

Special Administrative Meeting Minutes
Members attending – 7

The next meeting on April 2 will be held at DeVry, but may have to be flexible as the building is being remodeled.

First discussed financial details and expected income for 2008.

Sources include:

2006 Computer Society rebate - \$150 (late, must get check from Phoenix Section Treasurer that was mistakenly deposited in the general fund account)

2007 Computer Society rebate - \$150 (need to check on status of this rebate)

Switch to Concentration Banking incentive - \$500

Annual section support of chapter - \$500

Picnic revenue - \$73

Total - \$1300

Expected outlays (may differ depending upon actual costs):

Regular meetings (5 to 6 meetings @ \$100 to \$120 per meeting for food, certificates, etc)
- \$600

Picnic (facilities fees, food, BBQ supplies, train rides) - \$180 to \$200 (receipts are still being totaled)

SAM - \$120

Annual Banquet - \$350

Total estimate - \$1270

So, at present 2008 would be a “break even” year, costs balancing income. Most years we operate at a “loss”. The shortfall is being made up this year by the switch to Concentration Banking. Hence, the need to sponsor a fund raising event such as a Workshop.

Discussion on whether to postpone the workshop until 2009. Decision (voice vote) was to hold the workshop in Fall 2008.

The Workshop Chair, Bob Bianca, due to a change in his employment, needed to form a committee to handle the different activities associated with the Workshop. The following committee was formed:

Workshop Chair – Bob Bianca

Speakers/ Program – Diane Smith

Food/Beverages – Cesar Vasquez-Carrera

Facility – Jerry Crow

Chapter Chair – Joy Shetler (to fill in as needed)

Discussion of need to find a facility to lock down the date quickly (target date range is middle October to early November) and use the summer for the planning and recruiting speakers. The Workshop may need to be held at a location other than DeVry due to the facility undergoing remodeling. This committee may need some additional volunteers to

handle the materials or activity planning. Bob will schedule a Workshop planning meeting at a location/date TBD in about a month.

The LinkedIn group has seen phenomenal growth during March, increasing in size from about 10 or 12 by early March to over 75 members. Louis Rayes was thanked for his management and efforts to setup the group. If anyone else wants to act as a manager, please contact Louis and/or Joy.

The possibility of recruiting corporate sponsors for our various activities including the Workshop, Web site, announcements, LinkedIn group, etc was discussed. The concern was that the effort needed to find sponsors for our particular group might take a lot of time without much success. In the future, there might be a need for a publicity officer to handle advertisements and corporate relations. But at present, the current officers do not have the bandwidth for these activities.

Also, the Fall speaker schedule is still under development. We tentatively have a speaker setup for October, but need confirmation. November and December are still “open”.