06.09.2020 Meeting
Attendees: Andrew Frank, Cristian George, Felipe, Katie, Zack, Evan, Joshua,
Length of Meeting: 1.25 hours

Past action items and progress (purple = complete, Red=Progress):
Administrative:
- Create new google drive: Evan
- Fill drive with old documents: Evan
- Create google docs of operations manual and constitution: Evan
  - Constitution
  - Operations Manual
- Create new activity log spreadsheet for 2020-2021: Evan (6/9)
  - https://docs.google.com/spreadsheets/d/1EWidjpVgDtlUg5VKYY0EefVzxY3p59X7HPc4MLUbcHQ/edit?usp=sharing
  - Don't start adding to this until July 1st
- Add this meeting to old activity report spreadsheet - Evan (5/28)
- Slack - make Evan and Katie admins: Felipe (5/28)
- Create Twitter and Instagram for the chapter: Katie (6/9)
  - https://twitter.com/ISU_HKN_Nu
  - https://www.instagram.com/hkn_nu_isu/

Chapter Operations:
- Submit all 2019-2020 Activity Reports: Evan, Andrew, Felipe, Katie (6/9)
  - Tracking Spreadsheet
  - Will keep adding to it until we do the annual report
- Review the constitution and operations manual google docs for officer responsibilities and active membership requirements - add comments to the doc: Everyone (6/9)
  - Constitution
  - Operations Manual
  - Who reviewed:
  - Active membership verbiage discussion:
- Start branding guidelines for the chapter: Katie, Conner (6/9)
  - Start of branding guide
- List of potential events and scheduling requirements for the 2020-2021 school year: Andrew, Felipe, Katie, Evan
  - Fall 2020 Document
  - Start adding these into a calendar/spreadsheet to lay out semester and solidify plan

Website:
- Submit a picture for officer page of the website to Katie (brinker@iastate.edu): Conner, Josh, Zack, and Andrew (6/9)
- Update info on current website so it’s accurate in the interim: Katie (6/10)
- Create a plan for the future website: Katie, Evan, Cristian (6/9)
  - Brainstorming doc
  - Our current ASP site was migrated to a new server so we can edit again
  - We have a wordpress site to develop over the course of the summer
    - This will be a more user friendly option for future website chairs and ETG can more readily support us on this platform
  - Blocking page layouts here
    - Next steps
      - Select wordpress theme
      - Agree on content/menu structure
      - Prioritize content development
      - Divvy up content development

Other initiatives:
- Outline a plan for a mentorship program: Cole, Cristian (6/9)
  - https://docs.google.com/document/d/1u7oy8vc8pVjdM22hm9GeHk4zfK5AI6bwWblP4Rkm54/edit?usp=sharing
    - Need Cole to review and then revisit
- Email Vicky about Scholars Fair and HKN supporting the Student Services Office: Zach, Conner
  - We’ll know closer
  - Vicky is our point of contact for the student services office
- Begin donation level documentation - brainstorm and outline donor levels and start template emails: Joshua, Andrew, Cole (6/9)
  - Company Template Email
    - Template from HKN website for SLC
  - Donation Level Ideas
  - Set up basic doc of levels,
  - What do we want from the donation levels? Everyone adds ideas
- Start an alumni/company contact spreadsheet: Joshua, Andrew, Cole (6/9)
  - Company Contact Spreadsheet
  - Strategy for filling the spreadsheet:
    - Put business card info in
    - Divvy up this task

**Upcoming Action Items/Tasks**
1. Set up next meeting
   a. Official process for scheduling is to put the event in the activity report spreadsheet and designate a person to submit the report after the event
   b. 6/23/2020, 7pm
2. Setting up a discussion with Ron Jensen - HKN President Elect
3. Submitting the Annual report - Evan
4. Membership tracking system - Zach
5. Technical workshops and Collaboration with other ECpE orgs - scheduling
6. What do we want to do with the ECE course wiki
   a. https://wikis.ece.iastate.edu/hkn-wiki/index.php/Courses?fbclid=IwAR3ZBxF9-36YPKCD4VPSXrbNLnfoaMsZxLMfe0LvtIeIPMsc27ivz8Uqj4
   b. Keep it as a service activity if we go virtual
7. Creating social media content
   a. We have a linkedin page but no idea who has access to it
   c. Content ideas:
8. Add this meeting to the activity report spreadsheet
9. Updating transition documents - everybody

Action Item Summary:
- Read through constitution and operations manual and suggest changes: everyone
- Add suggestions for the active membership requirements to the operations manual: everyone
- Add to responsibilities document: everyone
- Create transition documentation for roles that have none: everyone
- Move publicly shared google folder on website to the new drive: Evan
- Create standards for activity reports after we get our pdf of the annual report: Evan, Felipe, Andrew, Katie (July)
- Add Evan and Cristian to the website: Katie
- Solidify website plan and start building pages: Katie, Zack, Evan, Cristian (6/23)
- Finish branding guide: Katie, Connor (6/23)
- Create social media content: Katie (6/23)
- Review mentorship program plan and create a proposal: Cole, Cristian (6/23)
- Go through donation levels doc and add ideas: everyone
- Develop a system for tracking member involvement on top of the activity report sheet: Zach, Evan [using a google form or smart excel commands?, focus on scalability and easy reuse] (6/23)
- Finish tasks from above in red (or tasks that were partially completed but need continued work) : everyone (6/23)