I. **Attendance:** Martin Gawecki, Nikki Kinsinger, Jesse Banuelos, Bhavana Sikka, Helena Chiang, Marcus Tang, Chong Ding, Christopher Salam, Angello Pozo, Giovanni Denina, Deep Shah, Luis Ordonez, Madison Holsinger, Katie Peterson, Megan Nix, Lindsay Yee, Shashwati Kasetty, David Keith, Penn Tasinga, Jeremy Marks

II. **Leadership Council Elections**

   a. Candidates (winners highlighted)
      - Chair: **Katie Peterson** (BMES)
      - Vice Chair of Internal Affairs: **Angello Pozo** (IEEE)
      - Vice Chair of External Affairs: **Madison Holsinger** (BMES)
      - Secretary: **Andrea Coba** (SWE), Bhavana Sikka (SWE), Jason Bentley (TBP)
      - Treasurer: **Helena Chiang** (SWE), Deep Shah (IEEE) (withdrawn)
      - Webmaster: **Jesse Banuelos** (ACM)

   b. ASUCR Election Results: Deep Shah and Chong Ding, congratulations!

III. **Officer Transition Workshops**

   a. Tuesday, May 1st, 2007 @ 5:00 pm in A171 (CANCELLED)

   b. Monday, May 8th, 2007 @ 6:00 pm in A265 (not A256 as listed in the agenda)

   c. Please have all old and new (especially new) officers and any others who are interested attend this workshop; Student Life and Thomas Dake put on this special workshop just for us, and we want to make it worthwhile for everyone.

IV. **Other Business**

   a. End of Year Reports (due May 18th, 2007) – start working on them now! There are many resources available on the website.

   b. Can-Struction Update: Team members built for many hours last Tuesday-Thursday. Their design took the prize for “best use of labels.” The structure used ~5,000 cans and can be viewed at the corner of Lime and Mission Inn at the Riverside Arts Museum.

   c. Discover Days:
      i. Volunteers for past Discover Days: the department wants to thank all volunteers. The participation was highly successful and COE enrollment increased heavily after the COE Discover Day.
      ii. Future dates (we need volunteers for these days as well):
         1. Saturday, May 12th (for high school juniors)
         2. Saturday, May 19th (for high school juniors)
         3. Saturday, June 22nd (for transfer students)

   d. If you're interested in participating in Boy Scouts merit badge day, please speak to David Keith ASAP (especially need non-electrical and computer representation)

V. **End of Year Banquet and Ball**

   a. Date/Time/Place
      i. June 1st, 2007
      ii. 6pm (doors open at 5:30)
      iii. Student Recreation Center
b. Program: ~45 minutes
   i. Will have people rehearse speeches to keep them short
   ii. Everything will be scripted to make sure everything is within time limits and is clean/respectable/etc.
   iii. MCs: Chris Salam and Penn Tasinga
   iv. Tentative plan:
       1. 5:30-6:00: Band(s) playing, socializing
       2. 6:00: Speech/welcome from Chancellor: 5 mins
       3. Food serving (either buffet-style or at each table)
       4. Each club will have 1 minute unless otherwise requested (SWE, IEEE asked for 2 minutes) and a max of 2 people per organization
       5. Organization slides will be in the background as the organizations speak (very simple, just the name/logo/maybe a picture, nothing very cluttered)
       6. Performance/entertainment (to be determined by entertainment committee)
       7. Dean will speak and announce awards at the end (around 6:45)
       8. Performance/entertainment after program, before games/ball

c. Entertainment:
   i. After the program, we'll have a ball and games as last year (and possibly demos i.e. the HPV)
      1. TBP will be in charge of games (board games, cards, etc.)
      2. Mock Casino:
         a. **Martin has a friend going through dealer training, will ask if he and his classmates can come down and “practice” for our event
         b. Need someone to bring chips
         c. 5-10 tables
         d. Games: blackjack, poker
   ii. COE band(s) (determined by Chris) will be playing as people come in
   iii. After the evening program: Have a dance performance/lesson/etc.
   iv. Possibilities: 909, Salsa Club, Dancesport, Taiko drums, bands

d. Layout:
   i. Tables will be arranged in a U-shape around the area from which peeps will speak, dance area behind (using two courts, third one screened off)
   ii. After dinner, centerpieces will be removed and dinner tables will be used for games

e. Dinner
   i. Tentative caterer: Sevilla (formal, expensive but getting a good deal)
      1. Other caterers have to be pre-approved by campus
      2. If you have suggestions that are approved, please email us
   ii. For logistical/financial reasons, we'll be using fancy but disposable plates, flatware, and napkins
   iii. Can have some volunteers rolling flatware within napkins to make it look “fancier”

f. Budgeting: Do not set any prices or make any financial decisions/commitments without first talking to Lindsay!

g. Other:
   i. This year the event will be advertised as semi-formal as opposed to formal

h. Email planning lists
   i. There will be two tiers of lists:
      1. Executive Committee (committee chairs and others who would like to be heavily involved) for the discussion of all aspects of planning
      2. General planning list for discussion of issues that need to involve volunteers
   ii. Get your information (and the information of your committee volunteers, if you are a committee chair) to us ASAP to be added to the list(s). Indicate whether you would like to be on both lists or just on the General planning list.
i. Theme/decorations: Summer Solstice
   i. Colors: orange/red
   ii. Decorations: flowers, candles, etc.
   iii. Can't use: helium balloons, confetti/glitter

j. Event name:
   i. Ideas: “Engineering Extravaganza,” “Bourns Ball,” “Bourns Bash”
   ii. Will leave this up to SWE/BMES

k. Tickets:
   i. Need design by this Friday (IEEE)
   ii. IEEE will forward design to BMES (Program) and AIChE (Advertising)

l. Co-hosting:
   i. All co-hosting organizations take charge of a different aspect (i.e. decorations, tickets/programs) and pay for that from their own budgets
   ii. If you are exceeding your budget and need assistance, contact the LC and we'll see what we can do