HKN Member Meeting 5 Minutes  
Date: Monday, November 7th, 2005  
Author: N.F. Singh

Attendance: Nicholas, Rick, Stephen, Pang Li, Bek, Hui, Fuchi, Dayo, Mohit, James L, James S, Yen Chin, Ian  
New Members: Laurie, Alan, David, John

Dinner: Applebee’s

Introduced members and prospective members at start of meeting.

1) Misc Tasks
   a. Completed:
      i. PangLi has accessed the books, but it is required that we store the books in a lockable cabinet. Budget to purchase cabinet is?
      ii. Yen-Chin purchased tapes, paper, light bulbs, and toner. Cost of $800.
      iii. Mohit distributed new member forms.
   b. Pending:
      i. Rick is planning a trip to PolarFab during the last week of January or first week of February.
      ii. Allen is working on fixing the signature book. We could either make a new cover at a cost of $100 - $400, or we could make a box to keep it in for $60.

2) Major Project Status
   a. Room Renovation (Nicholas)
      i. CPPM initial cost estimate of $77,000
      ii. We are still going to try to find funding from companies and university foundations.
      iii. We will need $9000 for planning. Solid planning is important to obtain funding.
   b. Plaque team (James S)
      i. Proposal coming soon. Plaque initial cost estimate of $1000
   c. Data Management (Dayo, Nicholas)
      i. Dayo is looking for free open sources, data base structure.
   d. Ceremony Redesign (Yen-Chin)
      i. Check out fast signs, they should be cheaper than Kinko’s.

3) Nov 7th Events
   a. We ordered 40 pizzas and they were gone in 20min. Most likely people were taking too many pieces at a time. Solution will be to serve the pizza to them, or limit the amount of pizza they take to two slices at a time.
   b. Inviting alumni to Initiation dinner passed. Changed date of initiation dinner to Thursday, Dec 1st, 2005.