



MINUTES

UTK ANS OFFICERS MEETING

August 30, 2015

17:00 – 18:30

Location: Pasqua Conference Room

Meeting called by Greg Meinweiser

Meeting Attendance

- President – Greg Meinweiser
- Treasurer – Danielle McFall
- Secretary – Elizabeth Jones
- Webmaster – Christopher Haseler
- Senior Representative – Travis Labossiere-Hickman
- Junior Representative – Devon Drey
- Junior Representative – Eric Nelius

ANS Treasury Report | Danielle McFall

- Over the Summer...
 - Over the summer we found out that our organization did not have any proper documentation through the IRS or state of TN as a non-profit organization.
 - This was resolved by the following actions...
 - Obtained a new Employer Identification Number (EIN) through the IRS
 - Registered through the state of Tennessee's Secretary of State as a non-profit corporation (Charter obtained 7/2/15)
 - We filed for non-profit status via the Form 1023-EZ through the IRS (Status Obtained 8/3/15 with an Effective Date of Exemption 7/2/15)
- In the future...
 - File Annual Report to ANS by every May 15
 - File Annual Report to Tennessee Secretary of State by every April 01 (Fiscal Year is Jan 1-Dec 31)
 - File Taxes via Form 990/990-EZ by every May 15 (Fiscal Year is Jan 1-Dec 31)
- This Year we Shall...
 - Keep Physical and Digital Receipts for ANY purchase to be paid/reimbursed by ANS
 - Reimbursements are no longer given out at will, these must be approved by ANS-UTK general chapter
 - Any payment to ANS must have a physical copy receipt kept for records
 - NO financial transactions will occur without a valid record and any purchase/payment (with the exception of NECESSARY payments) by ANS-UTK must be voted upon by ANS officers and/or the general body of ANS.
- Payments to ANS
 - Square Reader
 - Card Swipe (2.75%)

- Card Enter (3.5% + 15cents)
 - Paypal
 - Card Enter (2.9% + 30cents)
 - Cash
 - Check to ANS-UTK
- Budget for School Year

2014-2015 School Year		2015-2016 School Year	
Income:	\$6515.89	Current Assets:	\$3625.25
		Additional Income:	\$6750
		Proposed Assets for Year:	\$10375.25
Total Expenditure:	\$10278.84	Estimated Total Expenditure:	\$7958
Food Expenditure: -Donuts, Pizza, Kroger, Food City	\$2033.15	Food Expenditure: - \$150 for per monthly meeting (~10 Tot.)	\$1500
Activity Expenditure: -Rafting, Officer Retreat	\$1033.72	Assorted Expenditure: -Fun Events	\$900
Assorted Expenditure: -Walmart, Walgreens, Pilot?	\$449.19	-Misc Items. NECESSARY (emails/website[\$42])	-400-42.00
		-Filing Tax Exempt (\$400)	= \$458
ANS Events Expenditure: - Conferences, Tours	\$4465.34	ANS Events Expenditure : -Conferences, Tours	\$5000
Apparel/Items Expenditure: -Tshirts, Lanyards, Stickers	\$2297.44	Apparel/Items Expenditure: -Tshirts	\$1000

- Purchases...
- Tax Exempt Status - \$400.00
 - E-Mail/Website Services- \$41.89
 - Krispy Kreme Donuts for Sophomores- \$44.94
 - Reimbursement for General Supplies- \$29.43 (needs to be voted upon) VOTED YES
 - Expected Purchases- FOOD for 9/1/15 meeting

Website Update | Chris Haseler

- Purchased 3 years of domain – \$30
- Purchased hosting – \$10
- Files are uploaded to the server
- Website is under construction
 - Seems to be an issue with the name servers
 - Talking to support tomorrow (free)
 - Issue on their side, not ours
- Emails can be entered on the website
- Features: blog, calendar, pictures
- Would like to implement PayPal on the website so people can pay dues
- MailChimp to manage emailing (up to 20,000 emails and 2,000 members per month)
- Monday evening an email will be distributed for reminder of meeting and cookout
- Generic officer login will be created to edit the website

Committee Updates

- Social | Rachel Gaudet and Elizabeth Jones
 - Pin board update
 - Idea update

- Outreach | Jerrad Auxier
 - Tour of Watts Bar (Another tour in November)
 - We need a secure way to transfer the information from UTK to Watts Bar
 - Greg to handover Nuke Sci week and The Muse (will provide info at meeting)
 - Nuke Sci week starts Oct. 22nd – will need at least 8 volunteers
 - The Muse: Science Museum in Chilhowee Park – Help each Saturday
- Trivia Night | Greg and Travis Labossiere-Hickman
 - Spring (maybe March or April)
 - Popcorn machine (free) (Elizabeth)
 - Other snacks (free)
 - Drinks will be for sale
 - Think of companies to ask for donations for raffle prizes
 - \$80 per table (8 people per table)
 - \$12 per head
 - 1st prize - \$100
 - 2nd prize - \$80
 - Still working on a location
- Conference Bid | Kelsa Benensky and Devon Drey

Facebook Update/Aid | Devon Drey

- Deleting the current ANS Facebook (Administrator will have to delete – Jerrad, Remy, and Shayan)
- Create a new Facebook that does not require a UTK email login
- Administrator's for upcoming Facebook page: officers and representatives

Update on T-shirts and Button Downs | Greg

- T-shirts are coming this week
- Changing white to smokey gray button downs for members
- Still working on orange button downs for officers
- Ask Hines who has the departmental logo rights (Greg)
- \$25 for membership (with or without a t-shirt)
- \$15 t-shirt without membership

Update on ANS Cabinet and Physical Asset Storage

- Large box of dum-dums are up there
- Geiger Counters
- Moved to Nuclear Student Lounge
- Jerrad has 2 keys
- We will make an extra key for Rebecca Jackson
- M&Ms to take to first meeting

Select Person to Design Radiochemical Polos

- Mention in Tuesday's meeting as well
- Travis will create a few drafts

Pick months for Rep Class to clean Kitchen

- Allow sign-up in Tuesday's meeting

NE Cookout (Sept. 4th) Prep (assignments & suggestions) (Talk about again Tuesday)

- Shopping – Wednesday: non-perishables (INMM and/or WIN), Thursday: perishables (Eric), Friday: help load truck/trailer
- Grillers – Travis, Eric
- Burgers, Hot Dogs, and Veggie Patties
- Cookies
- Rebecca has grocery list

First Meeting Preparations

- Who can get food (pickup over delivery) (tax exempt paper)
 - Danielle
 - Maybe somewhere else other than Papa Johns – Check prices
 - 25 pizzas (cheese – 8, sausage – 7, pepperoni – 10)
 - Cups, ice, and 2-liter drinks
 - Napkins and plates from pizza place
 - Pick-up cookies
- What all do we want to say
 - Min Kao 622 – Tuesday at 7:30
 - Minutes
 - Treasurer report
 - Outreach events
 - Social events
 - Suggestion box for ANS social ideas and food suggestions
 - Sign-up and dues
 - Greg will send out a presentation tomorrow (Monday, August 31st)

Speaker for Meetings

- Susan Turner from Y-12 move to October?
- Find speaker from Co-op Expo (to replace Sept. 15th) (week of Expo)

Tailgates

- Tennessee vs. Georgia Game – October 10th
- Setup a group account to sit together at games (Greg will do Oklahoma, Eric will do Georgia)
- Fundraising – water sales at game day
- Taylor Haby has offered to make brisket (Greg – talk to him)
- Check with Matt Cook (Greg – talk to him)

Additional Topics

- Greg – Bylaws Meeting (Include David Vermillion)
- Greg – create a doodle to change the monthly officer meeting time
- Tours of HFIR, SNS, and other ORNL complexes