

**Material Advantage Chapter of Excellence Application  
University of Illinois at Urbana-Champaign Chapter  
Fall 2015 – Spring 2016**



*Fall 2015 – Spring 2016 Executive Board*

*Front Row (from left):* Sean Murray (Professional Chair), Alexander Trick (President), Alyssa Togliatti (Vice-President), Andres Velarde (Treasurer)

*Back Row (from left):* Mitchell Schroeder (Freshman Representative), Nick Palcheck (Electronic Materials Rep), Kai Wells (Ceramics Rep), Devon Papanicolas (Service Chair), Chris Miller (Social Chair), Adam Brown (Junior Rep), Rangarajan Thiruvengadam (Sophomore Rep), Ian Harris (Secretary), Anisa Nuanes (Biomaterials Rep), Kim Campbell (Metals and Polymers Rep)

## Chapter Overview

The Material Advantage (MA) chapter at the University of Illinois plays a critical role in every aspect of student life within the Materials Science and Engineering (MatSE) Department. Our chapter acts as a liaison between students and the faculty; a resource for help in the classroom and with career planning; a provider of mentorship for underclassmen; and a channel through which MatSE students can meet, form friendships, and create a tightly networked community. We aim each year to provide a diverse array of events that cover academic, professional, social, and service topics that welcome all students to a friendly and inclusive environment. All events are paired with food, too, so students struggling financially have the opportunity to eat free meals that pay for the membership fees themselves.

Members of the executive board range from all concentrations and years in the department curriculum, while our members include any student that is interested in materials science. Our board's unique positions are divided into categories—Social Chair, Professional Chair, Service Chair—in order to produce thoroughly planned events within each category with a focused purpose. In addition, this year we continued to incorporate class representatives—Freshman Rep, Sophomore Rep, Junior Rep—to ensure a continuing tradition of a strong executive board with abundant experience in successful execution of events. Specialized positions on our board have been created to represent each of the MatSE concentrations—ceramics, metals, polymers, electronic materials, and biomaterials—such that our executive members have a diverse range of backgrounds and expertise to form a knowledge base that may be helpful for whichever topics or career paths desired by our general members. We have general members from other majors within the Engineering Department, such as Mechanical Engineering, Nuclear Engineering, or Engineering Physics, who are welcomed into our community as equally as the MatSE students.

Our chapter is an integral part of the MatSE Department at Illinois. Without MA, MatSE students would have no organized way to communicate concerns to the faculty, network with Illinois MatSE alumni, or take a well-deserved break at the end-of the year BBQ. The presence of Material Advantage at Illinois transforms us from a department into a caring and cooperative community.

## Fall 2015 – Spring 2016 Programming Calendar

<b>Date</b>	<b>Event</b>	<b>Category</b>
August 26, 2015	E-Night	Publicity
September 6, 2015	Sunday Sundaes/Resume Review	Career Development
September 8, 2015	GE Aviation Tech Talk*	Career Development
September 19, 2015	iHelp Service Volunteering	Service
September 21, 2015	Destination Technology (DT)	Service
September 24, 2015	Clorox Tech Talk	Career Development
September 28, 2015	Sustainable Farming Volunteering	Service
September 29, 2015	All Things Freshmen Should Know	Mentorship
October 2, 2015	Ice Skating	Social
October 4-6, 2015	MS&T	Chapter Development/Academic
October 10, 2015	Tie Dye on the Quad	Social
October 13, 2015	Freshmen Elections*	Chapter Development
October 17, 2015	DT: Renewables	Service
October 22, 2015	Internship Panel	Career Development
October 24, 2015	Curtis Orchard	Social
October 27, 2015	Trivia Night	Social
October 28, 2015	Pumpkin Carving	Social
November 2, 2015	Boeing Site Visit	Career Development
November 10, 2015	Meet Professor Huang/Course Advising*	Academic
December 5, 2015	Gripe Session	Departmental/Social
December 9, 2015	Game Night	Social
February 2, 2016	Matlab Workshop*	Academic
February 8, 2016	Interview Workshop	Career Development
February 16, 2016	Student-Faculty Auction	Departmental/Social/Fundraising
February 20, 2016	Laser-Tag	Social
February 21-27, 2016	E-Week	Social
March 11-12, 2016	Engineering Open House/DT	Service/Fundraising
March 13, 2016	Kinetics Midterm Study Session	Academic
April 9, 2016	DT	Service
April 12, 2016	Elections*	Chapter Development
April 16, 2016	Alumni Board Meeting	Departmental
April 17, 2016	Student-Faculty Volleyball Game	Social
April 23, 2016	Student-Faculty Basketball Game/ Keane-Kriven Dinner	Social
April 26, 2016	Gripe Session	Departmental/Social
April 27, 2016	Graduate School Panel	Career Development
April 30, 2016	End of the Year BBQ	Social

Events marked with an asterisk (\*) indicate that the event also served as one of the monthly general meetings at which upcoming events were announced.

## 1. Programming

The following provides a chronological summary of events and activities organized by our chapter for the 2015-16 academic year. Additional details of each event are discussed in the succeeding sections.

### *August – September 2015*

Many of our activities this year were targeted towards underclassmen MatSE students who needed more assistance in finding their way into the right courses, internship/career options, and connections with MatSE students. Developing a younger community helps foster the importance of Material Advantage in the lives of students early on, allowing them more time to increase participation within the club and give back by providing the same aid as juniors and seniors that they were given as freshmen and sophomores. This emphasis on mentorship was put into action with our reinstated MatSE Mentorship program in which freshmen were paired up with upperclassman MatSE students as a resource for learning about anything from careers to classes to life in Champaign, IL. The mentorship program is discussed more in Section 5: Chapter Management.

To initially spark the interest of new MatSE students, members of our executive board visited the freshman Introduction to MatSE class during the second week of school to advertise our first events and chat with them over lunch. Our first event was a “Sunday Sundaes” resume review session on September 6<sup>th</sup>, in which senior members of MA reviewed the resumes of underclassmen, or helped them build a new one, in a casual environment accompanied by ice cream sundaes to beat the still baking summer heat. This resume session was particularly helpful for many of the students given that two career fairs would follow in the coming weeks. During this session, the newly minted freshmen were also able to ask about any other advice that would aid them navigating the enormous campus filled with endless opportunities.

The following Tuesday, September 8<sup>th</sup>, we held our first general meeting for all MatSE students. Each month featured a general meeting, typically scheduled on the second Tuesday of the month, at which upcoming events were announced followed by a tech talk or workshop. An Illinois alum, Andy Powell, from GE Aviation headlined the September general meeting, which was heavily advertised using pamphlets distributed to the freshman class since GE was hiring explicitly for freshmen interns—a definite rarity in the scope of the campus career fairs. Andy’s assistance was garnered from our close connections with the alumni board. His talk centered around his use of materials science concepts, such as superalloys and the mechanics of composites, in the design of state-of-the-art jet turbines. After the talk, Andy collected resumes from the freshmen, a privilege that would have otherwise warranted a student’s time waiting in the long lines of the career fairs.

We continued our focus on freshmen with an event titled “All Things Freshmen Should Know.” This consisted of a presentation containing a compilation of tips and resources that upperclassmen in MA wished that they knew about as freshmen. Before and after this event, we held primarily service and social events to demonstrate our dedication to the community around the university and give new students a chance to meet MA regulars and learn what our club stands for. Service events included volunteering at the campus wide iHelp volunteering day, working at the local sustainable student farm, and visiting middle school students in Peoria for Destination Technology.

### *October 2015*

Many social events were planned for October since the academic workload escalates at this time and students need a break from their studies for their mental health. Perhaps our largest social event was

the ice-skating night on October 2, 2015. Our MA chapter purchased skate rentals for approximately 70 MatSE students who attended the ice rink that night. It introduced the underclassmen to a resource available to all students throughout the year and provided a lighthearted environment for students to blow off some steam and reconnect with MatSE mentors. Other social events included Tie Dye on the Quad, a visit to an apple orchard, a Jeopardy-style trivia night, and pumpkin carving around Halloween.

In addition to our social events, 13 of our members attended the Materials Science and Technology (MS&T) conference in Columbus, Ohio. There we supplemented our education with talks covering ground-breaking research in all disciplines of materials science and shared ideas with MA chapters from other schools about how to improve our clubs. Our chapter travelled with the UIUC Keramos chapter and aided them in the design and implementation of the ceramics made for the mug drop and disc toss competitions. One of our members, Sean Murray, won our local student speaking competition, so he participated in the speaking competition at MS&T and tied for third.



*UIUC MA Chapter at MS&T 2015 in Columbus, OH*

The Freshman Representative was elected on October 13. We received eight applications from our freshmen class, so we had to screen them down to three candidates for the first time ever since the Freshman Rep position was first implemented, which we believe speaks to the effectiveness of our outreach to freshmen. This position acts as a source of publicity to the freshmen class as well as a feeder position into higher leadership roles by exposing students early to the workings of the club.

#### *November - December 2015*

Our chapter started off the month of November with our annual Boeing site visit. This year we expanded our society reach by co-hosting the event with members from the honors society, Tau Beta Pi, though our President and Professional Chair handled all of the travel arrangements and contacts. We transported eight students to the Boeing facility in St. Louis, MO where we chatted with alumni about the technology being developed and what working as an engineer at Boeing was like.

The following week on November 10, we held our general meeting in which we introduced a recently hired professor, Dr. Pinshane Huang, and provided course advising for students signing up for classes for the following semester. Dr. Huang gave a fascinating talk presenting the gist of her research on imaging 2-dimensional glasses, and the course advising was organized by dividing into groups led by each concentration or class rep.

As the year came to a close, we held two more events: the end-of-semester gripe session and a game night. In the gripe session, we invite students to complain and provide criticism about their coursework, which we then compile and present to the department head to reform the curriculum for the following year. The game night was held on the last day of class before finals to give students a rest to rejuvenate before studying and say goodbye to classmates before winter break.

### *February 2016*

To start the spring semester, we provided a Matlab workshop for students entering into MSE 206, the mechanics of materials course. The course was testing out a Matlab component, and because the students lacked experience in Matlab, the workshop gave members a quick overview of the software to ease the transition and give them another tool in their arsenal. Like the fall semester, the spring starts out with another batch of career fairs, so on February 8<sup>th</sup> we organized an interview workshop to prepare students for getting an internship or job. Next, we held the student-faculty auction in which we auction off tickets to events that mingle faculty members with the students, such as the student-faculty volleyball and basketball games, or rock-climbing with Professor Shoemaker. February ended with participation in E-week, a weeklong celebration of engineers during which groups of engineering students compete in various physical and mental challenges to win the most points. Material Advantage was represented at E-week by two teams.

### *March – April 2016*

The weeks leading up to March were filled with preparation for Engineering Open House (EOH), a campus wide event that attracts up to 20,000 visitors each year. Our Material Advantage chapter is in charge of organizing the exhibits in the MatSE building targeted towards pre-college students to inspire the next generation of engineers. During EOH, we also give tours around the whole campus to middle school students as part of the Destination Technology program in Peoria, IL. We made another visit to the Destination Technology students in Peoria on April 9<sup>th</sup>. There we presented three science demos on the theme of “Energy.” We sell cotton candy and describe the materials science behind its synthesis (i.e. similar extrusion techniques that have been used to make insulation in homes and is now being investigated by biomaterials research groups to make polymeric tissue scaffolds) during EOH to raise funds for our chapter.

April included the MatSE volleyball and basketball games that promoted interaction between students and faculty in a relaxed environment. Several of our board members also attended an on-campus meeting with Illinois alumni to discuss methods to make the alumni more available as a resource for students to learn about job opportunities and tips to make their education applicable to the real world industrial and academic settings. Next year, we plan to host our resume review sessions as well as a luncheon during that times that alumni are visiting campus to support more student-alumni interaction.

The final events of the semester consisted of the spring gripe session, with the same purpose as the one held in the fall, and a BBQ open to all MatSE students.

## 2. Career Development

As previously mentioned, much of our career development events were targeted towards the underclassmen to allow them access to early opportunities to make securing that first internship and subsequent employment easier. These events started with a resume review in a social context with ice cream sundaes. As a freshman, it can be intimidating to approach the workers at the career office, and the career office typically provides very general feedback which does not cover what to expect from recruiters looking for MatSE students. By altering the resume critiques into a friendly session with other students who have landed jobs and internships, we provided a more comfortable environment that guided around 20 freshmen and sophomores through the resume process.



*Professional Chair, Sean Murray, leads a resume critique session during the resume review event*

Another challenge faced as a freshman is the absence of recruiters seeking underclassmen. We used our connections with GE Aviation to bring an alum looking specifically for MatSE freshmen to hire as interns the following summer. This gave our freshmen a chance to test out their freshly constructed resumes and provided several of them with employment for this summer. Those unable to obtain an offer still gained insight into the possibilities for work as an Illinois MatSE graduate. Learning about the new superalloys designed for the plane engines and the types of problems solved as a materials scientist at GE Aviation may have inspired some students to pursue further education in metallurgy coursework.

Later in September, we invited alumni working at Clorox to present a technical talk. They discussed application of materials science and engineering to improve common household products such as garbage bags and charcoal briquettes. This presentation provided an alternative viewpoint to the standard applications of materials science presented to students in classes that was engaging and highly relatable. It also gave students the advantage of having the chance to talk with recruiters in a more intimate setting.

The following month, as students began to receive offers after interviewing with companies at the career fairs, we hosted an Internship Panel event. A wide range of seven MatSE students sat on the panel and answered questions about the companies that they worked for or the research that they conducted and projects they completed. These students worked at companies such as SpaceX, GE Aviation, Baxter, and Texas Instruments. The goal for this session was to prepare students for the work

that lies ahead during the summer, give tips on how to obtain such positions, or help them make a decision on accepting offers if they cannot decide between multiple companies.

Thanks to our strong alumni connections, we organized a site visit at the Boeing plant in St. Louis, MO on November 2<sup>nd</sup>. A total of eight students attended the visit, where we were received by recent Illinois MatSE graduates that discussed their work and opportunities at Boeing. Attendees learned about the diverse collection of projects that materials scientists are deployed on, and received a thorough tour of the facilities and equipment used to synthesize and test the novel carbon fiber composite materials used for all the new aircraft.



*Members of UIUC MA and Illinois alumni at the Boeing site visit in St. Louis, MO*

To start the spring semester, our chapter held a workshop on how to excel in the interview process after securing a meeting with recruiters using their expertly crafted resumes from the previous semester. We devised four interviewer personalities portrayed by MA upperclassmen members. Members looking to practice their interviewing skills would cycle through the four interviewers, answering a variety of questions presented in multiple formats. A thorough critique of each interviewer's performance was composed and delivered to the students, allowing them to better prepare for the spring career fairs.

In order to address all student concerns in developing a career, we held a Graduate School Panel event at the end of April for the students interested in pursuing further education. The panel consisted of seven senior MatSE students who had recently accepted offers to attend PhD programs across the country. Each member on the panel had a distinct experience and goal for their continuing education, with programs that covered metals, polymers, electronic materials, and even bioengineering. Attending junior members received advice on why, how, when, and where to apply for graduate school that guide them throughout the summer and fall semester through the entire process.



In addition to events, we added a section to our chapter website with a list of scholarships and awards available to students interested in specific careers in materials science. This list included relevant links, eligibility factors, due dates, and award amounts to make applying for these scholarships easier for students experiencing financial hardship. We are also currently collaborating with the Illinois MatSE alumni board to arrange for professional events with students in the fall, such as a resume review session, during their time that they visit to meet with the department. This is part of an ongoing movement to integrate the alumni board with our student body as a source of career mentorship.

### 3. Service

Our chapter's service events were designed to aid the surrounding campus community and promote STEM to budding students in middle schools and high schools. Helping out with campus wide events, such as iHelp and the sustainable student farm, connected us with the broader community of students and residents around the whole university, while our participation in Destination Technology and Engineering Open House allowed us direct contact with K-12 students to promote engineering and inspire underprivileged children to become the next materials scientists.



*Volunteers from our chapter working hard in the fields of the sustainable student farm*

September included several MA events to help the community. The first service event, iHelp, was a campuswide program on September 19<sup>th</sup> in which groups of students were assigned a task in the community to improve quality of life for all Urbana-Champaign residents. The MA team of eight volunteers was assigned to clean up the Engineering campus. After four hours of work, there was not a single piece of trash left to be seen on the campus grounds. Another group of six MA members spent time volunteering to benefit the community by farming for two hours at the sustainable student farm near campus. The food generated by the farm goes directly to residence halls to provide students with fresh, local produce.



*MA members cleaning up the engineering campus during iHelp*

On Saturday September 21<sup>st</sup>, four MA students drove to Peoria, IL to teach approximately 40 6th-8th grade middle school students about science concepts. The service committee worked with Von Steuben Middle School's Destination Technology Program for four events throughout the year including additional trips to Peoria on October 17<sup>th</sup> and April 9<sup>th</sup>. This year's theme of the Destination Technology program was "Energy," which included projects such as designing rubber band cars, studying the effects of temperature on chemical reactions, and learning about renewable energy by making wind turbines.



*Selling cotton candy next to MatSE exhibits during EOH*

Perhaps our largest service event is Engineering Open House (EOH) which took place on March 11<sup>th</sup> and 12<sup>th</sup>. Every freshman in MatSE at Illinois is responsible for presenting an exhibit that demonstrates a concept in materials science. Popular exhibits include demonstrations of levitating superconducting materials, pools of non-newtonian "Oobleck" fluid, and magnetic ferrofluidics. It is our responsibility as a chapter to decorate the MatSE building and arrange approximately 30 exhibits throughout the halls. Our concentration representatives (e.g. metals, polymers, etc) also make their own exhibit based on the type of materials they are specialized in. We design and order our own custom

MatSE t-shirts that are handed out to all exhibitors to wear during EOH, write and perform in an educational MatSE themed movie that is played periodically each day, and ensure that all visitors are enjoying themselves and learning about materials science. During EOH, six of our members also gave tours through all exhibits on campus to Destination Technology students to most efficiently transport them through the buildings to see all the best shows EOH had to offer and answer any questions the students had.

#### 4. Social Activities

Social activities hosted by our Material Advantage chapter throughout the school year are a great resource for materials science students to meet and make memories with other students. By finding ways to connect students to each other, and even organizing social events with MatSE faculty, we have built a friendly community that relies on each other during stressful times that accompany an engineering education.



*MatSE students enjoying ice-skating with MA*

Our first semester contained a wide variety of social events. To take control of the lovely fall weather on campus, a crew of MatSEs on October 24<sup>th</sup> spent the day at Curtis Orchard, which is a local apple orchard just off campus where students can pick their own apples and purchase pies and other treats. Also that month, an evening of messy pumpkin carving (along with spooky Halloween music) and tie-dye shirt making took place on October 28<sup>th</sup> and October 10<sup>th</sup> respectively. The largest event held in October was our Ice skating event that was held at the local U of I Ice Arena. Roughly 70 materials science students were in attendance. In order to prepare students mentally for finals, a game night was held December 9<sup>th</sup> where students brought board games, gaming consoles, and online computer games into one lecture room for an evening.



*Apple-picking at Curtis Orchard*

At the end of both semesters, a Gripe session is held where students are given to opportunity to provide constructive feedback about the classes they have been taking. The information that is gathered is subsequently shared with our department and is seen as a valuable insight into the opinions of the student body. With ~20 students in each attendance each semester, we are usually able to gather critiques of most classes within the MatSE curriculum.



*MA members showing off their pumpkin carving skills*

By selling tickets to events with faculty, or through the auctioning of baked goods and services, our spring student-faculty auction raises money for our society while also bringing students and faculty

together outside of the lecture room. This year's auction was held on February 16<sup>th</sup> and tickets were sold for the student-faculty volleyball game, the student-faculty basketball game, rock climbing with a professor, wine tasting with a professor (21+), and the 23<sup>rd</sup> annual Keane-Kriven Dinner hosted by Professors Richard Keane and Trudy Kriven. Numerous baked goods were auctioned off along with student run events, such as the Peruvian dinner held by Andres Velarde.

The spring semester is host to one of the largest social events for engineers at the University of Illinois called E-Week during the week of February 21st. Student organizations submit teams of either 5 or 10 students that go head to head in evening competitions throughout the week. The team with the most points at the end of the week is crowned the E-Week Champion and retains bragging rights for the year. MA put forth both a 5- and a 10-person team this year and competed against other teams in trivia contests, scavenger hunts, and a mile run.

Serving a similar function as our MatSE Game night, an end of the year BBQ was also held at the Illini Grove on April 30<sup>th</sup> before finals started. A pickup volleyball game was played alongside preparation of various dishes, which included vegetarian options for those with dietary restrictions.

## 5. Chapter Management

### *Executive Board Structure*

<b>Position</b>	<b>Role(s)</b>
President	Oversees all events, Communicates with department, Leads general member and executive board meetings
Vice-President	Assistant to President, Covers for President in his/her absence, Leads organization of EOH
Professional Chair	Leads career development events, Point of contact for alumni and companies
Treasurer	Handles fundraising events and budgets bank accounts, Purchases food for all events, In charge of dues, Assists MS&T trip planning
Secretary	Writes newsletters to update members on upcoming events, Submits event space reservations
Social Chair	Leads planning of social events
Service Chair	Leads planning of service events
Webmaster	Updates chapter website with events, contact information,
Junior Rep	Publicity to respective student classes, Represents classmates in scheduling and planning of events
Sophomore Rep	
Freshmen Rep	
Polymer Rep	"Concentration Reps" - Provide knowledge base for each area, Assist students in scheduling classes and planning for careers in each area, Design and present exhibits at EOH
Electronic Rep	
Ceramics Rep	
Biomaterials Rep	
Metals Rep	

### *Membership*

All events were advertised for all MatSE students, even non-members. Starting in October, only members who had paid dues were eligible to receive food at our meetings, and membership allowed discounts on purchases of MatSE t-shirts our chapter made for EOH and social events. Membership was checked using a programmed spreadsheet into which attendees would enter their school e-mail IDs. MA members were required to e-mail proof of their dues payment to the treasurer, who would then update the attendance spreadsheet's members list.

### *Recruiting*

Recruiting for our chapter started early. One of the first letters incoming freshmen received from the MatSE Department included a message from the President of our MA chapter. This year's letter included a description of our chapter, an invitation to sign up for our mailing list, and a link to request an upperclassman mentor as part of the rejuvenated mentorship program. After the first day of classes, the freshmen were invited to visit our booth at E-night, a fair consisting of booths representing clubs for engineering students, to learn more about our organization. The chapter's presence in the lives of new students was emphasized with visits to the Introduction to Materials Science course for freshmen. Each year during the second week of the course, all available faculty and members from the MA executive board have been introduced to the freshmen students and enjoyed lunch together. During this visit, we described our goals as a chapter and encouraged students to sign up for the mailing list. Over eighty freshmen signed up for our mailing list and 59 freshmen were assigned to upperclassmen mentors in the first two weeks.

### *Mentorship Program*

The mentorship program was a staple of the Keramos chapter in the MatSE Department until it was dissolved 3 years ago due to a lack of Keramos leadership. This year our chapter revived the mentorship program to once again provide incoming MatSE freshmen with a source of support and guidance during the transition into college life. Previous mentorship programs lacked incentives for mentors and mentees to arrange meetings. To kick-start the new program with active mentors, a point system was devised in which mentor/mentee pairs could amass "brownie points" for attending MA events and submitting selfies including both mentor and mentee to the club e-mail. Pairs with the highest score at the end of each month would receive a platter of brownies as their award. Certain events were designed to attract groups of mentors and mentees. For example, the winners of the trivia night received extra brownie points. We hope to continue the tradition of the mentorship program to form a closely knit MA community that integrates both new and old members.



*A collection of "Brownie Points" selfies with mentors and freshmen*

### *Elections*

Elections were held in mid-April to decide executive board members for the following fall. Candidates submitted a single PowerPoint slide for up to three different positions on the board to be shown during the election. All members were welcomed to attend the election. Candidates had 2 minutes to present their case for running for a position followed by 2 minutes of questions from the audience. After all candidates for a certain position had presented, all candidates were removed from the room and the audience discussed candidates. Once candidates had been discussed satisfactorily, the audience voted anonymously. Candidates were limited to holding a single position, unless there were no other available candidates running for one of the other positions.

Before the semester ended, transition meetings were arranged between all current board with the corresponding new board members. At these meetings, the old board members discussed all responsibilities of the position with the new member and handed them an officer report containing a comprehensive description and directions for successful club performance. These transition meetings and officer reports ensured improvement and excellence in programming and planning for the following year.

### *Finances*

The treasurer was responsible for all financial issues. They kept track of all expenses and reimbursements to members who had contributed to the costs of MA events. Our chapter maintains a non-profit bank account for ease of transactions, and a registered student organization account for when we are provided with financial assistance through the university. Major expenses include travel and lodging to the MS&T conference and providing food for each event. Funding comes from both the department and fundraising efforts such as the Student-Faculty Auction and selling cotton candy at EOH. Our chapter raised approximately \$1,500 with additional funding provided by the department. This year, prior to each event, the treasurer budgets a certain amount of our funds with foresight into if such spending is sustainable and what is possible for the remainder of the year. All purchases were suggested by the treasurer were first approved by the President before any action was taken.

### *General Management and Record Keeping*

All records were kept in a shared Google Drive folder available for executive board members. Most documents were available to all committee members, such as board contact information, the projected timeline for events and notes appended to each board meeting agenda. The meeting agenda was especially made available to all board members in order to allow additions to the discussion topics such as event proposals or brainstorming sessions. Important documents that covered the financial details of the club were available only to the President and Treasurer. All room requests for events are recorded in a spreadsheet on the Drive for the secretary to complete and submit to the university clerks. At the beginning of each semester, each class and concentration representative were responsible for filling out a spreadsheet detailing all dates and times for pertinent midterms, such that events could be planned to maximize attendance of all students.

### *Publicity*

The secretary was responsible for e-mailing the members on the mailing list regarding upcoming MA events and opportunities, while the webmaster routinely updated the website with all of this information. E-mails to our members were sent out on an *ad hoc* timeline depending on how many event details were available. Typically event reminders were sent out in a monthly update that summarized the activities at the prior general meeting. Additional e-mails would be sent as reminders the day before the

events. To reach a broader audience, e-mails were also sent out through the department secretary to all MatSE students for our larger events.

### *Participation and Success*

This year's events maintained a regular audience. At the meetings where attendance was recorded, such as general meetings and tech talks, an average of 25 members attended. Conscious action was taken to make each event put on by our chapter meaningful and well publicized. Our chapter also successfully introduced novel events like ice skating (which had more MatSE students attend than any other event in at least the past 3 years), and the graduate school panel session (which lasted a half hour over the planned one-hour session due to engaged MA members asking questions). This year's MA chapter at Illinois completed a year filled with quality events, both new and old, that will attract a continuing contingency of MatSE students and prime the following years of MA for greater success, structure, and improvement.