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

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

<table>
<thead>
<tr>
<th>Account</th>
<th>Funds</th>
</tr>
</thead>
<tbody>
<tr>
<td>Checking 1</td>
<td>$5,791.50</td>
</tr>
<tr>
<td>Checking 2 (joint)</td>
<td>$19,028.69</td>
</tr>
<tr>
<td>Certificate of Deposit 1</td>
<td>$5,520.03</td>
</tr>
<tr>
<td>Certificate of Deposit 2</td>
<td>$16,560.10</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Item</th>
<th>Stock</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stoles</td>
<td>68</td>
<td>$37.75</td>
</tr>
<tr>
<td>¼-inch lapel pin</td>
<td>25</td>
<td>$15.00</td>
</tr>
<tr>
<td>1-inch tie-tack/lapel pin</td>
<td>99</td>
<td>$17.00</td>
</tr>
<tr>
<td>1-inch key pendant</td>
<td>42</td>
<td>$18.00</td>
</tr>
<tr>
<td>¾-inch key pendant</td>
<td>13</td>
<td>$10.00</td>
</tr>
<tr>
<td>Ties</td>
<td>47</td>
<td>$5.00</td>
</tr>
<tr>
<td>Keys</td>
<td>49</td>
<td>$13.00</td>
</tr>
<tr>
<td>Certificates</td>
<td>253</td>
<td>~</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Item</th>
<th>Ordered</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stoles</td>
<td>78</td>
</tr>
<tr>
<td>¼-inch lapel pin</td>
<td>107</td>
</tr>
<tr>
<td>1-inch tie-tack/lapel pin</td>
<td>0</td>
</tr>
<tr>
<td>1-inch key pendant</td>
<td>0</td>
</tr>
<tr>
<td>¾-inch key pendant</td>
<td>2</td>
</tr>
<tr>
<td>Ties</td>
<td>3</td>
</tr>
<tr>
<td>Keys</td>
<td>26</td>
</tr>
<tr>
<td>Certificates</td>
<td>286</td>
</tr>
</tbody>
</table>

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](image-url)