

## **ITS Officers' Meeting Minutes**

### ***The University of Texas at Austin***

**Date:** Wednesday, September 13, 2006

**Time:** 1:00-2:00pm

**Present:** Nick Lownes, Naveen Eluru, Jason West, Aristeidis Pantelias, Aarti Kapur

---

#### *ITS Activities*

- Send out announcement email about the upcoming elections (tentatively first week of Nov) and the requirement to be a part of ITS to participate
- Elections:
  1. Old officers to decide on retiring or continuing with their posts
  2. People must be communicated beforehand about the responsibilities of each of the position of ITS
  3. Voting must be restricted to ITS members, and nominations must also be taken from them only

#### *Speakers*

- Nick to send out announcement email about recently visiting speakers
- 9/22 10:30 4th floor conference room, Greg Hatcher, Mitretek – Nick to arrange for cake and drinks after the lecture
- 1<sup>st</sup> week of October – Mike Dreznes, IRF speaking – Aarti to arrange for room and snacks, Nick and Aarti to follow up on the speaker and finalize a date
- Linda Dupree – Ask ITE if would like to call?
- 11/10 – Samer Madanat, Director, ITS – We would like to invite him as a part of our Distinguished Speaker series – Aris to enquire about his availability from Feng

#### *Other administrative activities*

- *ITS website* – Aris to ask some guy in Dr. Zhang's lab for possible help with the website
- *Membership list* for Fall – 22 + 4 (not updated in database as yet) members as of now.
- Continue the *membership drive* for this month. Jason to enquire about putting poster on common notice board, Aris to make "Join ITS" flyers.
- November 19, '06 – *ITS, Texas* meeting – Jason to enquire about fees for attending
- Keep a check on expenditure as no more sources of funds available now, Nick to try to get check from ITS, Texas