TAU BETA PI
CHAPTER PROJECT REPORT
MICHIGAN - KAPPA

2014-2015
# Table of Contents

**Summary**

**Membership Timeline**

**Projects**

*Meetings/Business*

- Officer Meetings
- CEAS RSO Breakfast Meetings
- Alumni Meetings
- General Assembly Meeting 1
- Convention
- General Assembly Meeting 2
- General Assembly Meeting 3
- General Assembly Meeting 4
- General Assembly Meeting 5
- District Conference
- General Assembly Meeting 6

*Initiation Process*

- Fall Invitation Letters
- Fall Information Meetings
- Fall Candidate Work
- Fall Initiation
- Fall Banquet
- Spring Invitation Letters
- Spring Information Meetings
- Spring Candidate Work
- Spring Initiation
- Spring Banquet

*Other Activities*

- Blood Drives
- Engineering RSO Open House
- Fall Adopt A Highway
- Engineering Expo
- Krazy for Kazoo
- Engineering Futures
- Fall Habitat for Humanity
- First Robotics Support
- Pi-Day
- Science Olympiad
- Spring Habitat For Humanity
- Ice Cream Social
- Spring Adopt a Highway
- Phi Gam Slam

*Scholarship*

*Failed Projects*

Pg: 1

Pg: 1

Pg: 6

Pg: 29

Pg: 30

Pg: 31

Pg: 35

Pg: 36

Pg: 39

Pg: 46

Pg: 49

Pg: 52

Pg: 53

Pg: 57

Pg: 58

Pg: 59

Pg: 60

Pg: 62

Pg: 63

Pg: 64

Pg: 65

Pg: 66

Pg: 68

Pg: 69

Pg: 70

Pg: 71

Pg: 72

Pg: 73

Pg: 74

Pg: 75

Pg: 76

Pg: 77

Pg: 78

Pg: 79

Pg: 80

Pg: 81

Pg: 82

Pg: 83

Pg: 84
Summary:
The 2014-2015 Academic year was a busy one for the TBP Michigan Kappa chapter. At the beginning of the year the officers had thought of great activities that would be interesting to do, however many of the members were not interested. The biggest issue that was faced throughout the year was the lack of motivation for individuals to participate in events. Most members of TBP Mi-K are involved with many other student organizations on campus and do not have the time to commit to larger TBP projects. A few larger projects were attempted and are documented after the successful projects with lessons learned that may be useful for other chapters. The projects are presented in order for chronology and purpose to the organization.

Note: If a topic is marked as (New) in the activity name on the project report then it is an activity not previously attempted before; else it has been done before in our past.

Membership Timeline

Start of Fall 2014
Active Members: 25
Possible Members: ~110
Electees: 0
Initiated: 23
Initiation Date: November 14\textsuperscript{th} 2014

Start of Spring 2015
Active Members: 28
Possible Members: ~110
Electees: 1
Initiated: 19
Initiation Date: April 10\textsuperscript{th} 2015

Below are listed required activities of members: 1 service & 1 social as well as the general meetings for the semester.
## Fall 2014 Member's Activities List

NOTE: ALL COLORED BOXES CORRESPOND TO MEMBERS INITIATED IN THE CORRESPONDING SEMESTER (FALL 2014)

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**Legend:**
- e: excused
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# Spring 2015 Member's Activities List

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INSTRUCTIONS: Please complete each of the seven sections below. Any additional information which may be helpful to another chapter would also be appreciated, but do not send extraneous material that would not be useful to other chapters.

Project name: Executive Board Meetings  
Date(s) of Project: Weekly Meeting

Project Community/ Liberal Culture University/ College Profession/ Engineering
Area: Chapter/ Social Education/ Prof. Dev. K-12/MindSET

Number of persons who participated in this project Members: 5/40  Electees: 0
(Please attach a list of names.)

Hours spent on this project. Organizing: 14 Participating: 28

DESCRIPTION:

I. General Description: Every week throughout the school year the officers and the chief advisor would meet for about an hour to discuss and plan activities/events for the TBP chapter. This is where schedules and deadlines would be assigned as well as work done for some of the reports.

II. Purpose & Relationship to Objectives of TBP: The behind the scenes activity to keep the chapter running.

III. Organization & Administration: (in conjunction with another group?) Yes  No
The president led the meeting and developed an agenda. The secretary recorded and provided the last week’s meeting minutes.

IV. Cost & Personnel Requirements: Paper/ink for printing out the agendas/minutes

V. Special Problems: None

VI. Overall Evaluation/Results (Be Specific): The organization was able to perform all the required duties and kept the organization running. Events were planned and orchestrated as well as deadlines met.

VII. Index of Exhibits: Attached are meeting minutes

VIII: Participating Members: Spencer Watza, Christopher Pleasant, Erich Stuedeman, Angela Segura, Johan Meija.
TAU BETA PI
MEETING MINUTES

Meeting Date: Sept 8, 2014   Location: B- Conference room   Time: 8:30 am

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<td>Johan Mejia</td>
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Review of Previous Meeting Minutes.

None. First meeting of Fall 2014 Semester.

Topics Discussed During This Meeting.

The dates of upcoming events were discussed.
Engineering Future’s session- October 18
First GA Meeting – September 25
Engineering Expo- October 2nd
Engineering RSO Expo – September 14

Dr. Miller took charge of the upcoming Reports that need to be submitted to HQ:
Report of Eligibility

Other reports that were already submitted:
Report of Officer and Advisor Election
Officer Signatures Report
Financial Report

The Fall Contact Information Update was assigned to Erich Stuedemann (vice-President)
Some potential Service activities were discussed, such as the stands setup crew for the Engineering Expo and Engineering RSO Expo.

Engineering RSO Expo is going to be held at Eldridge and Fox (Valley 3, Engineering House) needs Tau Beta Pi officers to setup the stand and talk to students about Tau Beta Pi. Dr. Miller offered to gather some t-shirts, brochures and pamphlets for that activity.

Date of Next Meeting: 09/15/14    Time: 8:30 AM

______________________________________
Recording Secretary’s Signature
### TAU BETA PI

#### MEETING MINUTES

**Meeting Date:** Sept 15, 2014  **Location:** B- Conference room  **Time:** 8:30 am

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**Officers Present:**
- Dr. Damon Miller
- Spencer Watza
- Erich Stuedemann
- Chris Pleasant
- Angela Segura
- Johan Mejia

**Review of Previous Meeting Minutes.**

Dates of certain events were set. Refer to previous meeting’s minutes to see.

**Report of Eligibility**

Engineering RSO Expo in Eldridge/Fox, stand and volunteering.

**Topics Discussed During This Meeting.**


Engineering RSO Expo. Completed successfully.

Possible service activity were discussed:

- Engineering EXPO setup and takedown crew. Chris offered to be in charge of the contacting Julie Carr and ask if there are more people requested to do such task.
- Dunn Zone, confirmation of the date and place is still unknown.
- Chris is in charge of the Service Activity committee

First GA meeting:
- Johan is in charge of ordering the food.
- Location has to be set, Dr. Miller will contact the Dean’s office to reserve a room.

Engineering Week RSO Competition

Other parties accepted proposal for a math and science competition.
- Erich is in charge of setting up a committee

Orientation Meetings were scheduled. Meetings will be held:
- 10/6 - 12:30 pm → Chris
- 10/7 - 12:30 pm → Spencer
- 10/8 - 1:30 pm → Erich
- 10/9 - 5:30 pm → Angela
- 10/10 - 11:30 pm → Spencer

Rooms not yet reserved, pending process.

**Date of Next Meeting:** 09/22/14  **Time:** 8:30 AM
TAU BETA PI
MEETING MINUTES

Meeting Date: Sept 22, 2014 Location: B- Conference room Time: 8:30 am

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Review of Previous Meeting Minutes.

Report of Eligibility almost finished, missing graduation dates.
Engineering RSO Expo completed successfully.
Engineering EXPO service event, schedules and number of people required not known yet.
Place for first GA meeting to be confirmed and food provided by corresponding secretary.
Engineering RSO Competition accepted by other RSOs.
Chris Pleasant in charge of setting up a service committee.
Orientation meetings schedule was set.

Topics Discussed During This Meeting.

Report of Eligibility submitted. Officers are expecting approval from HQ.
First GA meeting (sept. 25, 2014) agenda was discussed and the following topics were included:
  - Election of Tim green and Barry Frost as advisors.
  - Upcoming service Events such as Engineering Future’s session and Engineering EXPO crew.
  - Engineering’s week RSO Competition
  - Remind Tau Beta Pi members regarding the upcoming Engineering EXPO

Tau Beta Pi BroncoNet ID password needs to be changed. Erich Stuedemann will take care of it.

Dr. Miller suggested filing a request for a van from WMU to transport volunteers to Engineering Future’s Session on October 18th.

Spencer will Travel to Tau Beta Pi National Convention (Oct. 2nd -4th) on October 1st.

Date of Next Meeting: 09/29/14 Time: 8:30 AM
TAU BETA PI
MEETING MINUTES

Meeting Date: Sept 29, 2014  Location: B- Conference room  Time: 8:30 am

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Review of Previous Meeting Minutes.

Report of Eligibility submitted. Officers are expecting approval from HQ.
Creation of the First GA meeting agenda
Bronco Net ID needs to be changed.
File a request of a vehicle for the Engineering Future’s Session from WMU.
Spencer travel to the Tau Beta Pi convention.

Topics Discussed During This Meeting.

Review of the GA Meeting summary. No other aspect to be added besides the three quarter of members’ approval for the topics discussed during GA meeting.
An email must be sent to Dr. Miller containing the Engineering Future’s Session volunteers list.
Open House is on Friday and Saturdays.
Kalamazoo River Clean up on October 4th is another service event proposed during First GA meeting. Whitney Briggs is in charge of that event. Habitat for humanity is another event later in the semester, more details will be provided as the semester progress.
Password for rso-tbp is still not changed. Any attempt fails to reset it. Assistance from the help desk is needed.
Eric Stuedemann will take charge of contacting them and changing it.
Spencer will travel to the Tau Beta Pi National convention (Oct. 2-4) and will send the agenda to Eric Stuedemann for the next officer meeting on Monday October 6.
Next General Assembly meeting was scheduled for October 24, the time is still yet to be specified but 6:00 pm is the speculated time for it.

Upcoming Orientation meetings for Invitees schedule revised:
10/6 - 12:30 pm → Chris
10/7 - 12:30 pm → Spencer
10/8 - 1:30 pm → Erich
10/9 - 5:30 pm → Angela
10/10 - 11:30 pm → Spencer

Finally, Email to HQ detailing the mistakes regarding the invitees letters should be sent.

Date of Next Meeting: 10/06/14  Time: 8:30 AM
TAU BETA PI
MEETING MINUTES

Meeting Date: October 6, 2014
Location: B- Conference room
Time: 8:30 am

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Review of Previous Meeting Minutes.
GA Meeting summary reviewed.
Open House, Kalamazoo River Clean Up and other service activities were discussed.
Password for rso-tbp is still not changed. Assistance from the help desk is required.
Tau Beta Pi National Convention.
2ND General Assembly tentatively scheduled for October 24 at 6 pm.

Topics Discussed During This Meeting.
Invitee meetings
Password for rso-tbp
Emailing TBP headquarters to fix report and active member list update.
General Assembly schedule ratified. Set to be on October 24 at 6 pm.
Update Engineering Future’s session volunteers list and the section that they are going to participate in.

Regarding National Convention:
- WMU chapter obtained a membership award and scholarship of 500 $. The money is going to be distributed to the members of Tau Beta Pi. The mechanism to do so is yet to be discussed and decided.
- Clarification on accelerated master students. The accelerated master does not prevent a person to continue as an active member in Tau Beta Pi if they have not graduated. Only graduated master student can be removed from the list.
- Ratification Ballots
- ICE
- President commented on the great experience of the national convention. The interaction with other Chapters feedback on how to improve college experience for Tau beta Pi students.

Date of Next Meeting: 10/13/14
Time: 8:30 AM
TAU BETA PI
MEETING MINUTES

Meeting Date: October 13, 2014  Location: B- Conference room  Time: 8:30 am

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Review of Previous Meeting Minutes.

Invitees Meeting
Password for rsp-tbp still needs to be set.
Emailing TBP headquarters to fix report and active member list update.
Update Engineering Future’s session volunteers list and the section that they are going to participate in.
National Convention

Topics Discussed During This Meeting.

Password for rso-tbp is already set. For GoWMU is used with an underscore (rso_tbp), for email purposes is rso-tbp.
Send email to member about General Assembly Meeting
October 24, 6 PM, room D-115
Initiation Ceremony
GA Meeting
-Need to update lists of Active members and get graduation dates from everyone.
-Agenda: Ratification Ballot, Elections, roll Call with graduation date
Organize trip to MSU for engineering Future Sessions, no vehicle provided. Ask for a Carpool and gas will be refunded.
Email TBP headquarters after we get updated list of members (plus dates of graduations)

Date of Next Meeting: 10/20/14  Time: 8:30 AM
Meeting Date: October 20, 2014  Location: B- Conference room  Time: 8:30 am

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Review of Previous Meeting Minutes.
Password for rso-tbp is already set.
Send email to member about General Assembly Meeting (October 24, 6 PM, room D-115)
Need to update lists of Active members and get graduation dates from everyone.
Email TBP headquarters with updated list of members and graduation dates.

Topics Discussed During This Meeting.

West Michigan Alumni Chapter is a TBP chapter for graduated students, they have contacted MI chapter to jointly organize some events. They gather members of the west region.

Engineering RSO Competition scheduled for the week of Feb. 15. Only 10 RSO’s in Parkview have agreed to it and funding from WSA is being requested. Math and Physics Club might join.

GA meeting:
Possible Game/ activity to be included at the end of the meeting.
Cider and Donuts - 3 gallons and 5 dozen of Donuts.
Update Active member list

Date of Next Meeting: 10/27/14  Time: 8:30 AM
Meeting Date: October 27, 2014  Location: B- Conference room  Time: 8:30 am

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Review of Previous Meeting Minutes.
West Michigan Alumni Chapter.
Collected Invitees applications and fees.
Engineering RSO Competition scheduled for the week of Feb. 15.
GA meeting: Game/ activity, Cider and Donuts, Update Active member list & Elections of Invitees

Topics Discussed During This Meeting.

Email HQ notifying elections status.
Report of Election, Contact excused members of 2nd GA meeting about elections.
Send Email about service activity information:
Habitat for Humanity - Details about the event
Mind Trekkers - Details about the event
Engineering Expo - Confirm who participated in this event.

Initiation:
Dr. White, Dr. Miller, Spencer and Erich are confirmed for this event.
Contact Faculty Staff to participate in Initiation.
Decide who will be the Banquet Speaker.
Food Order should be made a week from today.
Dr. Miller will be in charge of organizing this event.
November 14, 5:30 pm reporting time at D-120 to gather all new members. Event starts at 6:00 pm.

Remarks about last meeting: Reminders were sent 2 weeks, 1 week and 1 day before the event. Reply to people who submitted excuses.
Engineering RSO Competition Committee: So far Angela and Johan signed up for it. Email members to gather more people for this.
Engineering TBP song is now proclaimed a service event. E-mail TBP members about participating in this event.
Next GA meeting scheduled a week before thanksgiving.

Date of Next Meeting: 11/3/14  Time: 8:30 AM
Meeting Date: November 3, 2014  Location: B- Conference room  Time: 8:30 am

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**Review of Previous Meeting Minutes.**
Email HQ notifying elections status.
Submit Report of Election
service activity information: Habitat for Humanity, Mind Trekkers and Engineering Expo
Initiation ceremony
Review of 2nd GA meeting

**Topics Discussed During This Meeting.**
Report of Election and Initiation Ceremony permission request sent to HQ. They replied their consent.
Habitat for Humanity (Nov. 15)
Mind trekkers (Nov. 7-8)
Send out emails again about the Engineering Expo participation.
Engineering RSO Competition Meeting Time.
Career Fair (Feb. 12) at Bernhard Center.
Next GA meeting was scheduled for Friday November 21 at 6:00 PM.

**Date of Next Meeting:** 11/10/14  **Time:** 8:30 AM
TAU BETA PI
MEETING MINUTES

Meeting Date: November 10, 2014  Location: B- Conference room  Time: 8:30 am

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Review of Previous Meeting Minutes.
Report of Election and Initiation Ceremony permission request sent to HQ. They replied their consent.
Habitat for Humanity (Nov. 15)
Mind trekkers (Nov. 7-8)
Send out emails again about the Engineering Expo participation.
Engineering RSO Competition Meeting Time.
Career Fair (Feb. 12) at Bernhard Center.
Next GA meeting was scheduled for Friday November 21 at 6:00 PM.

Topics Discussed During This Meeting.

Initiation:
Set up the initiation banquet
need one more speaker
Request volunteers to help with the initiation preparation
Setting up the banquet room will start Friday at 1:00 pm; at 4:45 pm meet to set up the initiation room. There will be 26 initiates, 4 invitees and 7 TBP members.

Request Graduation information for new members and email them about the engineering week competition to request for their cooperation. Organize the remaining reports for this semester
Send an email to the interested teams participating in the competition as well.
Meetings for the committee needs to be scheduled.

Date of Next Meeting: 11/10/14  Time: 8:30 AM
TAU BETA PI
MEETING MINUTES

Meeting Date: November 17, 2014   Location: B- Conference room   Time: 8:30 am

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Review of Previous Meeting Minutes.
Initiation ceremony and banquet set up.
Email new members about the engineering week competition to request for their cooperation.
Organize the remaining reports for this semester.
Send an email to the interested teams participating in the competition as well.

Topics Discussed During This Meeting.
Initiation Final Action Report. Include status for invitees who missed ceremony.
Write report for activities done (e.g, RSO expo, Engineering expo, future’s session…)
3rd General Assembly meeting. Friday 21st, 6:00 PM in D-109
Send email about this event. New members will be introduced.
Agenda:
Ratification ballots, if retrieved from the website before the meeting.
Certificates for new members.

Scholarships criteria still in debate. Might be used as award in a competition as an attempt to attract new members. Waiting for the advisory board to comment on this.
Officers meeting times for next semester needs to be scheduled.

Date of Next Meeting: 11/24/14   Time: 8:30 AM
TAU BETA PI
MEETING MINUTES

Meeting Date: January 26, 2015  Location: B- Conference room  Time: 8:30 am

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Review of Previous Meeting Minutes.
No Previous minutes

Topics Discussed During This Meeting.

It was suggested that TBP cords should be included as an option besides stoles for those graduating with different stoles from other organizations.
MI Alumni Chapter has proposed several activities to do:
First Robotics on March 6 (It counts as a service event)
Activity before Career Fair on February 11th (Related to Career Fair)
Induction Ceremony on March 27.

Candidates for election for next Board members of TBP should be elected in the 3rd GA meeting.
Distribution of letters no longer counts as service event.
Another activity is the Science Olympiad either on March 21 or 28
To commemorate PI day, PI day t-shirts will be pre-ordered.
1st GA meeting is scheduled for Feb 6th at 6:00 PM. Food will be provided, Constitutional Ratification Ballot will be reviewed and letters to invitees will be distributed.
Meetings with the candidates on the week of February 16th:
Monday 16th at 12:30 PM – Spencer
Tuesday 17th at 12:30 PM-Angela
Wednesday 18th at 11:30 AM- Johan
Thursday 19th at 5:30 PM – Erich
Friday 20th at 2:30 PM – Chris

Invitees applications due date is February 27

2nd GA Meeting
Wed March 4 t 6:00 PM

$750 Scholarship Criteria was discussed:
- Essay to describe their most important service to community and its impact.
- It has to be accompanied with a recommendation letter from the organization they have worked with.
- Tentatively, is going to be restricted to one page or 1500 words.
- TBP MI Kappa Bank statement displayed a balance of $4,806.53.
Tyler Blake, since he missed the initiation ceremony Fall 2014, he was initiated the current Spring 2015 semester.

Next Meeting February 2, 2015

Date of Next Meeting: 10/27/14    Time: 8:30 AM
TAU BETA PI
MEETING MINUTES

Meeting Date: February 16, 2015  Location: B- Conference room  Time: 2:30 PM

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Review of Previous Meeting Minutes.

Operation keys
Dr. Miller will check up the setup of the new initiation equipment.
Ratification ballot signed and approved during the 1st GA meeting
notify members about: First Robotics (03/5 - 03/7), Science Olympiad (03/28) and TBP Conference at Michigan State (04/11)
2nd GA meeting (03/03, 7:30 AM) is the election meeting.
Certificates and keys from previous initiations needs to be distributed.

Topics Discussed During This Meeting.

Invitees orientation meetings for the week (2/16-2/20)
Ratification needs to be submitted.
Scholarship form is done, revision was done during the meeting, only minor changes are required.
Emails for activities are still pending.
for future reference, Request members to include their middle names initials when providing names to TBP to avoid any problems when creating the contact list for emails.
Initiation of a new TBP faculty staff. Possible candidates are 2 professors from the aerospace engineering department and Edmund Tsang.

Next Meeting February 23, 2015  Time: 2:30 PM
TAU BETA PI
MEETING MINUTES

Meeting Date: February 23, 2015  Location: B- Conference room  Time: 2:30 PM

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Review of Previous Meeting Minutes.
Invitees orientation meetings for the week (2/16-2/20)
Ratification needs to be submitted.
Scholarship form is done, revision was done during the meeting, only minor changes are required.
Initiation of a new TBP faculty staff.

Topics Discussed During This Meeting.
Submission of a 2 paragraph description of TBP to Scott by March 1st. Dr. Miller will take charge of that.
2nd GA meeting canceled due to the excused absences of 7 members attending the SSE meetings instead of the TBP meeting. Food for the next GA meeting should be canceled as well. 2nd GA meeting rescheduled for March 20 at 6 pm.
Initiation date changed to April 10. New members application deadline extended 1 week.
Meeting with absent people that were not notified of the 1st GA meeting will be held at F-109 Friday February 27 at 6:00 pm.
New TBP officers will not be elected before the TBP district conference, thus potential new officers and some of the current officers will go.
Ratification ballot has not been submitted yet. Waiting to include the excused absent members.

Notification Emails to be sent regarding:
The initiation date change and application extension.
Ask who is interested in becoming a TBP officer.
Meeting with members on February 27 about ratification ballot

Setup of Habitat for Humanity. Possible dates are March 21st and April 11th.

Next Meeting March 2, 2015  Time: 2:30 PM
TAU BETA PI  
MEETING MINUTES

Meeting Date: March 2, 2015  
Location: B- Conference room  
Time: 2:30 PM

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Review of Previous Meeting Minutes.
Submission of a 2 paragraph description of TBP to Scott by March 1st. Dr. Miller will take charge of that.
2nd GA meeting canceled and rescheduled for March 20 at 6 pm.
Initiation date changed to April 10. New members application deadline extended 1 week.
Meeting with excused members at F-109 Friday February 27 at 6:00 pm for the ratification ballot.
District conference attendees
Ratification ballot has not been submitted yet.
Notification Emails about initiation, new TBP members candidates and February 27 meeting.

Topics Discussed During This Meeting.

*Dr. Miller will make a copy of Ratification Form and then mail it*
Summary of the Organization to Scott. *Dr. Miller will do this once I forward him the email*
Change the date of initiation online is required.
Email the organization members about T-Shirt Orders to commemorate Pi Day.
Dr. Miller will be working on the lights over break.
Reminder email about service activities, specifically about Habitat for Humanity.

Write about Project Reports:
Engineering RSO Orientation
Engineering Futures
Orientation Sessions
Alumni Meetings Representation
Handing Out letters Fall
Habitat for Humanity Fall 2015 (Whitney Briggs)
River Clean Up (Whitney Briggs)
Highway Clean up
Career Fair Engineering Expo
Fall Donut Party Social
Initiation Banquet
Scholarship Sponsorship
Orientation Sessions
Science Olympiad *
Pi Day Event *
Handing out letters Spring
Habitat for Humanity *
District Conference Road Trip *

*Have not happened yet.

Next Meeting March 16, 2015  Time: 2:30 PM
TAU BETA PI  
MEETING MINUTES

Meeting Date: March 23, 2015  Location: B- Conference room  Time: 2:30 PM

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Review of Previous Meeting Minutes.

*Dr. Miller will make a copy of Ratification Form and then mail it*  
Summary of the Organization to Scott. *Dr. Miller will do this once I forward him the email*  
Change the date of initiation online is required.  
Email the organization members about T-Shirt Orders to commemorate Pi Day.  
Dr. Miller will be working on the lights over break.  
Reminder email about service activities, specifically about Habitat for Humanity.  
Project Reports Submission.

Topics Discussed During This Meeting.

Initiation Dr. Miller has not looked at the equipment yet. He will take care of the equipment and the food for initiation.  
Chris and Angela cannot attend initiation. Johan will be in charge of receiving the food for the banquet. Spencer and Erich will be part of the ceremony.  
Report of Election has to be submitted Friday March 27  
New Members need to fill out their catalog card for TBP which is due Friday March 27th by 5:00 PM.

Next Meeting March 30, 2015  Time: 2:30 PM
TAU BETA PI

MEETING MINUTES

Meeting Date: March 30, 2015  Location: B- Conference room  Time: 2:30 PM

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Review of Previous Meeting Minutes.

Initiation
Dr. Miller has not looked at the equipment yet. He will take care of the equipment and the food for initiation.
Chris and Angela cannot attend initiation. Johan will be in charge of receiving the food for the banquet.
Spencer and Erich will be part of the ceremony.
Report of Election has to be submitted Friday March 27.
New Members need to fill out their catalog card for TBP which is due Friday March 27th by 5:00 PM.

Topics Discussed During This Meeting.

Stephanie Kilbourn dropped out of TBP.
7 people are interested in being an officer. Jacob Stevens wants to be president, he will potentially go to the district conference.
Emails to the possible future officers should be sent.
Dr. Miller will be in charge of checking and bringing the equipment for initiation.
Volunteers for initiation:
Johan, in charge of receiving the banquet food.
Spencer and Erich will be participating in the ceremony.
Barry Frost will be able to participate as well.
Email to other possible workers for initiation should be sent.
Setup of the ceremony will start at 6 pm. Ceremony will start at 6:30 pm.
Approximately 30 people will be at the banquet.
Email to students graduating this spring for stole information.

Next Meeting April 6, 2015  Time: 2:30 PM
TAU BETA PI
MEETING MINUTES

Meeting Date: April 6th, 2015  Location: B- Conference room  Time: 2:30 PM

<table>
<thead>
<tr>
<th>Officers</th>
<th>Positions</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr. Damon Miller</td>
<td>Chief Advisor</td>
<td>Present</td>
</tr>
<tr>
<td>Spencer Watza</td>
<td>President</td>
<td>Present</td>
</tr>
<tr>
<td>Erich Stuedemann</td>
<td>Vice-president</td>
<td>Present</td>
</tr>
<tr>
<td>Chris Pleasant</td>
<td>Treasurer</td>
<td>Present</td>
</tr>
<tr>
<td>Angela Segura</td>
<td>Recording Secretary</td>
<td>Present</td>
</tr>
<tr>
<td>Johan Mejia</td>
<td>Corresponding Secretary</td>
<td>Present</td>
</tr>
</tbody>
</table>

Review of Previous Meeting Minutes.

Stephanie Kilbourn dropped out of TBP.
7 people are interested in being an officer. Jacob Stevens wants to be president, he will potentially go to the district conference.
Emails to the possible future officers should be sent.
Dr. Miller will be in charge of checking and bringing the equipment for initiation.
Volunteers for initiation: Johan, Spencer and Erich.
Ceremony will start at 6:30 pm. Approximately 30 people will be at the banquet.
Email to students graduating this spring for stole information.

Topics Discussed During This Meeting.

Dr. Miller will be in charge of bringing the light setup
Spencer will read during the ceremony
Johan will help setup the food and the banquet
Erich will participate, position not specified. He will ask Tom Shock and another Tau beta Pi graduate to participate in the ceremony.
Parkview Room is unavailable, This time the banquet will be located in the Parkview Cafe common area.
Email students attending the conference in MSU the agenda of the event. Confirmed to go are Jacob Stevens, Jacob Nye and Erika Fojtik.
Still waiting for HQ approval to hold the ceremony on april 10th
Stephanie Kilbourn decided to finally become a member of TBP.

Next Meeting April 13, 2015  Time: 2:30 PM
Meeting Date: April 13th, 2015  Location: B- Conference room  Time: 2:30 PM

<table>
<thead>
<tr>
<th>Officers</th>
<th>Positions</th>
<th>Present</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr. Damon Miller</td>
<td>Chief Advisor</td>
<td>Present</td>
</tr>
<tr>
<td>Spencer Watza</td>
<td>President</td>
<td>Present</td>
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<td>Erich Stuedemann</td>
<td>Vice-President</td>
<td>Present</td>
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<tr>
<td>Chris Pleasant</td>
<td>Treasurer</td>
<td>Present</td>
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<tr>
<td>Angela Segura</td>
<td>Recording Secretary</td>
<td>Present</td>
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<tr>
<td>Johan Mejia</td>
<td>Corresponding Secretary</td>
<td>Present</td>
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</tbody>
</table>

Review of Previous Meeting Minutes.
Officers participating in the ceremony/banquet setup: Spencer, Johan and Erich
Banquet to be located in the Parkview Cafe common area.
Email students attending the conference in MSU the agenda of the event. Confirmed to go are Jacob Stevens, Jacob Nye and Erika Fojtik.
Still waiting for HQ approval to hold the ceremony on april 10th
Stephanie Kilbourn decided to finally become a member of TBP.

Topics Discussed During This Meeting.
Initiation April 10th completed. New members initiated.
Conference in MSU completed succesfully.
Only one person submitted and completed the application for the scholarship. Will be reviewed before next GA meeting.
Next GA meeting April 17th in D-109.
Agenda of the meeting:
Elections of new officers
Graduation Announcements
Ice cream social

Erich will take care of the Pizza.
Spencer will take care of the Ice cream and the root beer.

Send Reminders to members about the GA meeting.

Next Meeting April 20, 2015  Time: 2:30 PM
TAU BETA PI
MEETING MINUTES

Meeting Date: April 20th, 2015  Location: A- Lounge  Time: 2:30 PM

<table>
<thead>
<tr>
<th>Officers</th>
<th>Positions</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr. Damon Miller</td>
<td>Chief Advisor</td>
<td>Present</td>
</tr>
<tr>
<td>Spencer Watza</td>
<td>President</td>
<td>Present</td>
</tr>
<tr>
<td>Erich Stuedemann</td>
<td>Vice-president</td>
<td>Present</td>
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<tr>
<td>Chris Pleasant</td>
<td>Treasurer</td>
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<td>Angela Segura</td>
<td>Recording Secretary</td>
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</tr>
<tr>
<td>Johan Mejia</td>
<td>Corresponding Secretary</td>
<td>Absent</td>
</tr>
</tbody>
</table>

Review of Previous Meeting Minutes.
Initiation April 10th completed. New members initiated.
Conference in MSU completed successfully.
Only one person submitted and completed the application for the scholarship. Will be reviewed before next GA meeting on April 17th in D-109.
Agenda of the meeting : Elections of new officers, Graduation Announcements & Ice cream social
Send Reminders to members about the GA meeting.

Topics Discussed During This Meeting.
New officers elected: Jacob Stevens, Bryce Bodtko, Erika Fojtik, Aaron Dean and Nicolas Theoret.
Timothy Schnell not elected as TBP member and initiation will be postponed due to lack of communication about not attending this term initiation.
Garret Johnson also will have initiation postponed but it was justified on time.
Submission of Convention credentials is due June 1.
Last meeting of current officers.

Last meeting of the Current Term  Time: 2:30 PM
INSTRUCTIONS: Please complete each of the seven sections below. Any additional information which may be helpful to another chapter would also be appreciated, but do not send extraneous material that would not be useful to other chapters.

Project name: CEAS RSO Breakfast Meetings  Date(s) of Project: Once a Month

Project   ___Community/ Liberal Culture   X University/ College   ___Profession/ Engineering
Area:     ___ Chapter/ Social     ___Education/ Prof. Dev.     ___ K-12/MindSET

Number of persons who participated in this project   Members: 1/40   Electees: 0
(Please attach a list of names.)

Hours spent on this project.  Organizing: 0  Participating: 9

DESCRIPTION:

I. General Description: Every month on a Wednesday at 7:07 am (changed depending on the month) was a meeting with all of the student organizations on the engineering campus. This meeting allowed the different chapters to discuss upcoming activities and coordinate with the outreach office for future university events that needed assistance.

II. Purpose & Relationship to Objectives of TBP: Outreach within the university student leadership community

III. Organization & Administration: (in conjunction with another group?)  X Yes   No
The event was organized by the outreach/advising office to provide a collaboration atmosphere that was allowed the different organizations to talk and plan activities together. There was food provided

IV. Cost & Personnel Requirements: None

V. Special Problems: None

VI. Overall Evaluation/Results (Be Specific): The chapter learned of upcoming events and secured support from the administration at the engineering college. It was also able to discuss recent activities that the chapter had participated in.

VII. Index of Exhibits: None

VIII. Members Participating: Spencer Watza
INSTRUCTIONS: Please complete each of the seven sections below. Any additional information which may be helpful to another chapter would also be appreciated, but do not send extraneous material that would not be useful to other chapters.

Project name: Alumni Meetings (New) Date(s) of Project: 10/7/2015 & 12/13/2015

Area: X Chapter/ Social  X Education/ Prof. Dev.  __ K-12/MindSET

Number of persons who participated in this project Members: 1/? Electees: 0
(Please attach a list of names.)

Hours spent on this project. Organizing: 1 Participating: 3

DESCRIPTION:

I. General Description: The president and chief advisor attended two meetings in the fall semester to communicate with the local west Michigan alumni chapter for collaboration on events in the Spring.

II. Purpose & Relationship to Objectives of TBP: Outreach within the university student leadership community

III. Organization & Administration: (in conjunction with another group?) X Yes No
One event was organized by the alumni chapter – hosted at the GVSU engineering campus while the second event was organized by our chapter and hosted at WMU engineering campus (the two local universities).

IV. Cost & Personnel Requirements: None for the first event and refreshments/donuts at the second event

V. Special Problems: The collaboration efforts ended up failing on most occasions in the spring semester. No follow through on the alumni side – talk but no action.

VI. Overall Evaluation/Results (Be Specific): The chapter was able to establish a better connection with the alumni chapter after receiving initial information at convention of the existence of said alumni chapter. Although activities were not successful, the chapter is more hopeful of future attempts.

VII. Index of Exhibits: None

VIII. Members Participating: Spencer Watza
The Tau Beta Pi Association
Chapter: Michigan Kappa
Chapter Project Report

INSTRUCTIONS: Please complete each of the seven sections below. Any additional information which may be helpful to another chapter would also be appreciated, but do not send extraneous material that would not be useful to other chapters.

Project name: General Assembly Meeting F1   Date(s) of Project: Thursday, Sept 25, 2014

Project __Community/ Liberal Culture __University/ College ___Profession/ Engineering
Area:  X Chapter/ Social ___Education/ Prof. Dev. ___ K-12/MindSET

Number of persons who participated in this project  Members: 22/25  Electees: 0
(Please attach a list of names.)

Hours spent on this project.  Organizing: _2_  Participating: _1_

DESCRIPTION:

I. General Description: The first business meeting of the 2014-2015 academic year. At this meeting invitee letters were distributed among members for passing out and discussion of future activities was conducted.

II. Purpose & Relationship to Objectives of TBP: The meeting allowed members to reacquaint themselves and are provided with information for future events.

III. Organization & Administration: (in conjunction with another group?) ___ Yes  X No

The student executive board planned the meeting. The president and secretary were responsible for conducting the meeting with roll-call and going through the agenda. The vice president was in charge of food.

IV. Cost & Personnel Requirements: At the meeting, Pizza and Pop was provided to help incentivize active membership as well as the meeting time was scheduled during the evening hours.

V. Special Problems: The first time running a meeting with the new officers was longer and had a few hiccups.

VI. Overall Evaluation/Results (Be Specific): A majority of the membership attended for remaining active members, letters for invitees were passed out and were then delivered in person to new potential candidates.

VII. Index of Exhibits: Attached meeting minutes

VIII. Members Participating: Andreas Quainoo, Andrew Verstraete, Angela Segura, Brent Kostich, Christopher Pleasant, Dennis Mott, Jason Grant, Jinyu Woo, Johan Mejia, Joseph Johnson, Luke Bebnarzycz, Mohamed Kaine, Nicole St. Louis, Oscar Munoz, Sarah Vicary, Shane Russell, Spencer O'Dell, Spencer Watza, Thomas Shock, Trevor Dalton, Tyler Wall, Whitney Briggs, William Kunesh
## Attendance List

<table>
<thead>
<tr>
<th>Name</th>
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<tbody>
<tr>
<td>Andrew Verstraete</td>
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<td>Andreas Quojo</td>
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<td>Quainoo</td>
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<td>Angela Segura</td>
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<td>Brent Kostich</td>
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<td>Whitney Briggs</td>
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<td>William Kunesh</td>
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## Excused:

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<th>Name</th>
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<tr>
<td>Aaron Macdougall</td>
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<td>Austin Cross</td>
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<tr>
<td>Erich Stuedemann</td>
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<tr>
<td>Ramon Roberts-perazza</td>
</tr>
<tr>
<td>Ryan Bowmin</td>
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<tr>
<td>Xan en Voon</td>
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</tbody>
</table>
Sign Up Lists

Engineering Expo (Oct. 2)

Luke Bebnarczyk  Wed. 3:00-5:00 PM  luke.j.Bebnarczyk@wmich.edu
Sarah Vicary  Thur 8:00-10:00 AM  sarah.b.vicary@wmich.edu

Engineering Future Session (Oct. 18)

Joseph Johnson  joseph.v.johnson@wmich.edu
Sarah Vicary  sarah.b.vicary@wmich.edu
Trevor Dalton  trevor.p.dalton@wmich.edu
Tom Shock  thomas.p.shock@wmich.edu

Summary of Topics Discussed

Robert’s Rules of Orders was removed from the agenda with the approval of the majority of the present members.

Present Officers were introduced:

Spencer Watza –President
Angela Segura – Recording Secretary
Johan Mejia – Corresponding Secretary
Chris Pleasant – Treasurer

Roll Call was conducted and present members were reactivated. The absence of excused Members was acknowledged.

Possible service events were announced and discussed such as Engineering Expo and Engineering Future’s session. Engineering Expo, will need a crew to help prepare and take down the stands. Sign up sheet for this event was displayed up front. Wednesday, October 1st from 3 to 5 pm; Thursday October 2nd from 8:00 to 10:00 am and from 3:00 -5:00 pm were scheduled to comply with the tasks of this service event.

Engineering Future’s session will be held at Michigan State University, Saturday October 18 from 1:00 to 5:30 pm. Sign up sheet was provided.
To see the members who signed up for it and the Expo, please refer to such lists.

Engineers Week RSO Competition: This event has been discussed with various RSO and they have agreed to participate. The concept of this event is to promote a math and science competition between RSOs. The preparation process has not begun. Design of the event is still in process. Tau Beta Pi Officers are open to receive any Ideas or suggestions regarding this event from members through email.

The Reelection of advisors concluded Successfully. More than ¾ of the members voted in favor of Tim Green and Barry Frost as advisors of Tau Beta Pi.

Members suggested other service events opportunities such as Adopt a Highway hosted by AIChE on September 27, Kalamazoo River Cleanup and Parkview Tour guide, both on October 4. As conclusion of this meeting, Dr. Miller distributed the Tau Beta Pi invitees’ letters to members. Members were requested to pass on the letters by the end of the following week.
INSTRUCTIONS: Please complete each of the seven sections below. Any additional information which may be helpful to another chapter would also be appreciated, but do not send extraneous material that would not be useful to other chapters.

Project name: Convention
Date(s) of Project: October 1 – 5th 2014

Project Area:
- Community/ Liberal Culture
- University/ College
- Profession/ Engineering
- X Chapter/ Social
- Education/ Prof. Dev.
- K-12/MindSET

Number of persons who participated in this project
Members: 1/25  Electees: 0
(Please attach a list of names.)

Hours spent on this project.
Organizing: 3  Participating: 96

DESCRIPTION:

I. General Description: Attendance of the national convention for TBP. Delegate participated in the meetings and was a part of the Finance committee with responsibilities of checking the budget and reporting an overview.

II. Purpose & Relationship to Objectives of TBP: To represent the chapter at a national organization to conduct national business.

III. Organization & Administration: (in conjunction with another group?) X Yes  No
The event was organized by Headquarters but individual reports had to be submitted. The event was run by the executive council of TBP and other key members.

IV. Cost & Personnel Requirements: Costs were reimbursed in accordance to the constitution for convention delegate.

V. Special Problems: None

VI. Overall Evaluation/Results (Be Specific): The delegate was able to meet, interact, and help the national organization fulfill its obligations at convention. The experience provided a deeper insight into the organization that will invoke further leadership beyond college.

VII. Index of Exhibits: None

VIII. Members Participating: Spencer Watza
INSTRUCTIONS: Please complete each of the seven sections below. Any additional information which may be helpful to another chapter would also be appreciated, but do not send extraneous material that would not be useful to other chapters.

Project name: General Assembly Meeting F2  Date(s) of Project: October 24th 2014

Project Area:  
Community/ Liberal Culture  University/ College  Profession/ Engineering  
X Chapter/ Social  ___Education/ Prof. Dev.  ___ K-12/MindSET

Number of persons who participated in this project  Members: 25/25  Electees: 0  
(Please attach a list of names.)

Hours spent on this project.  Organizing: 5  Participating: 1.5

DESCRIPTION:

I. General Description: The second general assembly meeting was to inform candidates of previous and future activities and elect the new candidates into TBP. Donuts and Cider was provided during the meeting.

II. Purpose & Relationship to Objectives of TBP: Election of new candidates into TBP Mi-K chapter

III. Organization & Administration: (in conjunction with another group?) ___ Yes  X No  
The organization was performed by the student executive board with the president and secretary running the meeting and the vice president was in charge of food/snacks. The chief advisor assisted with election material.

IV. Cost & Personnel Requirements: The cost for the meeting included the snacks and time to prepare/check all the candidate applications.

V. Special Problems: None

VI. Overall Evaluation/Results (Be Specific): 26 new members were elected to join the TBP Mi-K chapter.

VII. Index of Exhibits: Attached are meeting minutes

VIII. Members Participating: Andreas Quainoo, Andrew Verstraete, Angela Segura, Brent Kostich, Christopher Pleasant, Dennis Mott, Erich Stuedemann, Jason Grant, Jinyu Woo, Johan Mejia, Joseph Johnon, Luke Bebnarczyk, Mohamed Kaine, Nicole St. Louis, Oscar Munoz, Sarah Vicary, Shane Russell, Spencer O'Dell, Spencer Watza, Thomas Shock, Trevor Dalton, Tyler Wall, Whitney Briggs, William Kunesh, Xan En Voon
**Fall 2014 First GA Meeting**

<table>
<thead>
<tr>
<th><strong>Members Present</strong></th>
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<tbody>
<tr>
<td>Andrew Verstraete</td>
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<td>Andreas Quojo</td>
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<td>Quainoo</td>
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<td>Erich Stuedemann</td>
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<td>Xan en Voon</td>
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<tr>
<td>Masaru Sone</td>
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<tr>
<td>Phat Lee</td>
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Note: Shadowed Names correspond to members excused.
**Summary of Topics Discussed**

Robert’s Rules of Orders was removed from the agenda with the approval of the majority of the present members.

Roll Call was conducted and Graduation dates were requested. The absence of excused Members was acknowledged as well.

National Convention Event was discussed. Members were notified about the 500 $ prize awarded to Michigan Kappa chapter.

Possible service events were announced and discussed such as Habitat for humanity on November 15 and mindset with MTU/WMU on November 7 and 8.

For the Engineer’s Week RSO Competition three stations for the competition were proposed: sing along, integration and trivia. Sign up sheets for participating in the organizing committee were distributed.

Ratification Ballots could not be discussed. HQ did not send them.

Reminder of graduation Stoles are available upon request and to be granted members require the active status within the chapter. Dr. Miller is in charge of that.

Eligibility code exposition and Elections of the 26 invitees were concluded. All applicants were accepted to Tau Beta Pi with the consent of required quorum of members. Initiation ceremony is going to take place November 14 at 6:00 PM.
INSTRUCTIONS: Please complete each of the seven sections below. Any additional information which may be helpful to another chapter would also be appreciated, but do not send extraneous material that would not be useful to other chapters.

Project name: General Assembly Meeting 3  Date(s) of Project: November 21st 2014

Project  Community/ Liberal Culture  University/ College  Profession/ Engineering
Area:  Chapter/ Social  Education/ Prof. Dev.  K-12/MindSET

Number of persons who participated in this project  Members: 37/50  Electees: 0
(Please attach a list of names.)

Hours spent on this project.  Organizing: 1  Participating: 1

DESCRIPTION:

I. General Description: The last meeting was to celebrate the semester, introduce the new members to the general assembly, hand out certificates, and provide information for the remaining activities in the semester and future activities for the next semester.

II. Purpose & Relationship to Objectives of TBP: Have the new membership experience a meeting and meet the other members of TBP. Provide information about upcoming activities to be involved with.

III. Organization & Administration: (in conjunction with another group?)  Yes  No
The organization was performed by the executive board with the vice president in charge of food and the president and secretary were responsible for running the meeting.

IV. Cost & Personnel Requirements: Cost for the food at the meeting

V. Special Problems: Keeping people around for the social hour. Most people leave as soon as meeting and ideas for games to play fail.

VI. Overall Evaluation/Results (Be Specific): The new members received their certificates in front of the organization and the new members mingled with the older members.

VII. Index of Exhibits: Attached are meeting minutes

# Fall 2014 Third GA Meeting

<table>
<thead>
<tr>
<th>Names</th>
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<tbody>
<tr>
<td>Aaron Macdougall</td>
</tr>
<tr>
<td>Alex Auer</td>
</tr>
<tr>
<td>Alexandra Ferguson</td>
</tr>
<tr>
<td>Ahmad Sear Rahimi</td>
</tr>
<tr>
<td>Andreas Quojo Quainoo</td>
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<tr>
<td>Andrew Verstraete</td>
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<td>Angela Segura</td>
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<tr>
<td>Austin Cross</td>
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<td>Brent Kostich</td>
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<td>Bryan Yuen</td>
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<td>Caleb Kennett</td>
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<td>Christopher Pleasant</td>
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<td>Cody Wainer</td>
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<tr>
<td>Daniel Burns</td>
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<td>Mohamed Kaine</td>
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<td>Nicole St Lois</td>
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<td>Oscar munoz</td>
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<td>Ryan Anderson</td>
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<td>Sarah Vicary</td>
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<td>Shane Russell</td>
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<td>Simon Matar</td>
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<td>Spencer O'Dell</td>
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<td>Spencer Watza</td>
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<td>Steve Beuerle</td>
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<td>Tanphat Le</td>
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<td>Thimothy Taylor</td>
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<tr>
<td>Trevor Dalton</td>
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<td>Tyler Wall</td>
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</table>
Summary of Topics Discussed

Robert’s Rules of Orders was removed from the agenda with the approval of the majority of the present members.

Roll Call was conducted and Graduation dates were requested. The absence of excused Members was acknowledged as well.

Ratification Ballots was postponed until next semester in order to give time to new members to revise the bylaws and TBP convention.

Greetings to New TBP Members. They receive their TBP certifications at the end of the meeting.

Stoles distributed to graduating active members. 22$ Payment collected by Dr. Miller.
<table>
<thead>
<tr>
<th>Names</th>
<th>1st GA</th>
<th>2nd GA</th>
<th>3rd GA</th>
<th>Social</th>
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<th>Active?</th>
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INSTRUCTIONS: Please complete each of the seven sections below. Any additional information which may be helpful to another chapter would also be appreciated, but do not send extraneous material that would not be useful to other chapters.

Project name: General Assembly Meeting S4   Date(s) of Project: February 6th 2015

Project area: X Chapter/ Social   ___Education/ Prof. Dev.   ___K-12/MindSET

Number of persons who participated in this project
Members: 25/35   Electees: 0
(Please attach a list of names.)

Hours spent on this project.
Organizing: 2   Participating: 1

DESCRIPTION:

I. General Description: The meeting topics included handing out invitation letters to all those eligible, working on the ratification ballet, and upcoming activities. Food was provided at the meeting.

II. Purpose & Relationship to Objectives of TBP: Conduct business matters about the convention constitutional ratification ballet.

III. Organization & Administration: (in conjunction with another group?) ___ Yes   X No
The meeting was organized and conducted by the executive branch with the president and secretary running the meeting and the vice president orchestrating the food.

IV. Cost & Personnel Requirements: The cost of food.

V. Special Problems: None

VI. Overall Evaluation/Results (Be Specific): The ratification ballet was approved and the letters were handed out to individuals for distribution to eligible members.

VII. Index of Exhibits: Attached are meeting minutes

VIII. Members Participating: Sear Rahimi, Alex Auer, Alex Ferguson, Andrew Verstraete, Angela Segura, Brent Kostich, Caleb Kennett, Christopher Pleasant, Christopher Theunick, Cody Wainer, Erich Stuedemann, Jacob Stevens, Johan Mejia, Joseph Hagan, Kyle Areaux, Kyle Wroble, Nicole St. Louis, Ryan Anderson, Simon Matar, Spencer O’Dell, Spencer Watza, Stephen John, Taimoor Ahmed, Trevor Dalton, Tyler Wall, Whitney Briggs
1st GA Meeting
Spring 2015
February 6th, 2015

Attendees:
Alex Auer
Alexandra Ferguson
Ahmad Sear Rahimi
Andrew Verstraete
Angela Segura
Brent Kostich
Caleb Kennett
Christopher Pleasant
Cody Wainer
Erich Stuedemann
Jacob Stevens
Johan Mejia
Joseph Hagan
Kyle Aureaux
Nicole St Louis
Ryan Anderson
Spencer O’Dell
Spencer Watza
Taimoor Ahmed
Trevor Dalton
Tyler Wall
Stephen C. John
Whitney Briggs

Excused:
Aaron Dean
Bryce Bodtke
Bryan Yuen
Jacob Dean
Luke Bebnarzcyk
Nicolas Hughes

Summary of Topics Discussed
Robert’s Rules of Order were disregarded.

The announcements of upcoming activities were made:

- March 5-7th First Robotics Volunteers
- Next Meeting March 3rd at 7:30 AM
- March 28th science Olympiad
- April District Conference at Michigan State (April 11th)

The $750 TBP Mi-K Scholarship was discussed. Application will be distributed later on the semester and the submission will be a week after the application is sent. Besides filling the application form, members interested should write a one page paper about their exemplary service to the community accompanied with a letter from the organization that hosted the service activity in order to validate the information provided in the paper.

TBP online scholarships were available at the time. Applications for fellowships are past due.

New officers’ elections for next year will take place this semester. Any interested should send Dr. Miller an email.

To commemorate Pi Day, TBP MI chapter will make an order of PI t-shirts for members. Any interested should sign up for it and specify which and what size he/she wants.

Next GA Meeting will be on March 3rd at 7:30 AM. Carpool from main campus will be provided for those who do not have a car.

Constitutional Ratification Ballot approval was conducted in this GA meeting. 22 active members were present to vote, 1 left early and 6 had excused absences. The items in the ratification ballot were all approved by 3/4 quorum required. President and secretary signed the document to be submitted to TBP headquarters.

Invitation Letters for potential TBP members were distributed. Members with letters have a week to pass letters to invitees.
INSTRUCTIONS: Please complete each of the seven sections below. Any additional information which may be helpful to another chapter would also be appreciated, but do not send extraneous material that would not be useful to other chapters.

Project name: General Assembly Meeting S5      Date(s) of Project: March 20th 2015

Project ___ Community/ Liberal Culture ___ University/ College ___ Profession/ Engineering
Area:       X Chapter/ Social ___ Education/ Prof. Dev. ___ K-12/MindSET

Number of persons who participated in this project Members: 33/35   Electees: 0
(Please attach a list of names.)

Hours spent on this project.  Organizing: 5       Participating: 1.5

DESCRIPTION:

I. General Description: The meeting was held to elect new members into the Mi-K chapter of TBP and discuss future activities for the end of the semester that members could participate in. In addition, discussion of officer positions was performed.

II. Purpose & Relationship to Objectives of TBP: Electing new members into TBP

III. Organization & Administration: (in conjunction with another group?) ___ Yes   X No
The organization was performed by the executive board of the chapter with the vice president in charge of food while the president and secretary were responsible for running the meeting. The chief advisor assisted in some of the processes.

IV. Cost & Personnel Requirements: The cost for the pizza and drinks that were provided at the meeting.

V. Special Problems: None

VI. Overall Evaluation/Results (Be Specific): 23 members were elected with one declined; there were more people being pickier about the membership requirements meaning that the organization is growing in standards.

VII. Index of Exhibits: Attached are meeting minutes

VIII. Members Participating: Aaron Dean, Sear Rahimi, Alex Auer, Alex Ferguson, Andrew Verstraete, Angela Segura, Austin Cross, Brent Kostich, Bryan Yuen, Bryce Bodtke, Caleb Kennett, Christopher Pleasant, Daniel Burns, Erich Stuedemann, Jacob Dean, Jacob Stevens, James Mixter, Johan Mejia, Joseph Hagan, Kyle Areaux, Luke Bebnarczyk, Masaru Sone, Nicole St. Louis, Spencer O'Dell, Spencer Watza, Stephen John, Steven Beuerle, Taimoor Ahmed, Tanphat Le, Trevor Dalton, Tyler Wall, Whitney Briggs, William Kunesh
Attendees:
Aaron Dean
Ahmad Sear Rahimi
Alex Auer
Alexandra Ferguson
Andrew Verstraete
Angela Segura
Austin Cross
Brent Kostich
Bryan Yuenx
Bryce Bodtke
Caleb Kennett
Chris Theunick
Christopher Pleasant
Daniel Burns
Erich Stuedemann
Jacob Dean
Jacob Stevens
James Mixter
Johan Mejia
Joseph Hagan
Kyle Areaux
Luke Bebnarczyk
Nicole St Louis
Ryan Anderson
Spencer O'Dell
Spencer Watza
Stephen C. John
Steve Beuerle
Taimoor Ahmed
Trevor Dalton
Tyler Wall
Whitney Briggs
William Kunesh

Excused:
Cody Wainer
Jason Grant
Summary of Topics Discussed

TBP Regional conference will take place on April 10th in Michigan State University. It is highly encouraged that the members who are planning on taking an officer position for next term attends.

Science Olympiad Event on March 28 volunteers, Any interested in participating had to stay after elections to discuss the problem set for the middle and high school participants of the events.

Habitat for Humanity organized by Bryce Bodtke. Any interested have to email him.

Applications of the 23 TBP invitees were reviewed. All were approved and elected as new Tau Beta Pi members except one person due to effortless completion of the application and lack of description in the answers. A second written vote was collected, the result confirmed the previous determination.
The Tau Beta Pi Association
Chapter: Michigan Kappa
Chapter Project Report

Project name: District Conference       Date(s) of Project: April 11th 2015

Project  __Community/ Liberal Culture  __University/ College  __Profession/ Engineering
Area:  X Chapter/ Social  __Education/ Prof. Dev.  __K-12/MindSET

Number of persons who participated in this project       Members: 4/55       Electees: 0
(Please attach a list of names.)

Hours spent on this project.   Organizing: .25   Participating: 10

DESCRIPTION:

I. General Description: Attendance of the district 7 conference at East Lansing Michigan. It provided a great experience for future officers to learn about the organization as well requirements for future officers. They were able to network with other individuals from the chapters and alumni groups.

II. Purpose & Relationship to Objectives of TBP: To learn more about the organization, connect with other chapters, and check in with the district directors.

III. Organization & Administration: (in conjunction with another group?)  X Yes  No
The event was organized by the district directors and administered by them. The responsibility of the attendants was to represent their chapter/school and to learn as much as possible.

IV. Cost & Personnel Requirements: Fuel costs were reimbursed by the chapter/headquarters.

V. Special Problems: None

VI. Overall Evaluation/Results (Be Specific): The potential officers learned a significant amount about operation of the student chapter as well as possible ideas and lessons learned from other chapters that could be incorporated at Michigan kappa. Future partnerships were also established.

VII. Index of Exhibits: None

VIII. Members Participating: Spencer Watza, Erika Foytik, Jacob Stevens, Jacob Nye
INSTRUCTIONS: Please complete each of the seven sections below. Any additional information which may be helpful to another chapter would also be appreciated, but do not send extraneous material that would not be useful to other chapters.

Project name: General Assembly Meeting 6  Date(s) of Project: April 17th, 2015

Project ___Community/ Liberal Culture ___University/ College ___Profession/ Engineering
Area: X Chapter/ Social ___Education/ Prof. Dev. ___K-12/MindSET

Number of persons who participated in this project
Members: 48/55  Electees: 0
(Please attach a list of names.)

Hours spent on this project.
Organizing: 5  Participating: 1.5

DESCRIPTION:

I. General Description: The last meeting was held to discuss the last activities required of the membership, discussion of those graduating to pick up the stoles/cords, and perform officer elections. Discussion of the district conference was done as well as the shiniest bent competition was held on that date instead of during the initiation banquet.

II. Purpose & Relationship to Objectives of TBP: Electing new officers, meeting the new members of the organization, and discussing the results of the district conference.

III. Organization & Administration: (in conjunction with another group?) ___ Yes  X No
The organization was performed by the executive board of the chapter with the vice president in charge of food while the president and secretary were responsible for running the meeting. The chief advisor assisted in some of the processes.

IV. Cost & Personnel Requirements: The cost for the pizza and drinks that were provided at the meeting.

V. Special Problems: None

VI. Overall Evaluation/Results (Be Specific): The five new officers were elected, a shiniest bent chosen, and the new members met the current organization.

VII. Index of Exhibits: Attached are meeting minutes

VIII. Members Participating: Aaron Dean, Alex Auer, Alex Ferguson, Andrew Verstraete, Angela Segura, Austin Cross, Brent Kostich, Caleb Kennett, Christopher Pleasant, Christopher Theunick, Coby Clark, Cody Middleton, Cody Wainer, Daniel Burns, Eric Stuedemann, Erika Fojtik, Eugene Manin, Heather Potter, Hoa Le, Jacob Dean, Jacob Nye, Jacob Stevens, James Mixter, Jason Grant, Joel Thompson, Johan Mejia, Joseph Hagan, Joshua Snowden, Kurtis Brushaber, Kyle Areaux, Luke Bebnarzyczk, Mitchell Pitman, Nicholas Hughes, Nicolas Theoret, Ramon Roberts, Ryan Anderson, Saleem Alsharari, Simon Matar, Spencer O’Dell, Spencer Watza, Steven Beuerle, Taimoor Ahmed, Tanphat Le, Tyler Farrington, Tyler Wall, Whitney Briggs
3rd GA Meeting
Spring 2015
April 17th, 2015

Attendees:
Aaron Dean
Aaron Macdougall
Alexander Auer
Alexandra Ferguson
Andrew Verstraete
Angela Segura
Austin Cross
Austin Cross
Brent Kostich
Bryce Bodtke
Caleb Kennett
Christopher Pleasant
Christopher Theunick
Coby Clark
Cody Middleton
Cody Wainer
Daniel Burns
Erich Stuedemann
Erika Fojtik
Eugene Manin
Heather Potter
Hoa Le
Jacob Nye
Jacob Stevens
James Mixter
Jason Grant
Joel Thompson
Simon Matar
Joseph Hagan
Joshua Snowden
Kurtis Brushaber
Tanphat Le
Kyle Areaux
Luke Bebnarczyk
Mitchell Pitman
Nicholas Hughes
Nicolas Theoret
Ramon Roberts-perazza
Ryan Anderson
Simon Matar
Spencer O'Dell
Spencer Watza
Steven Beuerle
Taimoor Ahmed
Tyler Farrington
Tyler Wall
Whitney Briggs
Saleem Alsharari

**Excused:**

Nicole St Lois?
Stephen John
Johan Mejia

**Summary of the Events**

Attendance list passed down to members.

Excused members:

Johan Mejia- Service activities and volunteering hours schedules

-Stephen John: U-of-M med school event

TBP Scholarship awarded to Erika Fojtik
TBP Shiniest Bent announcement
TBP Officer Elected:
Jacob Stevens - president
Erika Foytik - vice president
Aaron Dean
Kurtis Brushaber
Nicolas Theoret

TBP Ice Cream Social activity commenced.

Graduation stoles and cords available for graduates after confirmation of their active status. Dr. Miller will collect the money and give them to students or it could be picked up in his office.
INSTRUCTIONS: Please complete each of the seven sections below. Any additional information which may be helpful to another chapter would also be appreciated, but do not send extraneous material that would not be useful to other chapters.

Project name: Invitation Letters Date(s) of Project: 9/26/2014 – 10/10/2014

Project ___ Community/ Liberal Culture ___ University/ College ___ Profession/ Engineering
Area: X Chapter/ Social __ Education/ Prof. Dev. ___ K-12/MindSET

Number of persons who participated in this project Members: 20/25 Electees: 0
(Please attach a list of names.)

Hours spent on this project. Organizing: 2 Participating: .5

DESCRIPTION:

I. General Description: Members of the student organization were given invitation letters to handout in person to eligible students for membership into TBP. The students were then to talk to the people and encourage pursuing a membership of the organization.

II. Purpose & Relationship to Objectives of TBP: Notice of invitation/eligibility into the student organization for potential membership.

III. Organization & Administration: (in conjunction with another group?) ___ Yes X No
The organization was done by the chief officer who got the list of eligible students along with the staff of the department office for the printing and letters. The letters were then distributed to the membership through the executive board.

IV. Cost & Personnel Requirements: None

V. Special Problems: None

VI. Overall Evaluation/Results (Be Specific): Letters were delivered to the eligible members and many attended the information meetings the following week.

VII. Index of Exhibits: None

VIII. Members Participating: Not Recorded but estimated to be around 20 individuals (usually each person is required to get 1).
INSTRUCTIONS: Please complete each of the seven sections below. Any additional information which may be helpful to another chapter would also be appreciated, but do not send extraneous material that would not be useful to other chapters.

Project name: Fall Information Meetings  Date(s) of Project: 10/13/2015 – 10/17/2015

Project ___ Community/ Liberal Culture ___ University/ College ___ Profession/ Engineering Area: ___ Chapter/ Social ___ Education/ Prof. Dev. ___ K-12/MindSET

Number of persons who participated in this project Members: 5/25  Electees: 28
(Please attach a list of names.)

Hours spent on this project. Organizing: 1.5  Participating: 1

DESCRIPTION:

I. General Description: Meetings introducing an officer and the advisor to the candidates. During this, videos and a further description of TBP was provided to the candidates in addition to small handouts. They were able to ask questions before being provided an application.

II. Purpose & Relationship to Objectives of TBP: Providing information to candidates to encourage them to join the organization as well providing the application process.

III. Organization & Administration: (in conjunction with another group?) ___ Yes  X No
The meetings were run by an officer and the chief advisor for the student organization. The planning was performed ahead of time by the executive board. Each meeting had one officer and an advisor.

IV. Cost & Personnel Requirements: TBP promotional material (booklets, information cards, etc.).

V. Special Problems: None

VI. Overall Evaluation/Results (Be Specific): There were 30 interested members that showed up to the meetings between the 5 days.

VII. Index of Exhibits: None

VIII. Members Participating: Spencer Watza, Christopher Pleasant, Erich Stuedemann, Angela Segura, Johan Mejia.
INSTRUCTIONS: Please complete each of the seven sections below. Any additional information which may be helpful to another chapter would also be appreciated, but do not send extraneous material that would not be useful to other chapters.

Project name: Fall Candidates Application Process     Date(s) of Project: Mid October

Project ___ Community/ Liberal Culture    X University/ College ___ Profession/ Engineering
Area: ___ Chapter/ Social ___ Education/ Prof. Dev. ___ K-12/MindSET

Number of persons who participated in this project
Members: 20/25     Candidates: 26/50
(Please attach a list of names.)

Hours spent on this project.     Organizing: 0     Participating: 1

DESCRIPTION:

I. General Description: As part of the application process, candidates had to meet current officers, alumni-faculty, and current members. This encouraged them to learn more about the organization. In addition, the candidates had to shine the large bent in the main lobby.

II. Purpose & Relationship to Objectives of TBP: Candidate application process to become a member

III. Organization & Administration: (in conjunction with another group?) ___ Yes    X No
The applications were handed out during the information meetings or could be picked up in the advisor’s office. The rest of the activities were up to the candidates to seek out and show initiative to join the organization. Resources for shining the bent were in a department office.

IV. Cost & Personnel Requirements: None

V. Special Problems: None

VI. Overall Evaluation/Results (Be Specific): This encouraged outreach when people where shining the bent (people would ask questions about it) and allowed the organization to find those who were willing to put in work and show independence to join the organization.

VII. Index of Exhibits: None

VIII. Members Participating: Not recorded; candidates may talk to any number of members and so it was estimated that 20 of the members were addressed.
INSTRUCTIONS: Please complete each of the seven sections below. Any additional information which may be helpful to another chapter would also be appreciated, but do not send extraneous material that would not be useful to other chapters.

Project name: Fall Initiation
Date(s) of Project: November 14th, 2014

Area:  
- Community/Liberal Culture
- University/College
- Profession/Engineering

X Chapter/Social

Education/Prof. Dev.

K-12/MindSET

Number of persons who participated in this project

Members: 9/25
Electees: 25/26
(Please attach a list of names.)

Hours spent on this project.
Organizing: 2
Participating: 1.5

DESCRIPTION:

I. General Description: Fall initiation ceremony with the ritual held in a dark room.

II. Purpose & Relationship to Objectives of TBP: To initiate new members of TBP

III. Organization & Administration: (in conjunction with another group?)

Yes  X  No

The organization was done by the executive board along with the advisor board. The ritual was performed with members from both the advisory board and students.

IV. Cost & Personnel Requirements: Materials for the ritual.

V. Special Problems: None

VI. Overall Evaluation/Results (Be Specific): 23 new members were initiated with one postponed to the following semester.

VII. Index of Exhibits: None

VIII. Members Participating: Spencer Watza, Erich Stuedemann, Christopher Pleasant, Oscar Munoz, Nicole St. Louis, Brent Kostich, Alex Auer, Luke Bednarzcyk, Thomas Shock
INSTRUCTIONS: Please complete each of the seven sections below. Any additional information which may be helpful to another chapter would also be appreciated, but do not send extraneous material that would not be useful to other chapters.

Project name: Fall Initiation banquet  Date(s) of Project: November 14th 2014

Project ___ Community/ Liberal Culture ___ University/ College ___ Profession/ Engineering
Area:  X Chapter/ Social ___ Education/ Prof. Dev. ___ K-12/MindSET

Number of persons who participated in this project  Members: 4/25  Electees: 25/26
(Please attach a list of names.)

Hours spent on this project.  Organizing: 3  Participating: 1.5

DESCRIPTION:

I. General Description: After the initiation ceremony in the Spring, a banquet is held to congratulate those that were initiated in for all their hard work. Food was provided and family members/friends of the new members were invited to attend.

II. Purpose & Relationship to Objectives of TBP: To congratulate those who became members of TBP and to show our thanks to those who assisted them to get to that point.

III. Organization & Administration: (in conjunction with another group?) ___ Yes  X No
The chief advisor ordered the catering while a few officers setup the room while the initiation ceremony was going on. Cleanup was performed by the officers and members at the end of the banquet.

IV. Cost & Personnel Requirements: Money for the banquet supplies/food and a speaker from the TBP community

V. Special Problems: Due to university political issues the normal speaker, the provost, was unable to attend.

VI. Overall Evaluation/Results (Be Specific): Members were able to appreciate their families and friends for the support provided and the officers were able to congratulate the newest members into the TBP family.

VII. Index of Exhibits: None

VIII. Members Participating: Spencer Watza, Christopher Pleasant, Sarah Vicary, Nicole St. Louis
INSTRUCTIONS: Please complete each of the seven sections below. Any additional information which may be helpful to another chapter would also be appreciated, but do not send extraneous material that would not be useful to other chapters.

Project name: Invitation Letters Date(s) of Project: 2/3/2015 – 2/14/2015

Project ___Community/ Liberal Culture ___University/ College ___Profession/ Engineering
Area: X Chapter/ Social ___Education/ Prof. Dev. ___K-12/MindSET

Number of persons who participated in this project Members: 16/35  Electees: 0
(Please attach a list of names.)

Hours spent on this project. Organizing: 2  Participating: .5

DESCRIPTION:

I. General Description: Members of the student organization were given invitation letters to handout in person to eligible students for membership into TBP. The students were then to talk to the people and encourage pursuing a membership of the organization.

II. Purpose & Relationship to Objectives of TBP: Notice of invitation/eligibility into the student organization for potential membership.

III. Organization & Administration: (in conjunction with another group?) ___ Yes  X No
The organization was done by the chief officer who got the list of eligible students along with the staff of the department office for the printing and letters. The letters were then distributed to the membership through the executive board.

IV. Cost & Personnel Requirements: None

V. Special Problems: None

VI. Overall Evaluation/Results (Be Specific): Letters were delivered to the eligible members, however the number of attendants at the information meetings were lower than previous semester

VII. Index of Exhibits: None

VIII. Members Participating: Not recorded; typically each person receives one letter to hand out however a few individuals managed to have more connections and were in charge of half a dozen or so.
INSTRUCTIONS: Please complete each of the seven sections below. Any additional information which may be helpful to another chapter would also be appreciated, but do not send extraneous material that would not be useful to other chapters.

Project name: Spring Information Meetings  Date(s) of Project: 2/16/2015 – 2/20/2015

Project Area:  
- Community/ Liberal Culture  
- University/ College  
- Profession/ Engineering  

- Chapter/ Social  
- Education/ Prof. Dev.  
- K-12/MindSET

Number of persons who participated in this project  
Members: 5/35  
Candidates: 27/50

(Please attach a list of names.)

Hours spent on this project.  
Organizing: 1.5  
Participating: 1

DESCRIPTION:

I. General Description: Meetings introducing an officer and the advisor to the candidates. During this, videos and a further description of TBP was provided to the candidates in addition to small handouts. They were able to ask questions before being provided an application.

II. Purpose & Relationship to Objectives of TBP: Providing information to candidates to encourage them to join the organization as well providing the application process.

III. Organization & Administration: (in conjunction with another group?)  
- Yes  
- No

The meetings were run by an officer and the chief advisor for the student organization. The planning was performed ahead of time by the executive board. Each meeting had one officer and an advisor.

IV. Cost & Personnel Requirements: TBP promotional material (booklets, information cards, etc.).

V. Special Problems: None

VI. Overall Evaluation/Results (Be Specific): There were 22 interested members that showed up to the meetings between the 5 days. Significantly less than usual, however there were a few that could not attend a meeting that were still interested.

VII. Index of Exhibits: None

VIII. Members Participating: Spencer Watza, Christopher Pleasant, Erich Stuedemann, Angela Segura, Johan Mejia
INSTRUCTIONS: Please complete each of the seven sections below. Any additional information which may be helpful to another chapter would also be appreciated, but do not send extraneous material that would not be useful to other chapters.

Project name: Spring Candidates Application Process   Date(s) of Project: February 2015

Project Area:  X Community/ Liberal Culture   X University/ College   _ profession/ Engineering
Area:  X Chapter/ Social   _ Education/ Prof. Dev.   _ K-12/MindSET

Number of persons who participated in this project

Members: 20/35   Candidates: 23/50

(Please attach a list of names.)

Hours spent on this project. Organizing: 0   Participating: 1

DESCRIPTION:

I. General Description: As part of the application process, candidates had to meet current officers, alumni-faculty, and current members. This encouraged them to learn more about the organization. In addition, the candidates had to shine the large bent in the main lobby.

II. Purpose & Relationship to Objectives of TBP: Candidate application process to become a member

III. Organization & Administration: (in conjunction with another group?)  _ Yes   X No

The applications were handed out during the information meetings or could be picked up in the advisor’s office. The rest of the activities were up to the candidates to seek out and show initiative to join the organization. Resources for shining the bent were in a department office.

IV. Cost & Personnel Requirements: None

V. Special Problems: None

VI. Overall Evaluation/Results (Be Specific): This encouraged outreach when people where shining the bent (people would ask questions about it) and allowed the organization to find those who were willing to put in work and show independence to join the organization.

VII. Index of Exhibits: None

VIII. Members Participating: Not recorded; individual candidates may talk with as many members as they wish as long as they talk a minimum of 3. It was estimated that 20 members were talked to.
INSTRUCTIONS: Please complete each of the seven sections below. Any additional information which may be helpful to another chapter would also be appreciated, but do not send extraneous material that would not be useful to other chapters.

Project name: Spring Initiation Date(s) of Project: April 10th 2015

Project ___ Community/ Liberal Culture ___ University/ College ___ Profession/ Engineering
Area: X Chapter/ Social ___ Education/ Prof. Dev. ___ K-12/MindSET

Number of persons who participated in this project
Members: 10/35 Electees: 19/23
(Please attach a list of names.)

Hours spent on this project. Organizing: 2 Participating: 1.5

DESCRIPTION:

I. General Description: Spring initiation ceremony with the ritual held in a dark room.

II. Purpose & Relationship to Objectives of TBP: To initiate new members of TBP

III. Organization & Administration: (in conjunction with another group?) ___ Yes X No
The organization was done by the executive board along with the advisor board. The ritual was performed with members from both the advisory board and students.

IV. Cost & Personnel Requirements: Materials for the ritual.

V. Special Problems: None

VI. Overall Evaluation/Results (Be Specific): ? new members were initiated with three postponed to the following semester. One electee did not show up and it was decided his action illustrated a lack of interest.

VII. Index of Exhibits: None

VIII. Members Participating: Spencer Watza, Erich Stuedemann, Johan Mejia, Nicole St. Louis, Andrew Verstraete, Brent Kostich, Alex Auer, Austin Cross, Luke Bednarzcyk, Caleb Kennett
INSTRUCTIONS: Please complete each of the seven sections below. Any additional information which may be helpful to another chapter would also be appreciated, but do not send extraneous material that would not be useful to other chapters.

Project name: Spring Initiation banquet          Date(s) of Project: April 10th 2015

Project ___Community/ Liberal Culture ___University/ College ___Profession/ Engineering  
Area:     X Chapter/ Social ___Education/ Prof. Dev. ___ K-12/MindSET

Number of persons who participated in this project Members: 4/35  Electees: 19/23
(Please attach a list of names.)

Hours spent on this project.  Organizing: 3      Participating: 1.5

DESCRIPTION:

I. General Description: After the initiation ceremony in the Spring, a banquet is held to congratulate those that were initiated in for all their hard work. Food was provided and family members/friends of the new members were invited to attend. An officer from the local alumni chapter provided a talk to the students during the dinner.

II. Purpose & Relationship to Objectives of TBP: To congratulate those who became members of TBP and to show our thanks to those who assisted them to get to that point.

III. Organization & Administration: (in conjunction with another group?) ___ Yes  X No  
The chief advisor ordered the catering while a few officers setup the room while the initiation ceremony was going on. Cleanup was performed by the officers and members at the end of the banquet.

IV. Cost & Personnel Requirements: Money for the banquet supplies/food and a speaker from the TBP community

V. Special Problems: None

VI. Overall Evaluation/Results (Be Specific): Members were able to appreciate their families and friends for the support provided and the officers were able to congratulate the newest members into the TBP family.

VII. Index of Exhibits: None

VIII. Members Participating: Spencer Watza, Johan Mejia, Angela Segura, Luke Bednaryczk
INSTRUCTIONS: Please complete each of the seven sections below. Any additional information which may be helpful to another chapter would also be appreciated, but do not send extraneous material that would not be useful to other chapters.

Project name: Blood Drives                                      Date(s) of Project: Throughout the Year

Project X Community/ Liberal Culture ___ University/ College ___ Profession/ Engineering
Area: ___ Chapter/ Social ___ Education/ Prof. Dev. ___ K-12/MindSET

Number of persons who participated in this project Members: 5+/55  Electees: ?
(Please attach a list of names.)

Hours spent on this project. Organizing: 0  Participating: 5

DESCRIPTION:

I. General Description: Throughout the year students of TBP generously donate their blood to the different blood drive activities all through the Western Michigan Campus. There is typically a blood drive a month located somewhere on campus. Many of our members participate and will let us know and many of them donate as much as they can based on the regulations.

II. Purpose & Relationship to Objectives of TBP: Community Support

III. Organization & Administration: (in conjunction with another group?) X Yes ___ No
   The blood drives are planned by all different organizations throughout our university campus. There are at least two hosted at the engineering campus by the Red Cross. Students are free to donate and if they wish to provide our organization with that info.

IV. Cost & Personnel Requirements: None

V. Special Problems: Not everyone mentions that they donated and many donate multiple times a year so it’s hard to track how many are involved.

VI. Overall Evaluation/Results (Be Specific): Students donated blood to the Red Cross and other similar organizations.

VII. Index of Exhibits: None

VIII. Members Participating: Known Members – Andrew Verstraete, Nicole St. Louis, Aaron Macdougall, Oscar Munoz, Sarah Vicary; there are probably more members that did not report this.
INSTRUCTIONS: Please complete each of the seven sections below. Any additional information which may be helpful to another chapter would also be appreciated, but do not send extraneous material that would not be useful to other chapters.

Project name: Engineering RSO Open House (new)  Date(s) of Project:  9/7/2015

Project __Community/ Liberal Culture    X University/ College __Profession/ Engineering Area:  __Chapter/ Social    __Education/ Prof. Dev.  __K-12/MindSET

Number of persons who participated in this project  Members: 4/25    Electees: 0
(Please attach a list of names.)

Hours spent on this project.  Organizing: 0    Participating: 5

DESCRIPTION:

I. General Description: This was a public outreach hosted in the resident housing on campus for engineering majors. The purpose was to inform individuals about the different organizations offered to the students and for TBP have something that students can strive to be invited to join.

II. Purpose & Relationship to Objectives of TBP: Student Outreach

III. Organization & Administration: (in conjunction with another group?)  X Yes  __ No
The event was organized and planned by the engineering college with the setup display for TBP being designed and setup by the officers.

IV. Cost & Personnel Requirements: None

V. Special Problems: None

VI. Overall Evaluation/Results (Be Specific): Dozens of students learned about what TBP was and how they could become part of it. They also learned about what professional organizations are all about.

VII. Index of Exhibits: None

VIII. Members Participating: Spencer Watza, Oscar Munoz, Sarah Vicary, Spencer O’Dell
INSTRUCTIONS: Please complete each of the seven sections below. Any additional information which may be helpful to another chapter would also be appreciated, but do not send extraneous material that would not be useful to other chapters.

Project name: Adopt-A-Highway  Date(s) of Project: September 24th 2014

Project  X Community/ Liberal Culture  X University/ College  ___ Profession/ Engineering
Area:  X Chapter/ Social  ___ Education/ Prof. Dev.  ___ K-12/MindSET

Number of persons who participated in this project  Members: 1/25  Electees: 0
(Please attach a list of names.)

Hours spent on this project.  Organizing: 0  Participating: 3

DESCRIPTION:

I. General Description: Every semester the ASCE chapter works on their adopted highway to clean the side areas of litter. Before they perform this it is required that they watch a MDOT safety video so that no one is injured.

II. Purpose & Relationship to Objectives of TBP: Social and Community Assistance

III. Organization & Administration: (in conjunction with another group?)  X Yes  ___ No
The event was organized and ran through ASCE and members of TBP were able to join and assist them with their cleanup efforts.

IV. Cost & Personnel Requirements: None

V. Special Problems: None

VI. Overall Evaluation/Results (Be Specific): The team cleaned up the area and developed friendships with those outside of TBP. Helps recruit future members of TBP.

VII. Index of Exhibits: None

VIII. Members Participating: Whitney Briggs
INSTRUCTIONS: Please complete each of the seven sections below. Any additional information which may be helpful to another chapter would also be appreciated, but do not send extraneous material that would not be useful to other chapters.

Project name: Engineering Expo Date(s) of Project: 10/2/2014

Project X Community/ Liberal Culture X University/ College X Profession/ Engineering Area: ___ Chapter/ Social ___ Education/ Prof. Dev. ___ K-12/MindSET

Number of persons who participated in this project Members: 8/25 Electees: 0
(Please attach a list of names.)

Hours spent on this project. Organizing: 0 Participating: 8

DESCRIPTION:

I. General Description: Each year an engineering expo is held at the engineering campus at WMU to provide students with the opportunity to network, get internships and full time jobs with local industries in Michigan. To assist with this process students help setup the booths and tear down at the beginning and end of the day respectively.

II. Purpose & Relationship to Objectives of TBP: Professional networking and university service.

III. Organization & Administration: (in conjunction with another group?) X Yes ___ No
The engineering expo is operated and hosted by the engineering college and only requires assistance for volunteers to help setup and take down the event during the day.

IV. Cost & Personnel Requirements: None

V. Special Problems: None

VI. Overall Evaluation/Results (Be Specific): Students were able to meet the industry members earlier than others because of their assistance to setting up and were more likely to be remembered throughout the day because of their help.

VII. Index of Exhibits: None

VIII. Members Participating: Xan En Voon, Tyler Wall, Nicole St. Louis, Luke Bednarczyk, Sarah Vicary, Erich Stuedemann, Dennis Mott, Oscar Munoz
INSTRUCTIONS: Please complete each of the seven sections below. Any additional information which may be helpful to another chapter would also be appreciated, but do not send extraneous material that would not be useful to other chapters.

Project name: Krazy for the Kazoo (new)        Date(s) of Project: 10/4/2014

Project X Community/ Liberal Culture        X University/ College        ___ Profession/ Engineering
Area: ___ Chapter/ Social                   ___ Education/ Prof. Dev.       ___ K-12/MindSET

Number of persons who participated in this project
Members: 3/25     Electees: 0
(Please attach a list of names.)

Hours spent on this project.      Organizing: 0     Participating: 4

DESCRIPTION:

I. General Description: This event was a watershed clean up movement where groups from the community went all over the watershed area to clean it up. Hundreds of individuals participated in the activity throughout the region. The students involved spent 4 hours at an area cleaning up garbage in and around the river’s edge.

II. Purpose & Relationship to Objectives of TBP: Community Outreach

III. Organization & Administration: (in conjunction with another group?)  X Yes  ___ No
ASCE organized the student part of the event however the event was developed by locals in the Kalamazoo Watershed region to help clean it up through the Kalamazoo River Watershed Council

IV. Cost & Personnel Requirements: None

V. Special Problems: None

VI. Overall Evaluation/Results (Be Specific): Students that volunteered were provided with a free t-shirt and were able to help the community keep the Kalamazoo River, a pride and join of the area, clean and maintained.

VII. Index of Exhibits: None

VIII. Members Participating: Spencer O’Dell, Shane Russell, Whitney Briggs
INSTRUCTIONS: Please complete each of the seven sections below. Any additional information which may be helpful to another chapter would also be appreciated, but do not send extraneous material that would not be useful to other chapters.

Project name: Engineering Futures Session (new) Date(s) of Project: 10/18/2014

Number of persons who participated in this project Members: 4/25 Electees: 0
(Please attach a list of names.)

Hours spent on this project. Organizing: 0 Participating: 8

DESCRIPTION:

I. General Description: TBP Students from Western Michigan University were invited to attend an Engineering Futures session at Mi-Alpha (Michigan State). 4 members attended the event and learned about different personal and communication skills which they are now able to use in their everyday life.

II. Purpose & Relationship to Objectives of TBP: Professional Development

III. Organization & Administration: (in conjunction with another group?) X Yes ___ No
The event was organized by Michigan Alpha and all of the responsibilities of Mi-K was to get members to attend their event and provide transportation to/from.

IV. Cost & Personnel Requirements: Fuel Reimbursements

V. Special Problems: None

VI. Overall Evaluation/Results (Be Specific): 4 students represented WMU and Mi-K at an Engineering futures session to learn skills not taught in traditional classes. They also brought knowledge back on what it requires to setup one of these events in the future.

VII. Index of Exhibits: None

VIII. Members Participating: Angela Segura, Johan Mejia, Joseph Johnson, Trevor Dalton
INSTRUCTIONS: Please complete each of the seven sections below. Any additional information which may be helpful to another chapter would also be appreciated, but do not send extraneous material that would not be useful to other chapters.

Project name: Habitat For Humanity Date(s) of Project: 11/15/2015

Project X Community/ Liberal Culture ___ University/ College ___ Profession/ Engineering Area: ___ Chapter/ Social ___ Education/ Prof. Dev. ___ K-12/MindSET

Number of persons who participated in this project Members: 4/25 Electees: ___
(Please attach a list of names.)

Hours spent on this project. Organizing: 0 Participating: 8

DESCRIPTION:

I. General Description: Throughout the year students go and assist the local Habitat for Humanity organization in Kalamazoo by providing them with labor and skill sets to provide low cost housing to individuals. The students provide different tasks from painting, floor work, and drywall.

II. Purpose & Relationship to Objectives of TBP: Professional networking and university service.

III. Organization & Administration: (in conjunction with another group?) X Yes ___ No Habitat for Humanity runs the event but students can show up whenever the organization is open to help out for the day although it is helpful to provide details about the number of people and the time. This outing was co-orchestrated by ASCE and TBP.

IV. Cost & Personnel Requirements: None

V. Special Problems: None

VI. Overall Evaluation/Results (Be Specific): Students were able to learn some useful housing skills and apply some of their engineering skills to make their jobs more efficient. In the end they were able to help the organization prepare another home for occupancy.

VII. Index of Exhibits: None

VIII. Members Participating: William Kunesh, Dennis Lee Mott, Spencer O'Dell, Jin Woo
INSTRUCTIONS: Please complete each of the seven sections below. Any additional information which may be helpful to another chapter would also be appreciated, but do not send extraneous material that would not be useful to other chapters.

Project name: First Robotics Support (new)  Date(s) of Project: January to March 2015

Project X Community/ Liberal Culture ___ University/ College X Profession/ Engineering
Area: ___ Chapter/ Social ___ Education/ Prof. Dev. X K-12/MindSET

Number of persons who participated in this project Members: 1/35   Electees: ___
(Please attach a list of names.)

Hours spent on this project. Organizing: 0    Participating: 10

DESCRIPTION:

I. General Description: The local 4482 First Robotics team asked TBP for someone who was experienced to assist their software development team. This team is loaned tools from WMU to compete in the competition and they were having issues with Labview software. Stephen John volunteered to assist them.

II. Purpose & Relationship to Objectives of TBP: Community and Professional mentorship

III. Organization & Administration: (in conjunction with another group?) X Yes ___ No
First Robotics is a national event with many teams existing throughout the different states. This team has mentorship with WMU and required additional help with Labview software help seeking out TBP members which are noted as the top engineers in the school.

IV. Cost & Personnel Requirements: None

V. Special Problems: None

VI. Overall Evaluation/Results (Be Specific): Help students compete in first robotics by helping them with software issues. Created a connection between local first robotics teams and TBP Mi-K.

VII. Index of Exhibits: None

VIII. Members Participating: Stephen John
INSTRUCTIONS: Please complete each of the seven sections below. Any additional information which may be helpful to another chapter would also be appreciated, but do not send extraneous material that would not be useful to other chapters.

Project name: Pi-Day Activity  Date(s) of Project: March 16th 2015 9am - 5pm

Project  ___Community/ Liberal Culture   X University/ College   ___Profession/ Engineering
Area:  ___Chapter/ Social   X Education/ Prof. Dev.   ___K-12/MindSET

Number of persons who participated in this project  Members: 11/35   Electees: 0
(Please attach a list of names.)

Hours spent on this project.  Organizing: 2   Participating: 1

DESCRIPTION:

I. General Description: The Monday after Pi-Day a digits of pi competition was held in the main lobby of the engineering campus. The goal of the activity was to guess as many digits of Pi, the more digits guessed the more chances in a raffle to win 50 dollars. In addition to this the workers distributed information about the TBP organization

II. Purpose & Relationship to Objectives of TBP: Outreach and Pi-Day Activity

III. Organization & Administration: (in conjunction with another group?) ___Yes   X No
The event was designed by the executive board and was operated by members working in hour shifts throughout the day.

IV. Cost & Personnel Requirements: Paper, information materials, and the 50$ award money

V. Special Problems: None

VI. Overall Evaluation/Results (Be Specific): Many individuals learned more about what TBP and about twenty individuals including staff and faculty participated in providing digits of Pi.

VII. Index of Exhibits: None

VIII. Members Participating: Bryce Bodtke, Andrew Verstraete, Steven Beuerle, Jason Grant, Aaron Dean, Daniel Burns, Taimoor Ahmed, Spencer Watza, Jacob Stevens, Alex Auer, Austin Cross
INSTRUCTIONS: Please complete each of the seven sections below. Any additional information which may be helpful to another chapter would also be appreciated, but do not send extraneous material that would not be useful to other chapters.

Project name: Science Olympiad Date(s) of Project: March 28th 2015

Project X Community/ Liberal Culture X University/ College ___ Profession/ Engineering Area: ___ Chapter/ Social X Education/ Prof. Dev. ___ K-12/MindSET

Number of persons who participated in this project Members: 12+/35 Electees: 0
(Please attach a list of names.)

Hours spent on this project. Organizing: 3+ Participating: 5

DESCRIPTION:

I. General Description: Every year, WMU engineering college hosts the regional Science Olympiad event for middle school and high school students. The events are run through the different student organizations, TBP was in charge of technical problem solving. The members of TBP developed a set of problems to test student’s ability using technical information to solve a “Crime” scene involving an aircraft crash. Some other members helped out with other events running throughout the day.

II. Purpose & Relationship to Objectives of TBP: Promoting STEM fields, volunteering in the community, and using our professional skills to develop problems.

III. Organization & Administration: (in conjunction with another group?) X Yes ___ No
The science olympiad event was orchestrated by the engineering college but for the specific event of technical problem solving the president and almost a dozen members helped create the scenario. The event was hosted in an hour but with grading and setup took another 4 hours.

IV. Cost & Personnel Requirements: Paper to print out the problems and solution keys

V. Special Problems: Designing problems is much harder than it looks and some errors were made in the problem.

VI. Overall Evaluation/Results (Be Specific): The technical problem solving activity ran smoothly and the overall science Olympiad event was successful.

VII. Index of Exhibits: None

VIII. Members Participating: Spencer Watza, Aaron Dean, Jacob Dean, Andrew Verstraete, Brent Kostich, Alex Auer, Austin Cross, Ryan Anderson, Taimoor Ahmed, Alex Ferguson, Tyler Wall, Sear Rahimi, are the individuals that volunteered through TBP and with the TBP activity, many more TBP members were helping out with other organizations.
INSTRUCTIONS: Please complete each of the seven sections below. Any additional information which may be helpful to another chapter would also be appreciated, but do not send extraneous material that would not be useful to other chapters.

Project name: Habitat For Humanity Date(s) of Project: 4/11/2015

Project X Community/ Liberal Culture ___ University/ College ___ Profession/ Engineering
Area: ___ Chapter/ Social ___ Education/ Prof. Dev. ___ K-12/MindSET

Number of persons who participated in this project Members: 3/55 Electees: 0
(Please attach a list of names.)

Hours spent on this project. Organizing: 0 Participating: 8

DESCRIPTION:

I. General Description: Throughout the year students go and assist the local Habitat for Humanity organization in Kalamazoo by providing them with labor and skill sets to provide low cost housing to individuals. The students provide different tasks from painting, floor work, and drywall.

II. Purpose & Relationship to Objectives of TBP: Professional networking and university service.

III. Organization & Administration: (in conjunction with another group?) X Yes ___ No Habitat for Humanity runs the event but students can show up whenever the organization is open to help out for the day although it is helpful to provide details about the number of people and the time. This outing was orchestrated by TBP.

IV. Cost & Personnel Requirements: None

V. Special Problems: None

VI. Overall Evaluation/Results (Be Specific): Students were able to learn some useful housing skills and apply some of their engineering skills to make their jobs more efficient. In the end they were able to help the organization prepare another home for occupancy.

VII. Index of Exhibits: None

VIII. Members Participating: Bryce Bodtke, Kurtis Brushaber, William Kunesh
INSTRUCTIONS: Please complete each of the seven sections below. Any additional information which may be helpful to another chapter would also be appreciated, but do not send extraneous material that would not be useful to other chapters.

Project name: Adopt-A-Highway  Date(s) of Project: April 18th 2015

Project  X Community/ Liberal Culture  X University/ College  __ Profession/ Engineering
Area:  X Chapter/ Social  __ Education/ Prof. Dev.  __ K-12/MindSET

Number of persons who participated in this project  Members: 4/55  Electees: 0
(Please attach a list of names.)

Hours spent on this project.  Organizing: 0  Participating: 5

DESCRIPTION:

I. General Description: Every semester the ASCE chapter works on their adopted highway to clean the side areas of litter. Before they perform this it is required that they watch a MDOT safety video so that no one is injured.

II. Purpose & Relationship to Objectives of TBP: Social and Community Assistance

III. Organization & Administration: (in conjunction with another group?)  X Yes  __ No
The event was organized and ran through ASCE and members of TBP were able to join and assist them with their cleanup efforts.

IV. Cost & Personnel Requirements: None

V. Special Problems: None

VI. Overall Evaluation/Results (Be Specific): The team cleaned up the area and developed friendships with those outside of TBP.

VII. Index of Exhibits: Kyle Areaux, Spencer O'Dell, Trevor Dalton, Ryan Anderson
INSTRUCTIONS: Please complete each of the seven sections below. Any additional information which may be helpful to another chapter would also be appreciated, but do not send extraneous material that would not be useful to other chapters.

Project name: Ice Cream Social (new) Date(s) of Project: April 17th 2015

Area: X Chapter/ Social ___Education/ Prof. Dev. ___ K-12/MindSET

Number of persons who participated in this project Members: 48/55 Electees: 0
(Please attach a list of names.)

Hours spent on this project. Organizing: 1 Participating: 1

DESCRIPTION:

I. General Description: After the last meeting of the academic year, an ice cream social was held in the lobby/room as well as outside for members to mingle and discuss ideas. This allowed members to meet the newly elected officers and offer their suggestions as well as to enjoy the company of others before finals.

II. Purpose & Relationship to Objectives of TBP: To celebrate the end of the academic semester and congratulate the new members and new officers.

III. Organization & Administration: (in conjunction with another group?) X Yes No
The event was organized by the executive board of the student chapter and chief advisor. The ice cream was self-serve.

IV. Cost & Personnel Requirements: 5 gallons of ice cream, root beer, spoons, bowls and any other material for the activity.

V. Special Problems: None

VI. Overall Evaluation/Results (Be Specific): The students were able to relax and enjoy the time spent with each other. People made new friends and connections within the chapter and the new officers were congratulated on their election.

VII. Index of Exhibits: None

VIII. Members Participating: Aaron Dean, Alex Auer, Alex Ferguson, Andrew Verstraete, Angela Segura, Austin Cross, Brent Kostich, Caleb Kennett, Christopher Pleasant, Christopher Theunick, Coby Clark, Cody Middleton, Cody Wainer, Daniel Burns, Erich Stuedemann, Erika Fojtik, Eugene Manin, Heather Potter, Hoa Le, Jacob Dean, Jacob Nye, Jacob Stevens, James Mixter, Jason Grant, Joel Thompson, Johan Mejia, Joseph Hagan, Joshua Snowden, Kurtis Brushaber, Kyle Areaux, Luke Bebnarcy, Mitchell Pitman, Nicholas Hughes, Nicolas Theoret, Ramon Roberts, Ryan Anderson, Saleem Alsharari, Simon Matar, Spencer O’Dell, Spencer Watza, Steven Beuerle, Taimphet Le, Tyler Farrington, Tyler Wall, Whitney Briggs
INSTRUCTIONS: Please complete each of the seven sections below. Any additional information which may be helpful to another chapter would also be appreciated, but do not send extraneous material that would not be useful to other chapters.

Project name: Phi Gam Slam (new) Date(s) of Project: April 25th 2015

Project X Community/ Liberal Culture X University/ College ___ Profession/ Engineering
Area: X Chapter/ Social ___ Education/ Prof. Dev. ___ K-12/MindSET

Number of persons who participated in this project Members: 4/55 Electees: ___
(Please attach a list of names.)

Hours spent on this project. Organizing: 0 Participating: 6

DESCRIPTION:

I. General Description: Phi Gam Slam is a volleyball tournament hosted by the Phi Gamma Delta Fraternity (FIJI) to raise money for different charity groups. The teams would raise money and required a certain amount to participate. The event involved a pre-playoff set of matches and then a single elimination bracket.

II. Purpose & Relationship to Objectives of TBP: Outreach, social connections, helping the community

III. Organization & Administration: (in conjunction with another group?) X Yes ___ No
The event was organized by FIJI. There were many different teams there but TBP joined together with the SAE members and TBP would support the team if more than half was TBP members.

IV. Cost & Personnel Requirements: 100$ donation to the team.

V. Special Problems: None

VI. Overall Evaluation/Results (Be Specific): The team went 1-1 in the pre-playoffs but were eliminated in the second round of the single elimination bracket tournament.

VII. Index of Exhibits: none

VIII. Members Participating: Cody Middleton, Jacob Stevens, Nicolas Theoret, Kurtis Brushaber
Michigan Kappa Awards Chapter Performance Scholarship

Erika Fojtik, a senior in mechanical engineering at Western Michigan University, was awarded *The Tau Beta Pi Scholarship for Michigan Kappa*. Erika earned this award in part based on her volunteer work to promote engineering and science to young girls in an event sponsored by the South Central Michigan Society of Women Engineers and the Sigma Gamma Rho Sorority. The scholarship was provided through the Tau Beta Pi Chapter Performance Scholarship Program to the Michigan Kappa Chapter based on its outstanding record of service. The Michigan Kappa Chapter also contributed to the scholarship.

Erika receiving her scholarship from Spencer Watza, President of the Michigan Kappa Chapter.
Failed Projects
The student organization attempted a few different projects to help boost outreach, social aspects, and community support.

The biggest attempted event that fell through during the planning stages was an Engineering Week RSO competition that would have the different RSOs compete in a fun set of games requiring some common engineering skills (problem solving) and creativity outside of engineering (singing/dancing). The biggest issue with this event was the scale and convincing other RSOs to join and participate. We sent out surveys several times during the fall semester to gauge interest. Even using the RSO breakfast meetings, however none of the attempts were successful and we only heard back from two or three groups that were not even sure if they would be able to get students involved. Part of this was because of how busy students are and the other is that the officers in the fall may have been graduating in December and were not relaying information. It was decided that the risk of continued investment would not be reasonable.

The second event was to volunteer at a nearby First Robotics competition and help out however this event was scrapped because the female we were in contact at was being very rude about different things and was providing a great deal of “sass” when we were trying to orchestrate some volunteers.

The last event was an Alumni Networking and Panel discussion event before one of the large career fairs our university puts on. This fell through due to the late response from the Alumni chapter, responding with 4 days before the event and trying to organize it at that point. It was then clarified that for most events (like that), there needs to be at least 2 weeks.