

Minutes of the University of Colorado Denver SIAM Student Chapter Meeting

March 12, 2008

1. Meeting called to order at 12:30pm by president Keith Wojciechowski. Present were Keith Wojciechowski, Timothy Vis, Elizabeth Untiedt, Bedrich Sousedik, Matthew Nabity, and Chris Harder. Late with notice was Lynn Bennethum.
2. SIAM Student Conference Debriefing
 - (a) Food
 - i. In order to mitigate the effects of having the order delivered incorrectly, it was suggested that the lunch order be reiterated when breakfast is delivered, and that a copy of the order be kept on-site in case the person responsible for the food is not available when the food is delivered.
 - ii. The water was very popular, and more may be warranted. Several conference attendees suggested having cookies.
 - iii. Ordering the food was difficult due to the fixed, rather than per person budget for food. The cost came out to about ten dollars per person.
 - (b) Budget
 - i. It was decided that the aforementioned difficulties with the food budget could be addressed by reallocating the registration fees to cover food expenses in conjunction with reallocating the SIAM contribution to UCD toward the cost of the plenary speaker. Lynn will follow up on this idea with the other schools.
 - ii. It was recommended to increase the student registration fee to ten dollars to adequately cover the food expenses. This cost is not thought unreasonable for the conference.
 - iii. The idea of obtaining corporate and industry sponsorships was suggested. Keith will follow up on this idea.
 - (c) Logistics
 - i. For the day of the conference, the supplies required were markers (for name-tags), name-tags, pens (for registration), registration forms, tape, signs (both directing participants to the rooms and showing the schedule on room doors), and garbage bags.
 - ii. For ease of navigation, it is suggested that we attempt to reserve rooms in the 1500 hallway (closest to the parking lot), and to avoid the 1300 and 1100 hallways if possible. We can set up in the 1500 hallway and stay out of the way of any other groups using the building at the same time.
 - iii. We need to ensure that programs are available for participants.
 - iv. We need to arrange for session chairs earlier and instruct these chairs in the proper etiquette of chairing a session.
 - v. In order to properly reserve rooms we need to form an official student chapter and register with the campus. However, as the department can currently reserve the rooms for us, it was determined to await greater need before going through the necessary paperwork for this.

(d) Technology

- i. We need to be sure to reserve backup projectors from the department to prepare for the possibility of a burnt out bulb on a projector in one of the rooms.
- ii. Loading presentations at the beginning of the day was hampered by late arrivals. It is proposed that presenters be asked to submit presentations by email a couple days before the conference.

(e) Attendance

- i. Approximately 40 persons registered for the conference, and an estimated 50 people were present.
- ii. In order to broaden attendance, it was suggested that we focus on recruiting students from other schools (particularly CSU and the School of Mines) to attend, rather than on broadening the areas of mathematics focused on by the presenters.

3. Constitutional Issues

- (a) It was decided that elections for officers would be held each January, with officers fulfilling two year terms. In this manner, each year the officers include a returning officer and a new officer. Exactly who will be replaced first is under question, pending further insight into the possible graduation dates of current officers.

4. Meeting adjourned at 1:00pm.