



## Durham University Engineering Society

Durham University Engineering Society, School of Engineering  
Durham University, South Road, Durham, County Durham, DH1 3LE  
www.durhamengineeringsociety.com  
events@durhamengineeringsociety.com

### MINUTES

TUESDAY, FEBRUARY 17, 2009

NEW ENGINEERING  
FOYER @54.766872,-  
1.570087

<b>TYPE OF MEETING</b>	General Meeting
<b>NOTE TAKER</b>	Engineering Society Secretary (Samuel Carlisle)
<b>CHAIR</b>	Engineering Society President (Ben Derrick)
<b>CALLED TO ORDER</b>	1:13 PM
<b>ATTENDEES</b>	Society Exec: Ben Derrick, Victoria Earl, Simon Boyd, Samuel Carlisle Society Members: Nick Creswell, Manuel Lee Others: George Carter
<b>APPROVAL OF MINUTES</b>	There were no minutes to approve this week. The minutes for this week's meeting will be approved at the next meeting.
<b>DATE OF NEXT MEETING</b>	Tuesday, 24th February 2009@ 1pm (New Engineering Foyer @54.766872,-1.570087)
<b>MEETING ADJOURNED</b>	1:44 PM

#### ELECTION OF DUES

SPONSORSHIP OFFICER  
08/09

SECRETARY

<b>DISCUSSION</b>	Due to the lack of sponsorship this year, the society has sought out a champion to dust off the society begging cap.	
	The president mentioned the existence of letter templates and other resources which were available to aid the new sponsorship officer.	
<b>CONCLUSIONS</b>	Proposer: Samuel Carlisle, Seconded: Simon Boyd	
	After a very convincing hust, Nick Cresswell was duly elected by a general aye: DUES Sponsorship Officer 08/09	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
Setup DUES Exec Google account for Nick: <a href="mailto:sponsorship.officer@durhamengineeringsociety.com">sponsorship.officer@durhamengineeringsociety.com</a>	Sam	Done
Set an incoming nickname: <a href="mailto:sponsorship@durhamengineeringsociety.com">sponsorship@durhamengineeringsociety.com</a>	Sam	Done
Update the Exec Page (a reasonably respectable photo of Nick is required)	Sam, Nick	ASAP

#### ELECTION OF DUES

EVENTS COORDINATOR  
(2) 08/09

SECRETARY

<b>DISCUSSION</b>	The Engineering Society has acquired something of a reputation for its lack of 'fun' external visits and days out.	
	Our social secretary is working hard to organize our inaugural ball.	
	Our current events coordinator is already working hard to ensure the continuation of the careers events and balancing the books	



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in his secondary role of treasurer.

As such, the society would like to elect a second events coordinator to increase its capacity to organise events.

Mani's hust: "If I am elected DUES Events Coordinator (2) I will organize plenty of fun external visits in the month after exams when there is nothing on and the weather is really nice".

**CONCLUSIONS** Proposer: Victoria Earl Seconded: Samuel Carlisle

On the merit of this fine hust, Manuel Lee was duly elected by general aye: Events Coordinator (2) 08/09.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Setup DUES Google account for Mani: <a href="mailto:events.coordinator2@durhamengineeringsociety.com">events.coordinator2@durhamengineeringsociety.com</a>	Sam	Done
Set an incoming nickname: <a href="mailto:events2@durhamengineeringsociety.com">events2@durhamengineeringsociety.com</a>	Sam	Done
Update the Exec Page (hopefully with a more recent photo than what might otherwise be made available if the webmaster does not receive and email with attached jpeg very soon).	Sam, Mani	ASAP

### SPONSORSHIP WEBPAGE

PRESIDENT

<b>DISCUSSION</b>	The president questioned the existence of the sponsorship page, to which the webmaster replied, "there is a sponsorship page but there are not currently any sponsors".	
<b>CONCLUSIONS</b>	Comments from webmaster: The fruits of the new Sponsorship officer's labours will be published to the sponsorship page via a 'collaboratively edited google doc embedded as a webpage'.	
	This will allow the page to be edited directly without the hindrance and bottleneck of going via the webmaster.	
	This will reduce delay in adding content- this approach has been used elsewhere in the website to great success (Membership page).	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Establish the document on google accounts	Nick	Next Meeting
Give <a href="mailto:exec@durhamengineeringsociety.com">exec@durhamengineeringsociety.com</a> access to edit the document (with the sponsorship officer as the principal owner of the document).	Nick (w/ Help from Sam)	After confirmation that the first action item is complete.

### ROBOTICS FACTORY VISIT (LABMAN)

PRESIDENT

<b>DISCUSSION</b>	The president asked some questions to the exec about the practicalities of such a trip: covering costs of travel, time, date, how many people are going,	
	At this point George Carter strolled past so Ben asked him a few questions.	
	Paraphrase of his reply: Is this a meeting of all of my old tutees or is the DUES? You can visit the factory as long as it is late on a Wednesday afternoon and you give a week's notice. Also be sure to check that the golf is not on.	
<b>CONCLUSIONS</b>	Mani will organise the trip by solving all open questions regarding the trip and giving George Cater one week's notice before confirming that the event is taking place and will also check that the golf is not on.	
	The webmaster seized on this as an opportunity to plead with the exec to use the wiki to help Mani.	



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This will capture everybody's input rather than spreading the relevant information between email inboxes!		
Invites will be resent to all exec's '@durhamengineeringsociety.com' emails.		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Work out the particulars of the trip: how many are going, Coach Prices, date, time, possible clashes. (ask other exec members for help to get this done on time). <a href="mailto:newsletter.editor@durhamengineeringsociety.com">newsletter.editor@durhamengineeringsociety.com</a> (Linzi) possibly has info about coaches.	Mani	Report Next Meeting
Organise the advertisement of the trip to get lots of engineering students to sign up.	Mani	After confirmation that the first action item is complete.
Give the details of the trip to the secretary (Sam) so he can add it to the society calendar.	Mani	After confirmation that the second action item is complete.
Invite the exec to join the wikispaces DUES wiki	Sam	ASAP
Accept Invite to the DUES Wiki and get stuck in	All exec	Once the wiki is up and running.

### DUES INAUGURAL BALL

PRESIDENT

<b>DISCUSSION</b>	The president asked the Social Secretary to explain this event to the exec.	
Durham University Engineering Society (DUES) Inaugural Student Ball on Saturday 14 March 2009 at the Radisson SAS Hotel (Framwellgate Waterside in Durham).		
Student tickets are priced at £45 for DUES members and £55 for non-members. There will be a drinks reception at 7pm, 3-course meal, followed by a band and disco until 1am.		
Tickets have been printed by the Faculty.		
The faculty has suggested inviting the Alumni to join. This would be an excellent way to improve the links with the Alumni.		
<b>CONCLUSIONS</b>	In order to let people know that they can purchase tickets from the school office, it would be beneficial to have a poster outside the reception.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Help promote the ball by inviting friends and staff to attend the Ball.	All exec	Ongoing
Chase up the poster for the ball. Have an additional copy put on our notice board in the old engineering building.	Victoria	Report Next meeting

### SPONSORSHIP OF DUES EVENTS AND PRACTICAL PROJECTS: MICROMOUSE AND DUSC

PRESIDENT

<b>DISCUSSION</b>	Ben: Can the new sponsorship officer obtain sponsorship from companies for DUES events and practical projects: DUSC and Micromouse?	
<b>CONCLUSIONS</b>		
Nick: I will get sponsorship for anyone for anything.		



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The webmaster was overwhelmed and threatened by the enthusiasm of the newcomer.

He will now go back to his cave and make another web service (that nobody will ever use) to make himself feel better.

Ideas for sponsorship of ball: Company logo on menus, Company name in the title, Company featured on posters to advertise the ball.

Victoria: Will chat to friend from IBM about sponsorship.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Contact heads of each project in order to advance. Ask them what info you need to get started.	Nick	ASAP
Collaborate with Victoria to obtain sponsorship for Ball.	Nick and Victoria	14 <sup>th</sup> March 2009 (Date of Ball)
Obtain Sponsorship for DUSC ~£30,000 (all at once if possible).	Nick	Ongoing
Obtain sponsorship for Micromouse.	Nick	Ongoing
Draw up an agenda for the next meeting to discuss your progress	Nick	Next meeting

### END OF YEAR PARTY

PRESIDENT

<b>DISCUSSION</b>	Some info about last year's event: The event was to enable graduating students to say goodbye to their lecturers.	
Some tables were setup on the grass outside the new engineering building.		
The department offered a small budget for the event last year.		
Pizza was ordered in.		
Some alcohol and soft drinks were provided.		
<b>CONCLUSIONS</b>	Last year's event was organized by Chris Brooking. It might be worth contacting him to ask if there was any feedback from the event on how to improve it?	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
None yet		

### FRESHERS EVENT: OCT 09

SOCIAL SECRETARY

<b>DISCUSSION</b>	Victoria Suggested that an event specifically aimed at engineering freshers would help them get to know each other from an early stage.	
<b>CONCLUSIONS</b>	This will be subject to further discussion.	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
Draw up an agenda for a future meeting so that it can be discussed in more detail.	Victoria	The end of the academic year



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MONTH AFTER EXAMS

EVENTS  
COORDINATOR (2)

<b>DISCUSSION</b>	Our new Event's coordinator mentioned that there was not a lot planned in the month after exams.	
It was generally agreed that the weather in Durham is nicest at this time which would favour outdoor activities like paintballing, go-karting, and barbeques.		
The Secretary enviously mentioned that other engineering societies hold garden parties thinking: "Wouldn't it be nice to have cucumber sandwiches and Pimms of a sunny afternoon after exams?"		
The president replied "That would be great, we just need to find a garden"		
<b>CONCLUSIONS</b>		
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
Identify suitable gardens for garden parties.	All Exec	ASAP
Draw up an agenda for the next meeting to discuss your progress	Mani	Next meeting