

Minutes of the University of Colorado Denver SIAM Student Chapter Meeting

February 6, 2008

1. Meeting called to order at 12:30pm by Faculty advisor Dr. Lynn Bennethum. Present: Dr. Lynn Bennethum, Matthew Nabity, Keith Wojciechowski, Bedrich Sousedik, Chris Harder, Timothy Vis, Elizabeth Untiedt
2. Election of Officers
 - (a) Nominations for president
 - i. Bedrich Sousedik (Keith Wojciechowski)
 - ii. Keith Wojciechowski (Bedrich Sousedik)
 - (b) Nominations for secretary
 - i. Timothy Vis (Bedrich Sousedik)
 - ii. Matthew Nabity (Keith Wojciechowski)
 - (c) Voting for president: Keith Wojciechowski 5, Bedrich Sousedik 1
 - (d) Voting for secretary: Timothy Vis 5, Matthew Nabity 0, Abstaining 1
3. SIAM Student Conference
 - (a) Institutional responsibilities
 - i. Boulder: Plenary speaker and programming
 - ii. Colorado Springs: Publicity
 - iii. Denver: Local accomodations
 - (b) Publicity
 - i. Lynn will publicize conference in Wyoming
 - ii. Keith will contact department at CSU
 - iii. Timothy will deliver poster to CSU
 - iv. Lynn will contact department at MSCD
 - (c) Rooms
 - i. We currently have 3 rooms holding 36-45 students each requested but not confirmed. In addition, a large room for the plenary talk will be required.
 - ii. Due to the extra recruiting, we propose to increase our request to 5 rooms
 - iii. Keith will take responsibility for checking the rooms reserved to ensure that they meet our needs.
 - (d) Refreshments
 - i. We have received \$450 from SIAM to go towards the cost of refreshments. A further \$5 registration fee will be used to offset the costs of breakfast.

- ii. Elizabeth will take responsibility for arranging the refreshments.
 - (e) Technology
 - i. We need to ensure that all technological aspects for talks are in working order, that back-up projectors are available for the Smart Classrooms, and that computers are available for computerized presentations.
 - ii. Bedrich and Chris will look after this.
 - (f) Staffing
 - i. We need to arrange for tables, signs, name tags, and a money box for the day of the conference.
 - ii. We will need to have tables staffed for registration and people available at all times during the conference.
 - iii. We should attempt to limit the amount of time commitment for any volunteers.
 - iv. Timothy will oversee these arrangements.
 - (g) Session Chairs
 - i. Lynn will contact Boulder to inquire what the arrangements for session chairs are to be.
4. Meeting adjourned at 1:00pm.