



# IEEE Caltech Chapter

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## Board Meeting Minutes May 21, 2009 – 7:00pm

New Board Members Present: Bettina Chen, Eythan Familier, Sujitha Martin, Jeanne Peng

Old Board Members Present: Gabe Cohn, John Leichty

1. The remaining new board member positions are finalized as follows:
  - a. Bettina Chen: Vice-President; Eythan Familier: Secretary; Jeanne Peng: Treasurer.
2. The discussion session on applying to graduate schools is rescheduled to 12:00pm on Thursday, May 28. It will be in 070 Moore.
  - a. Some professors have been contacted, Gabe will contact others.
  - b. Jeanne will contact a graduate student she knows. Matt Lo is also a potential graduate student to ask to attend.
  - c. The format will be an informal panel, with professors/graduate students/seniors answering questions and talking about their experiences with applying to schools.
  - d. The flyers should go out ASAP. Eythan and John will make them up.
  - e. An email should go out to the IEEE-all mailing list, with additional ones to the EE and CS lists as the discussion session gets closer.
  - f. Gabe will make a handout for the event, which will include:
    - i. Important dates in the application process (apps, GRE, recommendations)
    - ii. Information on recommendation letters and personal statements.
  - g. Jeanne will get food and drinks for the event, likely sandwiches for about 30 people.
  - h. Plates and napkins are currently in the EE 90 lab.
3. The new board members need to become IEEE members. They can do this online, and get reimbursed (juniors and seniors) by Carol Sosnowski in 142a Moore.
4. Sometime after the discussion session, the board members will have a meal together to welcome the new board and say farewell to the old board.