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1 Executive Board Kickoff Meeting

Georgia Delta

1. Project Information

- i. Date(s): 08/17/23
- ii. New/Recurring Project: New
- iii. Project Areas:
 - Custom
 - Community/Liberal Culture
 - University/College
 - Profession/Engineering
 - Chapter/Social
 - Education/Professional Development
 - K-12 STEM
- iv. Number of persons who participated:

Category	Count
Members	7
Electees	0

- v. Average number of hours per person spent:

Participating	Organizing
0.5	2.0

2. Project Evaluation

- i. **General Description**
Planned fall 2023 semester events. Discussed member requirements.
- ii. **Purpose and Relationship to Objectives of Tau Beta Pi**
Ensuring our commitment to service is upheld.
- iii. **Organization and Administration**
Equally shared among all seven members of the executive board.
- iv. **Total Cost**
\$0.0
- v. **Cost Breakdown**
N/A
- vi. **Special Problems Encountered**
N/A
- vii. **Overall Evaluation**
Successful meeting that will ensure the longevity of the chapter and increase member engagement.

2 August EBoard Meeting with Advisors

Georgia Delta

1. Project Information

- i. Date(s): 08/24/23
- ii. New/Recurring Project: New
- iii. Project Areas:
 - Custom
 - Community/Liberal Culture
 - University/College
 - Profession/Engineering
 - Chapter/Social
 - Education/Professional Development
 - K-12 STEM
- iv. Number of persons who participated:

Category	Count
Members	8
Electees	0

- v. Average number of hours per person spent:

Participating	Organizing
1.0	1.0

2. Project Evaluation

- i. **General Description**

Discussed attendance at TBP national convention, planned social and service events for the upcoming semester. Also discussed chapter finances, and the potential to install a bent outside of the college building. Scholarship promotion and increasing use of national programming also emphasized.
- ii. **Purpose and Relationship to Objectives of Tau Beta Pi**

Increased capacity to encourage service and recognition amongst members. Discussed ways to increase engagement with the national organization.
- iii. **Organization and Administration**

Scheduled via email and Outlook calendar.
- iv. **Total Cost**

\$0.0
- v. **Cost Breakdown**

N/A
- vi. **Special Problems Encountered**

None
- vii. **Overall Evaluation**

Meeting successful. Set expectations for agenda at future meetings.

3 Georgia vs. Kentucky TBP Tailgate

Georgia Delta

1. Project Information

- i. Date(s): 08/30/23
- ii. New/Recurring Project: New
- iii. Project Areas:
 - Custom
 - Community/Liberal Culture
 - University/College
 - Profession/Engineering
 - Chapter/Social
 - Education/Professional Development
 - K-12 STEM
- iv. Number of persons who participated:

Category	Count
Members	20
Electees	0

- v. Average number of hours per person spent:

Participating	Organizing
3.0	1.0

2. Project Evaluation

- i. **General Description**

The chapter held an outdoor tailgate with food, games, and music for members to get excited about rooting on the football team in one the season's largest games. Games included Frisby, football, and cornhole. Members discussed what other events they were excited for and what new members we would be initiating.
- ii. **Purpose and Relationship to Objectives of Tau Beta Pi**

the goal was to encourage social involvement among chapter members and increase school spirit.
- iii. **Organization and Administration**

Treasurer: Bought food and games
Secretary: kept track of member sign in
Social coordinator: advertised the event on social media and at general body meetings
President: facilitated the actual event
Other board members: spread the word among members
- iv. **Total Cost**

\$17.92
- v. **Cost Breakdown**

Kroger shopping bill: \$17.92 (chips, cookies, lemonade, caparisons, etc...)

vi. **Special Problems Encountered**

N/A

vii. **Overall Evaluation**

The chapter could have held the event in a different area. It was held in the back of the engineering college which was not conducive to high recognition of the clubs name. In the future, similar events will be held somewhere more public like the front of the school near its entrance.

3. **Additional Attachments**

Figure 1:



4 September EBoard Meeting

Georgia Delta

1. Project Information

- i. Date(s): 09/11/23
- ii. New/Recurring Project: New
- iii. Project Areas:
 - Custom
 - Community/Liberal Culture
 - University/College
 - Profession/Engineering
 - Chapter/Social
 - Education/Professional Development
 - K-12 STEM
- iv. Number of persons who participated:

Category	Count
Members	6
Electees	0

- v. Average number of hours per person spent:

Participating	Organizing
1.0	1.0

2. Project Evaluation

- i. **General Description**

Planned remaining social and service events for the semester. Discussed using Engineering Futures session for a professional development event and scheduled a meeting in February with Engineering Futures. Planned an event to discuss membership benefits with current members and to workshop scholarship applications.
- ii. **Purpose and Relationship to Objectives of Tau Beta Pi**

Increased engagement with the national organization by utilizing resources such as Engineering Futures. Planning more events and service opportunities will help increase member engagement and encourage members to complete service hour requirements.
- iii. **Organization and Administration**

The meeting was organized by email and using the Outlook calendar and our President guided the meeting using an agenda with extra time for any new issues or unresolved issues.
- iv. **Total Cost**

\$0.0
- v. **Cost Breakdown**

N/A

vi. **Special Problems Encountered**

N/A

vii. **Overall Evaluation**

The chapter accomplished its goal of planning the remaining events and discussing action items that need to be completed before each event.

5 TBP Career Fair Prep with Terry College of Business MBA Career Center

Georgia Delta

1. Project Information

- i. Date(s): 09/19/23
- ii. New/Recurring Project: New
- iii. Project Areas:
 - Custom
 - Community/Liberal Culture
 - University/College
 - Profession/Engineering
 - Chapter/Social
 - Education/Professional Development
 - K-12 STEM
- iv. Number of persons who participated:

Category	Count
Members	15
Electees	10

- v. Average number of hours per person spent:

Participating	Organizing
3.0	2.0

2. Project Evaluation

- i. **General Description**

The event was hasted and held by TBP GA-D as preparation for the UGA College of Engineering Fall Career Fair. Participants learned skills to build a resume, interview with a recruiter, negotiate with companies, and network with peers. The session was very successful in helping students 3 days later in guiding their career fair experience and future endeavors.
- ii. **Purpose and Relationship to Objectives of Tau Beta Pi**

This event provided important advancements to the professional vocabulary and experiences of all members involved.
- iii. **Organization and Administration**

This event was held in tandem with 2 other clubs totaling over 50 participants where TBP GA-D made up the majority from any club.
- iv. **In Conjunction With**

SWE and SASE
- v. **Total Cost**

\$0.0

vi. **Cost Breakdown**

N/A

vii. **Special Problems Encountered**

Need for more chairs and a larger space in the future.

viii. **Overall Evaluation**

This was extremely successful and will be held in a larger area to allow for greater attendance

3. **Additional Attachments**

Figure 2:



6 October 2nd Executive Board Meeting

Georgia Delta

1. Project Information

- i. Date(s): 10/02/23
- ii. New/Recurring Project: New
- iii. Project Areas:
 - Custom
 - Community/Liberal Culture
 - University/College
 - Profession/Engineering
 - Chapter/Social
 - Education/Professional Development
 - K-12 STEM
- iv. Number of persons who participated:

Category	Count
Members	10
Electees	0

- v. Average number of hours per person spent:

Participating	Organizing
1.0	1.0

2. Project Evaluation

- i. **General Description**

All members of executive team and advisory board met to discuss ongoing organization activities and action items. The board recapped previous action items, looked into Engineering Futures session and planning an event next semester, went over convention items, and went over starting the action of getting a Bent.
- ii. **Purpose and Relationship to Objectives of Tau Beta Pi**

Continuation of chapter operations and service opportunities for Tau Beta Pi members.
- iii. **Organization and Administration**

The meeting was led by our president with an agenda to discuss the national convention, fall ceremony, and upcoming events.
- iv. **Total Cost**

\$0.0
- v. **Cost Breakdown**

N/A
- vi. **Special Problems Encountered**

N/A

vii. **Overall Evaluation**

The meeting was great. All members participated and action items were sent out after the meeting.

7 Board Staining for Initiates

Georgia Delta

1. Project Information

- i. Date(s): 10/12/23
- ii. New/Recurring Project: New
- iii. Project Areas:
 - Initiation
 - Community/Liberal Culture
 - University/College
 - Profession/Engineering
 - Chapter/Social
 - Education/Professional Development
 - K-12 STEM
- iv. Number of persons who participated:

Category	Count
Members	3
Electees	30

- v. Average number of hours per person spent:

Participating	Organizing
6.0	1.0

2. Project Evaluation

- i. **General Description**

The event was held as an opportunity for new initiates to meet one another, stain their board required for initiation, and gain more contact with current members.
- ii. **Purpose and Relationship to Objectives of Tau Beta Pi**

The increase of comradery among Tau Bates
- iii. **Organization and Administration**

Recruitment Chair: organized the invitations for initiates to the events and facilitates the event
Treasurer: purchased supplies and facilitates the event
- iv. **Total Cost**

\$36.14
- v. **Cost Breakdown**

Brushes and sponges: \$8.10
Oil based Stain: \$28.04
- vi. **Special Problems Encountered**

N/A
- vii. **Overall Evaluation**

A successful event for new initiates that was well planned and well attended. Buying supplies in advance will be a goal of the next occurrence of this event.

8 Fall Festival

Georgia Delta

1. Project Information

i. Date(s): 10/19/23

ii. New/Recurring Project: New

iii. Project Areas:

Custom

Community/Liberal Culture

University/College

Profession/Engineering

Chapter/Social

Education/Professional Development

K-12 STEM

iv. Number of persons who participated:

Category	Count
Members	45
Electees	0

v. Average number of hours per person spent:

Participating	Organizing
1.0	2.0

2. Project Evaluation

i. General Description

Fall festival was a joint event between multiple engineering organizations at the College of Engineering. The event included Pie a Professor, cornhole tournament, face painting, trunk or treat, movie, trivia, pumpkin painting, and more.

ii. Purpose and Relationship to Objectives of Tau Beta Pi

Fall festival was a community event that included multiple engineering organizations including professors, staff members, and local families. The event was a social event for Tau Beta Pi members to connect with other students in the club, College of Engineering, Professors, and the community. The Pie a Professor event also helped raise some money to be used for future club events or purchasing a bent.

iii. Organization and Administration

The treasurer purchased items to be used for the Pie a Professor event. The President, Vice President, Secretary, and Service Coordinator helped run the pie a professor event by encouraging professors to attend, setting up the event, and running the booth during the fall festival. The service coordinator and recruitment coordinator made flyers and posted on social media to promote the event.

iv. **In Conjunction With**

Theta Tau, ASME, SWE, BMES, SASE, and AIChE

v. **Total Cost**

\$61.84

vi. **Cost Breakdown**

The cost was associated with supplies for the pie a professor and candy to be handed out to participants.

vii. **Special Problems Encountered**

N/A

viii. **Overall Evaluation**

The project was a success and encouraged members to socialize and connect with students, faculty, and the local community. The project also help raise some funds for future Tau Beta Pi events.

9 Athens Trash Clean up

Georgia Delta

1. Project Information

- i. Date(s): 11/05/23
- ii. New/Recurring Project: New
- iii. Project Areas:
 - Custom
 - Community/Liberal Culture
 - University/College
 - Profession/Engineering
 - Chapter/Social
 - Education/Professional Development
 - K-12 STEM
- iv. Number of persons who participated:

Category	Count
Members	4
Electees	0

- v. Average number of hours per person spent:

Participating	Organizing
4.0	2.0

2. Project Evaluation

- i. **General Description**

Clean up event in partnership with Keep Athens Beautiful and another STEM club on campus. The event involved meeting up in an underserved area of Athens with the proper supplies to clean up trash that had been dumped improperly.
- ii. **Purpose and Relationship to Objectives of Tau Beta Pi**

Volunteer service is a crucial part of the TBP organization and giving back to a community that provides so much to us.
- iii. **Organization and Administration**

Leaders had to coordinate with other clubs and organizations about logistics and member involvement. Leaders also ensured the safety of all members during the event.
- iv. **In Conjunction With**

Regenerative Bioscience Undergraduate Society
- v. **Total Cost**

\$0.0
- vi. **Cost Breakdown**

none

vii. **Special Problems Encountered**

None

viii. **Overall Evaluation**

The event worked extremely well and the event will be repeated more frequently

3. **Additional Attachments**

Figure 3:



10 November Executive Board Meeting

Georgia Delta

1. Project Information

- i. Date(s): 11/06/23
- ii. New/Recurring Project: New
- iii. Project Areas:
 - Custom
 - Community/Liberal Culture
 - University/College
 - Profession/Engineering
 - Chapter/Social
 - Education/Professional Development
 - K-12 STEM
- iv. Number of persons who participated:

Category	Count
Electees	10

- v. Average number of hours per person spent:

Participating	Organizing
1.0	2.0

2. Project Evaluation

i. General Description

The November Executive Meeting went over items for future events with a focus on the upcoming initiation. The meeting also went over plans and dates for the Spring initiation, dates for Spring executive meetings, and planning Engineering Futures and NEST events.

ii. Purpose and Relationship to Objectives of Tau Beta Pi

Tau Beta Pi's ongoing efforts to fulfill its mission of professional development. By planning and organizing future events, the society is taking concrete steps to empower its members with the skills and experiences they need to excel in their engineering careers, all while nurturing a strong sense of community among its members. This alignment with the objectives of Tau Beta Pi reflects the organization's commitment to excellence and the holistic development of its members.

iii. Organization and Administration

The meeting was led by our president with a meeting agenda. The other executive members were in attendance and contributed their ideas throughout the meeting.

iv. Total Cost

\$0.0

v. Cost Breakdown

N/A

vi. **Special Problems Encountered**

N/A

vii. **Overall Evaluation**

The meeting's overall evaluation and results indicate a successful gathering where critical topics were discussed. Spring initiation details were a focal point, underlining the importance of maintaining the organization's traditions and recognizing excellence in engineering. The discussion of future meetings showcases proactive planning, ensuring member engagement and the continuity of the society's objectives. The statement that the organization is on track for future events is encouraging, emphasizing a well-prepared roadmap for Tau Beta Pi's future initiatives. These outcomes reflect the society's commitment to excellence and its dedication to the ongoing development and engagement of its members, demonstrating a positive trajectory for Tau Beta Pi's mission and vision.

11 Fall 23' Initiation

Georgia Delta

1. Project Information

- i. Date(s): 11/09/23
- ii. New/Recurring Project: Recurring
- iii. Project Areas:
 - Custom
 - Community/Liberal Culture
 - University/College
 - Profession/Engineering
 - Chapter/Social
 - Education/Professional Development
 - K-12 STEM
- iv. Number of persons who participated:

Category	Count
Initiates	30
Members	5
Electees	6

- v. Average number of hours per person spent:

Participating	Organizing
6.0	2.0

2. Project Evaluation

i. General Description

The Spring initiation ceremony was a momentous occasion, marking the induction of 30 enthusiastic initiates into our esteemed organization. Beyond fulfilling the essential TBP requirements, our initiates engaged in a series of meaningful tasks that paved the way for their membership. First and foremost, they showcased their creativity by crafting a personalized board adorned with the emblematic "TBP" and their names on the front, while leaving space for signatures on the back. Additionally, they undertook the responsibility of completing a comprehensive character evaluation form, garnering signatures from three dedicated TBP members and two esteemed Engineering Faculty/Staff members.

Upon the successful fulfillment of these tasks and the payment of dues, the initiates were granted the privilege of initiation, marking the beginning of their meaningful journey within our community.

ii. Purpose and Relationship to Objectives of Tau Beta Pi

The event serves a dual purpose: to expand the Tau Beta Pi community by attracting new members and to celebrate the academic accomplishments of students who have consistently maintained a high GPA. Through an enlightening information session, participants gain a deeper

understanding of the profound significance of Tau Beta Pi and its prestigious honor.

The TBP Leadership requirements not only set a high standard for entry but also demonstrate a student's commitment to invest the necessary effort to become a dedicated TBP member and actively contribute to the chapter's activities. These criteria underscore the organization's commitment to fostering excellence and engagement among its members.

Furthermore, the initiation ceremonies play a pivotal role in enhancing Tau Beta Pi's reputation as an esteemed honor society rather than being misconstrued as an engineering fraternity. These ceremonies provide a platform for TBP to receive the recognition it deserves for its dedication to academic excellence and the promotion of a culture of honor within the engineering community.

iii. **Organization and Administration**

Both TBP Leadership and advisors play crucial roles in orchestrating the meticulous preparation for initiation. The chief advisor, bearing a significant responsibility, oversees the completion of the report of eligibility, report of election, and the final action report. Meanwhile, the President of GA-D takes charge of establishing a well-structured timeline for initiation at the semester's onset, collaborating with the recruitment coordinator.

The president assumes a multifaceted role, not only orchestrating the initiation timeline but also efficiently delegating tasks among fellow officers to ensure the seamless execution of the event. Constant communication with both TBP HQ and advisors is maintained to guarantee the timely completion of reports and to promptly address any arising issues. The recruitment coordinator, as a pivotal figure, spearheads the initiation process by engaging with initiates, disseminating essential information through emails and invites, and conducting the information session. Serving as the primary point of contact with initiates, their role is pivotal in fostering a smooth initiation experience.

Other officers contribute to the success of the event in various capacities, whether by procuring refreshments for the reception, setting up equipment for initiation, or actively participating in the initiation proceedings. The collaborative efforts of the entire team ensure a well-coordinated and memorable initiation for all involved.

iv. **Total Cost**

\$323.92

v. **Cost Breakdown**

TBP Boards (Spring) 30 Michaels \$202.56

Spring Initiation Food Little Caesars \$72.45

Drinks for Spring Initiation Kroger \$48.91

vi. **Special Problems Encountered**

N/A

vii. **Overall Evaluation**

The Tau Beta Pi initiation showcased meticulous planning and collaborative effort by leadership, advisors, and officers. Guided by the chief advisor, initiates underwent a comprehensive evaluation through the report of eligibility, report of election, and final action report. This

ensured a seamless transition into membership.

The President of GA-D, in collaboration with the recruitment coordinator, organized the initiation timeline. Delegating tasks among officers, the president demonstrated effective leadership and communication with TBP HQ and advisors, emphasizing adherence to deadlines.

The recruitment coordinator played a central role, managing communication, invitations, and information sessions. Serving as the primary point of contact, they enhanced initiates' understanding of the TBP community, fostering engagement.

Officers, through teamwork, contributed to the initiation's success. Whether securing refreshments or actively participating, their collective efforts created a memorable event. The initiation served not just as a formality but as a platform for initiates to connect with the TBP community.

Success was measured in procedural completion and meaningful engagement. The initiation exceeded expectations, leaving a lasting impression on initiates and members. It set a positive tone for initiates' continued journey within the esteemed TBP community, emphasizing the commitment and camaraderie that define Tau Beta Pi.

3. Additional Attachments

Figure 4: Initiates



12 Making the most of your TBP membership info session

Georgia Delta

1. Project Information

- i. Date(s): 12/04/23
- ii. New/Recurring Project: New
- iii. Project Areas:
 - Custom
 - Community/Liberal Culture
 - University/College
 - Profession/Engineering
 - Chapter/Social
 - Education/Professional Development
 - K-12 STEM
- iv. Number of persons who participated:

Category	Count
Members	32
Electees	0

- v. Average number of hours per person spent:

Participating	Organizing
2.0	1.5

2. Project Evaluation

- i. **General Description**

Members were invited to receive a presentation from the executive board regarding the benefits of TBP membership, including scholarships, fellowships, discounts, and career and networking activities. Additionally, George Miyata gave a presentation to the attendees about the NEST program. Following the presentations, attendees were able to stay at the event to enjoy snacks and study for their finals together.
- ii. **Purpose and Relationship to Objectives of Tau Beta Pi**

This serves to further the objectives of Tau Beta Pi by increasing recognition of the benefits of TBP membership.
- iii. **Organization and Administration**

This event was primarily planned and led by our service coordinator.
- iv. **Total Cost**

\$20.0
- v. **Cost Breakdown**

Food
- vi. **Special Problems Encountered**

vii. **Overall Evaluation**

This event was a successful information session and had great attendance.

13 Making the Most of your Membership

Georgia Delta

1. Project Information

i. Date(s): 12/04/23

ii. New/Recurring Project: New

iii. Project Areas:

- Custom
- Community/Liberal Culture
- University/College
- Profession/Engineering
- Chapter/Social
- Education/Professional Development
- K-12 STEM

iv. Number of persons who participated:

Category	Count
Members	35
Electees	0

v. Average number of hours per person spent:

Participating	Organizing
3.0	2.0

2. Project Evaluation

i. General Description

Presentation for new and returning members about the financial, social, and professional benefits of being a Tau beta Pi Member. This also included a presentation from TBP director of NEST and future project experiences available

ii. Purpose and Relationship to Objectives of Tau Beta Pi

To Inform and excite members about their future in the organization

iii. Organization and Administration

The officers contributed to an informative presentation. Information from convention was also consolidated and relayed to members.

iv. Total Cost

\$0.0

v. Cost Breakdown

none

vi. Special Problems Encountered

none

vii. **Overall Evaluation**

The event had a great turn out. However, next time something more interactive may be important to include

3. **Additional Attachments**

Figure 5:



14 January EBoard Meeting

Georgia Delta

1. Project Information

- i. Date(s): 01/22/24
- ii. New/Recurring Project: New
- iii. Project Areas:
 - Custom
 - Community/Liberal Culture
 - University/College
 - Profession/Engineering
 - Chapter/Social
 - Education/Professional Development
 - K-12 STEM
- iv. Number of persons who participated:

Category	Count
Members	2
Electees	7

- v. Average number of hours per person spent:

Participating	Organizing
1.0	1.0

2. Project Evaluation

- i. **General Description**

January executive meeting with advisors discussing interest meeting for new members, district conference, new officer elections, future executive meetings, timeline for initiation, NEST program, and calendar of chapter events. Highlighting the need to expand our existing committee to help smooth out the roles that are currently present.
- ii. **Purpose and Relationship to Objectives of Tau Beta Pi**

The purpose of this meeting is to organize the chapter plans for the semester and ensure the chapter is achieving Tau Beta Pi's mission. The initiation ceremony was discussed which is a big part of the chapter's events.
- iii. **Organization and Administration**

The meeting was led by our president with contributions from all the executive members. Our advisor helped guide the meeting with valuable insight when questions arose about the different paths to coordinate with outside groups.
- iv. **Total Cost**

\$0.0
- v. **Cost Breakdown**

N/A

vi. **Special Problems Encountered**

The main issue that arose was how to move forward with electing the next Executive Board since the upcoming district encourages the chapters to have members of the new executive board present. Our method of addressing this issue is to highlight the possibility of serving on the committee at the interest meeting, as well as to present the opportunity after the initiation ceremony.

vii. **Overall Evaluation**

The meeting was very well structured with an agenda to guide the meeting and input from every member and advisor on how to structure the semester events. A tentative schedule for the interest meeting, initiation, executive board election, and bimonthly meeting was determined. Determined the need to create a newsletter for the current members that informs them of current volunteer opportunities, upcoming meetings, and ways to serve within the organization.