

October OSA Business Meeting - 12/18/03

Location Pastaficio's (an Italian Restaurant)

Campus Square (see Lehigh website)

Meet at 5:00 with business to begin 5:30

Agenda:

Introduce All

Any Correction or addition to meeting minutes - Bill
proposed change to Tues format

Seminar Schedule - review and revise (see attached) - Jeff
review schedule and complete
esp Jan talk - time and snacks?
additional business meeting in Jan ?

Website status Dao or Ron
- support plan for updates to schedule etc. on website
maps and direction for each location ?
local conferences & other goings-on ?

Complete Activity Grant 2003 Report - due Jan 15 Dao

New Activity Grant Proposal for 2004 - due Jan 15 Bill

Open positions (emailings, etc.)

School talks -
where to next - committee ?

Next Meeting - arrangements and location Bill
poss topics -
Science Fair Awards
School talks
Plan for new officer nominations
Membership improvement ideas - Dao

Check any outstanding AIs

New Business

Thanks for attending!

Bill

AIs remaining from last meeting:

AI: Jeff will talk w Tom re lunchtime tour for OSA members at Lehigh open house in May.

AI: Ernie will advise PJAS no longer contributing.

AI: Ken will lookup past record to see who gets the PJAS check due for last year and send it.

AI: Bill will contact Berks Science & Eng Fair for Sponsorship at \$200

AI: Dao agreed to be liaison for the Lehigh Science fair; he has the old contact.

**AI: Dao will also notify the OSA of our change in officers, with email addresses.
(done fpr Bill)**

AI: Dao indicated that he will work with Ron and is willing to take on the responsibility if Ron's new job precludes his participation.

AI: Ken will make provide Bill with a map for use on the email announcement.

(Nov. meeting cancelled but wouldn't hurt to have ready for the next non-speaker meeting)