



## British Columbia Section

**Board Meeting Minutes:** June 7, 2004

<b>Present</b>	Colin Blair	Wendy Ho	Brad Hartwig
Martin Jackson	Gouwei Li	Joe Fuoco	Alfred Wong
Dave Gourley	Steve Stewart		

**Approval of Agenda:**

Wendy Ho requested the addition of two items:  
- First Lego League sponsorship/assistance  
- Hydrogen fueling station design competition won by University of Victoria

J. Fuoco moved acceptance of the agenda as amended  
D. Gourley seconded

**Acceptance of Minutes:**

D. Gourley moved acceptance of the minutes  
W. Ho seconded

**Old Business:**

C. Blair reviewed the candidate selection criteria for the UBC SAE Memorial Scholarship and reported that the awarding of the scholarship appeared to be in accordance with the wishes of the board. No further action required.

**New Business:**

2004-2005 Chair Colin Blair welcomed the governing board members for the new Section Year

Brad Hartwig attended the SOLS in Pittsburgh this year as the incoming section Vice-Chair. Expense receipts were provided to the Treasurer for re-imburement. Brad reported that other sections seem to be facing the same challenges as B.C. when it comes to attracting younger members. With regard to retention of student members and greater involvement of the section with student activities, Brad reported that other sections had success with job fairs, career advice, etc.. Improving the rate of conversion from student to full SAE membership would certainly add younger members to the section. SOLS attendees received stats on AWIM kit usage in their sections. Brad noted that schools using AWIM are spread out all over the province.

It was pointed out that arrangements must be made with TD Canada Trust to change the names and signature specimens for persons authorized to sign cheques drawn on the Section's bank account. Currently the account resides at the Pacific Centre branch although ATM access is now available. Changing signatures requires the personal visit of any new authorized signatory along with two persons already authorized to the

branch in order to sign specimen cards. Removal of names from the list requires a signed letter from the person to be deleted indicating that they are aware of and in favor of being removed from the list. Persons requiring signing authority for 2004/05 are: Colin Blair, Martin Jackson and Brad Hartwig. Persons to be removed are Steve Stewart, Alfred Wong and Dave Gourley. These changes should be completed prior to the first section event in September.

It was suggested that the account should be moved from the Pacific Centre Branch to a branch in Burnaby or New Westminster. This would be more convenient for the Treasurer. Alfred Wong brought a box of material to hand over to the incoming Treasurer, Martin Jackson. Alfred distributed a spreadsheet summarizing the section's finances for 2003-2004. Cash flow was negative again in the past section year by about \$2500. Section reserves have now been reduced to comply or nearly comply with SAE guidelines. Alfred cautioned that, as reserves are now much lower and section events are not always self-supporting, the new board should exercise caution in awarding scholarships and supporting student design challenge teams in future. Overall, the section's financial situation is healthy.

Colin suggested that student design teams submit applications for funding for review by the board. Funding could be allocated on the basis of the quality of submission, performance in past events, recommendation of faculty advisor, etc..

Gouwei Li delivered a PowerPoint presentation summarizing the results of a survey he distributed regarding the section web page. The survey focused on primary use of the site, functions and features as well as layout. Gouwei checked out a sample of other sections' web sites, noting similarities and interesting features/links. Gouwei plans to have a proposed layout available for review by July 1, 2004. Full implementation of the new site is planned for January, 2005. The board discussed purchasing logical domain names such as sae\_bc.ca/.com/.org. Other possibilities were saebcsection, saebc, bcsectionsae., bcsae. All agree that a web site is an essential tool for communicating with section members. It is critical that the site be easy to find and be kept up-to-date in order for members to make use of it.

Wendy Ho reported receiving a request from the FIRST Lego League ([firstlegoleague.org](http://firstlegoleague.org)) for financial support, trophies, volunteers, mentors, etc. There is an information session in advance of this year's event (a design challenge for elementary school students using Lego to build robotic vehicles) on June 17<sup>th</sup>. The board agreed that Les Hart should send out an announcement to section members about the event and requesting volunteers.

**Meeting Planning:**

Due to the extensive agenda for the meeting, little time was available for discussion of section events for next year. Colin requested that the board members prepare a list of possible activities or topics for the coming section year and bring the list with them to the next board meeting.

**Other Items:**

Wendy Ho and Alfred Wong to complete YES report and submit to SAE headquarters in Warrendale by due date.

Steve Stewart reminded the board that meetings used to start at 5:00 PM. Is a 5:00PM start feasible for the current board members? To be discussed at next board meeting.

**Next Board Meeting July 12<sup>th</sup> at 5:30 PM at 102-4705 Wayburne Dr., Burnaby (AirCare).**

**Adjourn:**

7:20PM. Moved by J.Fuoco, seconded by D. Gourley