I. Attendance – Bhavana Sikka, Christine Kwon, Chong Ding, Brian Hawkinson, David Keith, Shashwati Kasetty, Chris Foster, Jeremy Marks, Deep Shah, Katie Peterson, Megan Nix, Martin Gawecki, Benjamin Kwon, Henry Vu, Lindsay Yee, Jesse Banuelos, Charles Ma, Helena Chiang, Giovanni Denina

II. Guest Speaker: Manya Jiannino, Stress Busters
   a. New program through the Counseling Center to help with stress management
   b. Trained students available to talk to students about how stress works, how it affects the body, how to manage it, relaxation techniques
   c. 10-15 minute sessions (multiple sessions available)
   d. Biofeedback session also available through the Counseling Center
   e. Contact Manya (manya.jiannino@ucr.edu) if you are interested in hosting a session for your organization

III. ASUCR Senate Elections
   a. COE Candidates – Jolan Abaquin, Naubahar Agha, Shruthi Bala, Joseph Clift, Chong Ding, Dalia Eldessouky, Robert Rivas, Eddie Rocha, and Deep Shah
   b. Elections are THIS WEEK (www.elections.ucr.edu) and everyone should vote either online anytime or at the Belltower during the day

IV. Can-Struction Updates
   a. The Riverside Art Museum is organizing a Canstruction Competition within the Riverside area (http://www.canstruction.com/indexn.html, http://www.riversideartalliance.org/)
   b. If you are interested in participating on April 24th or 25th, contact Nikki Kinsinger (nkins001@student.ucr.edu)
   c. UCR's team is featured on: http://www.engr.ucr.edu/NewsSystem/2007.shtml
   d. Projects will be on display at the museum for about a month starting April 26th

V. End of Year Banquet and Ball
   a. Tentative Date – Friday, June 1st, 2007 (Week 9)
      i. Contact us within the next week if you have a strong objection/conflict with this date
      ii. We'll check with the SRC to ensure that this date is available
   b. Possible Locations:
      i. General consensus is to hold it at the Student Rec Center (convenience, cheapness)
      ii. Send in ideas for alternate locations if you have them
   c. Committees (listed as Committee Head, Organization)
      i. Invitations/Registration – David Keith, IEEE
      ii. Advertising: Brian Hawkinson, AIChe
      iii. Decorations: TBA, SWE
      iv. Food: Shashwati, N/A
      v. Program: TBA, TBA
      vi. Slideshow & Videography: ACM (tentative), Giovanni, Allen
      vii. Corporate Sponsorships: Lindsay, (volunteers: Giovanni, Charles, Chris Foster)
      viii. Entertainment: Chris Salam (tentative)
      ix. Logistics: MEGSA (tentative)
   d. Committee heads: we need to know who will be the committee heads for each committee that is being taken care of by an organization by the end of the week
      i. This year, we would like to have all organizations involved in the planning and execution of the event, even if they have other end-of-year activities
      ii. If you are interested in taking on the leadership for this event, whether the overall organization or a committee leadership role, please contact us ASAP
Suggestions and Notes:

i. Entertainment between portions of the program and more of them

ii. Last year setup of tables/chairs and catering were very expensive and tickets were heavily subsidized. This year we don’t have as much funding, so Lindsay is going to look into alternate locations and corporate sponsorship.
   1. Ideas: sponsors page on the website and/or in the printed program, allowing corporations to sponsor individual awards, etc.
   2. This year we will also need to charge more for tickets (around $20)

iii. We should have rehearsals for the speeches in advance this year to ensure people know what they are going to say and stay within time limits

iv. Publicity
   1. Possibly an ad in the Highlander?
   2. Fliers with a “Superseniors” comic on them
   3. Susan Knight heads the college’s PR; contact her to get info about events out

v. Make the cutoff date for ticket sales earlier to make working with the caterers easier

vi. Suggest a special name and/or theme for the event

f. There will be a meeting to plan details on Thursday at 1:00 pm in the club room; all committee chairs should try to attend, as well as those who would like to be heavily involved or have ideas for the event.

VI. Officer Transitioning

a. LC Nominations (deadline is Monday, April 23rd)
   i. Chair:
   ii. Vice Chair of Internal Affairs: Katie Peterson
   iii. Vice Chair of External Affairs:
   iv. Secretary: Andrea Coba (not present), Bhavana Sikka, Jason Bentley (not present)
   v. Treasurer: Helena Chiang, Benjamin Guan, Deep Shah
   vi. Webmaster: Jesse Banuelos

b. Elections will be Monday, April 30

c. Officer Transition Workshops – Dates/Times
   i. It’s important that all organization officers attend these workshops—lots of useful resources and topics will be covered
   ii. These will be held after all orgs have had elections and we will hold them on two different days/times so that more will be able to attend
   iii. Suggested Times: Mondays at 6pm and Tuesdays/Thursdays after 5pm

VII. Discover Days

a. 4/21 is the BCOE Discover Day (We need to be there from 10am - 1pm)
   i. Have at least one person from your organization there at each event
   ii. Bring projects/posters/any other displays, please bring them

b. This year, department representatives will be interspersed with the organization displays

c. Volunteers may be given a food coupon for a meal from the commons to thank you for your participation

d. Each organization should email coelc@engr.ucr.edu with the name and email address of their volunteer(s). Don't confirm directly with Jolene Tuz.

VIII. Other Business

a. End of Year Reports – will be due around week 7 (exact date TBA)
   i. Resources are available on the website (format, past examples, etc.)
   ii. Format will be the same this year as it was last year
   iii. All organizations must have their members log in to the Symplicity system to confirm that they are members by Friday, April 20 - all you have to do to confirm your membership is log in and click on the group(s) that you are a member of.

b. The Career Center will be hosting a Career Fair this Wednesday evening at 4:30pm in the Student Rec Center
c. IEEE will be holding a Merit Badge day for Boy Scouts on Saturday, 05/12
   i. IEEE will cover the EE badge sessions
   ii. If your group would like to sponsor merit badge sessions for your particular areas of expertise or would like to volunteer for an event, please email David Keith (ieee@ee.ucr.edu)
   iii. There will be a training session ~1 week before the event for all volunteers

d. SWE will be holding mock interviews at the Career Center Wednesday, May 2\textsuperscript{nd}, 6-8 pm.
   i. Actual industry recruiters will be present so this is a good networking opportunity
   ii. 20 minute interview slots are available, email SWE (swe@engr.ucr.edu) to sign up