Mechanical Engineering Alumni Network  
January 15, 2010 Meeting Minutes

This was the third meeting of ME-AN.

In Attendance: Jennifer Clarke, Steve Frykman, Marco Gatti (remote), Nick Haupet, Jason Hillesheim, Nancy Johnson, Uwe Kortshagen, Kent Larson, Tom McEvoy, Dale Nugent, Rich Ramirez, Jim Rutzick, Liz Stadther

Discussion:

Centered around Communication, Membership, Mentoring and Events.

Marco suggested we need a means of consistently informing alums of the purpose of the group as a recruiting tool. We need to be able to answer “why?” someone would want to get involved. Other communication opportunities identified: How to use the resources of ME-AN and IT to find a mentor, General appeal to ME-AN membership to help us grow, Promotion of Specific ME-AN Events.

Starting a Linked Group for ME-AN as a means of recruiting members was discussed. Uwe inquired about how LinkedIn operated and whether it was truly the right tool for recruitment. It was suggested if we do start a LinkedIn group that we should develop a good step by step guide on how to join – especially for those who have not used LinkedIn before. Many members of the board were passionate that LinkedIn would be a good tool to communicate with members; with the ability to “push” information, automatically maintain a membership list, and act as a strong augmentation to an ME-AN web-site. A logo would be nice to have to start a LinkedIn group. We also need a designated coordinator – Nancy and Jennifer volunteered that they had access to information that can validate whether someone is an ME Alum.

Several members at the meeting were pushing for clear path to connect mentors with others in the network. Two mechanisms seem to be logical at this point. Clearer communication of the Mentor program that already exist within IT and using the potential LinkedIn presence as a means to uncover those willing to mentor – particularly for alumni mentees. A program for matching alumni mentors and mentees should probably be given more thought at a future meeting.

Many alternative events were discussed as a means of providing a benefit to involvement; giving alumni an opportunity to network, stay connected with the department, and perhaps learn something along the way. Alternatives reviewed included: A booth presence at Science and Engineering Day (February 23), an ME-AN activity on ME Day (April 28th), Visit to 3M Innovation Center, Presentation of Solar Decathlon House, Presentation by Engineers without Borders. The group decided to pursue an event centered around the Solar Decathlon House, hosted at Walter Library on March 2nd or March 9th.
**Action Items:**

**Communication**

Simple flyer to be developed to introduce ME-AN to alumni, including purpose and appeal for participation

- First Draft to be Developed by Uwe and Nancy and then run by Don Hewitt and Dale
- Marco Gatti file from December has some good material under “why participate?” that may be used. Web-site also has good content to pull from.

**Membership**

Nick agreed to draft a logo design for a LinkedIn site. This is the only thing we urgently need to start a LinkedIn group.

Kent, Steve, Jason, and Nancy (validator) agreed to work on starting and keeping the LinkedIn Group vital.

Dale will review with a friend who manages a LinkedIn group the various tools that are available to the facilitor/administrator. Can a team of facilitators participate in the group? Will forward points learned summary to ME-AN committee members.

Everyone – try to recruit five alums; you don’t need to wait until the flyer and LinkedIn site are up.

**Events**

Jennifer will check for the availability of Walter 405 on 3/2 or 3/9.

Nick has worked previously with Solar Decathlon presenter and will try to make contact with them.

Next Meeting will be 2/12/2010; Jim Rutzick will communicate details closer to the date.

Prepared by Dale Nugent