

2003 Sigma Gamma Tau Triennial Convention Minutes
Norfolk, Virginia
April 5-6, 2003

Welcome by Dr. Saeed Farokhi, President of Sigma Gamma Tau

Quorum was established with the following participants:

President - Dr. Saeed Farokhi, University of Kansas

Incoming President - Dr. Klaus Hoffmann (also North Central Coordinator), Wichita State Univ.

Regional coordinators:

Dr. Fred Lutz (Mid-Atlantic), Virginia Tech

Dr. William Barnwell (Southeastern, substituting for Dr. Fred DeJarnette), NC State

Dr. Harry Hilton (Great Lakes), University of Illinois

Dr. Klaus Hoffmann (North Central, also incoming President), Wichita State University

Dr. Tracy Doryland (Western), Embry-Riddle Aeronautical University - Prescott

Student representatives (region in parenthesis):

Mark Jensenius (Northeastern), Rensselaer Polytechnic Institute

Paul Kreitzer (Mid-Atlantic), West Virginia University

James 'Ty' Denney (Southeastern), Embry-Riddle Aeronautical Univ. - Daytona Beach

Jared Gudenkauf (North Central), University of Kansas

Roshawn Bowers (Southwestern), Texas A&M University

James Wolfe (Western), Arizona State University

Dr. Klaus Hoffmann volunteered to be the convention secretary

Review of the 2000 Triennial Convention

Dr. Harry Hilton moved & Dr. Fred Lutz seconded to approve the minutes

Vote was affirmative to accept the minutes

State of Society by Dr. Saeed Farokhi, President of Sigma Gamma Tau

Membership - numbers up since the last Convention in 2000

List of SGT student presidents

Secretary/Treasurer's Report (see attached Interim Report submitted at Convention)

1000 (blank) certificates have recently been ordered

Establish per diem: delegates agreed to \$40 per day per diem (compared to \$38 per day in 2000)

Establish initiation fee at \$25

Current costs are \$6 for certificate plus expenses for mailing & secretary/treasurer time

Undergraduate Award amounts: \$400 for National winner & \$200 for Regional winners

Establish matching fund (\$50 "rebate") for chapters submitting a nominee for the Undergraduate Award competition

Establish honorarium for the National Secretary/Treasurer at \$1,800 per year

Report of chapter activities

Dr. William Barnwell, NC State: 30 members, field trip to NAVAIR, fund raising for trip, funds for Engineering Council, no local initiation fee

Dr. Harry Hilton, University of Illinois: tutoring, once a month meetings, new faculty presentation, faculty presentation for student research, once a semester field trip

Mark Jensenius, Rensselaer Polytechnic Institute: 11 new members, work with AIAA, set up tutoring

Roshawn Bowers, Texas A&M University: about 30 members, weekly tutoring, distinguished lecture, no local dues

James Wolfe, Arizona State University: newly reactivated (not much activity yet), display case for SGT, will set up a chat room in Yahoo

Paul Kreitzer, West Virginia University: 18 new initiates, banquet

James 'Ty' Denney, Embry-Riddle Aeronautical Univ. - Daytona Beach: period of inactivity, now doing more, total fee for initiation is \$58

Miscellaneous Topics:

Discussed idea of video conferencing in 1½ years (Dr. Harry Hilton will look into it)

Discussed idea of establishing a Faculty Advisor Award (no decision reached)

Discussed idea of including faculty advisor's name, address, & e-mail address and name of chapter president in the forms used for new initiates.

Respectfully submitted,
Klaus Hoffmann & Roy Myose

An Interim Report on the Status of the National Office of Sigma Gamma Tau



ΣΓΤ

April 4, 2003

From: Jared Gudenkauf
National Staff Secretary/Treasurer

Presented to the Members of the Triennial
Convention

After a semester and a half acting as the National Treasurer and Secretary of Sigma Gamma Tau, the National Aerospace Engineering Honor Society, I am reporting on the current status of the national office. We began the semester with \$15,123 in the joint checking account (from which I issue checks), and so far have \$19,028.69. The Society holds four accounts in Commerce Bank; two are checking accounts, while the other two are certificate of deposit (CD) accounts. The balance in each account is:

Table 1: Account Status for Sigma Gamma Tau, April 2, 2003

Account	Funds
Checking 1	\$ 5,791.50
Checking 2 (joint)	\$ 19,028.69
Certificate of Deposit 1	\$ 5,520.03
Certificate of Deposit 2	\$ 16,560.10

We are well-stocked in most supplies; however, after recent orders I am planning on ordering some of the items that we are running short on. The current stock of all the items we have in stock is shown in Table 2. It should be noted that the graduation stoles are kept in stock at Kalamazoo Regalia and the certificates are in the possession of the calligrapher Bob Hribar. It should also be noted that I have purchased an additional 100 blank certificates so that when the new President takes office his signature can be added to these, this will help make a fast transition during the office change.

Table 2: Current inventory for Sigma Gamma Tau April 2, 2003

Item	Stock	Price
Stoles	68	\$37.75
¾-inch lapel pin	25	\$15.00
1-inch tie-tack/lapel pin	99	\$17.00
1-inch key pendant	42	\$18.00
¾-inch key pendant	13	\$10.00
Ties	47	\$5.00
Keys	49	\$13.00
Certificates	253	~

Since I have been in my position I have been counting the number of purchasable items sold to the chapters; the total count of each item can be seen in Table 3.

Table 3: Inventory Sold During Current School Year

Item	Ordered
Stoles	78
¾-inch lapel pin	107
1-inch tie-tack/lapel pin	0
1-inch key pendant	0
¾-inch key pendant	2
Ties	3
Keys	26
Certificates	286

From Table 3 it can be seen that the 1” pin and pendant are really not selling, I purpose that the price of these items be lowered by \$1, thus making the prices \$16 and \$17, respectively. We currently have about 150 of these pieces and would hope that this new price would help sell some of these items.

During my time as the Secretary/Treasurer I have spent the majority of my time trying to take the guesswork out of the position and to find ways to eliminate many of the errors that I had to correct when I took this position. This has been done by creating better files and by keeping in constant communication with the chapters and suppliers.

Before I took office, the main purpose of my position, that is to make sure all new members names were added to the official roster and that the certificates be made, required the use of four different files. One file held all the chapters members, another was updated for the number of total members, still another for depositing of the money for these members, and lastly a file for updating the stock of items; I should also note that there were two spreadsheets and separate Word files for each of the chapters. Since I took over I felt that this process could be almost automated using only two files. One large spreadsheet has all the chapters’ information, this spreadsheet also counts number

of members, total and per year, and one spreadsheet for the stock and inventory information.

The last bit of information that I have to share is that since the society was established in 1953 there are 17,330 members of Sigma Gamma Tau, and this number is growing every year. Figure 1 is a graph of the total number of members initiated into Sigma Gamma Tau.

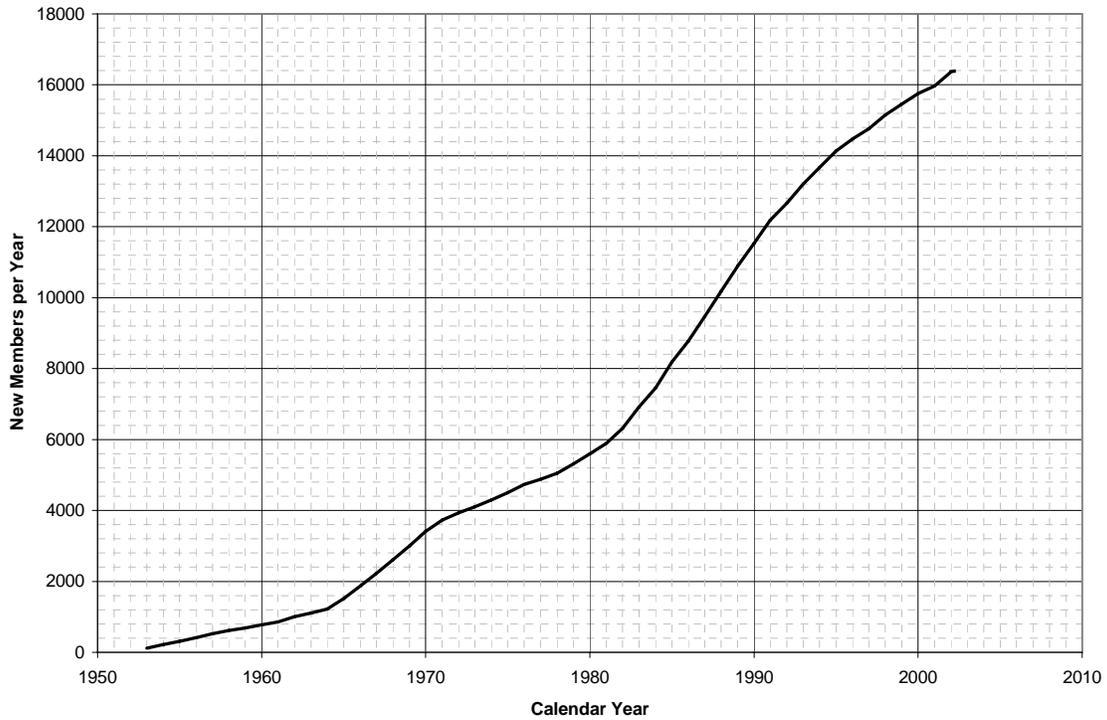


Figure 1: Total Number of Members over the Lifetime of Sigma Gamma Tau