain the picnic free of charge.

In previous years WREK radio has provided the entertainment. To contact WREK about a live sound event, contact the Live Sound Director. For a 3 hour event, there will be a charge of \$30-40 depending on equipment used and the number of DJs present. Mention that WREK provided live sound for the Spring 2009 and Spring 20098 picnics and that we typically have several hundred people there.

live.sound.director@wrek.org

- Whether it's a band or DJs, make sure they know how to access the picnic location with their cars.
- Ask if there is anything HKN needs to provide.
- Request that the DJs arrive about 30-40 minutes before the official start time so that everything is set up when people start arriving.

A band may require more time to set up, possibly an hour.



Sports Equipment

The CRC (Campus Recreational Center) provided HKN with the sporting equipment used in the Spring 2010 picnic. This consisted of

- Outdoor volleyball standards
- Outdoor volleyball
- Football
- Soccer ball

The person to contact is Jonathan Hart:

Office: 404-894-3987

hart@gatech.edu

In Spring 2010, equipment was requested very early (in February), but the CRC responded with a form to be completed the week of the picnic. The equipment should be reserved the night before the picnic to avoid last minute hassles, but it could possibly be acquired the same day. HKN was charged \$35 for rental of this equipment overnight.

Few organizations rent this equipment, so some of the CRC staff is not knowledgeable about equipment reservations or rentals. Make sure they know that HKN has reserved equipment from them the past several years. Try to talk to a manager or administrator. Make sure all equipment works and nothing is missing before leaving the CRC or returning it to the CRC.

Consider how you will transport the equipment. The outdoor volleyball equipment (poles, net, stakes) and various balls are not as heavy as might be expected, but it would be difficult to haul long distances.

Equipment Setup and Return

An instruction manual detailing the set up of the volleyball equipment should be included with the materials. It may require more than one person to set up, so make sure to ask for help. Check all the included equipment during setup and make sure it is still there when you pack it up. Make sure that the band or DJs have a place to set up their equipment, and assist them in doing so. Also help them pack it up and take it to their vehicle.

Activities

In the past, a student-versus-faculty volleyball game has been publicized and encouraged, but there has typically been some reluctance on the faculty side to compete (although students have a great time playing volleyball against each other). In order to involve faculty and/or guests more, the Entertainment Chair may wish to organize other activities.

It has been suggested that we host more “picnic-like” competitions such as a sack race or a game of horseshoes. This possibility should be explored further as it provides opportunities for student-faculty interaction.





Spring Picnic Flyer



Eta Kappa Nu
Presents

**Annual
ECE Spring Picnic
2010**



Friday, April 23

5:00 PM - 7:00 PM

President's Glade (10th Street)

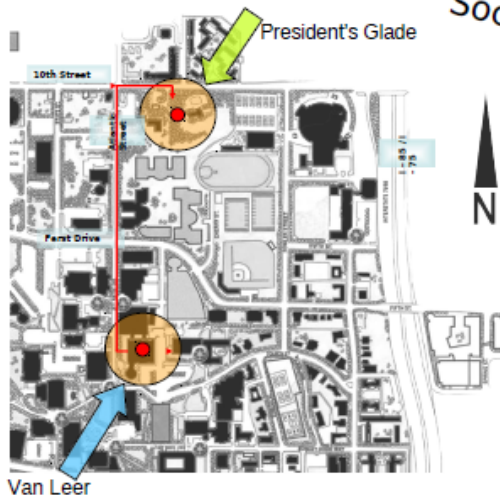
*4 Free Meals
from Willy's!*

**Free Barbecue
Door Prizes
Live DJ**

*Barnes & Noble Gift
Certificates!*

Outstanding ECE Professor Awards

*Win a
printer!*



Soccer & Volleyball!



