Business Meeting Minutes

Date: 26 June, 2018
Location: Salt Lake City, Utah

Attendance: Gail Hohner (Chair), Robert Nagel (Chair elect), Jes Kuczenski (Program Chair), Bob Rhoads (Program Chair Elect), Shawn Jordan (Director), Beshoy Morkos (Director), Kim Talley (Director) + 24 Attendees

1. Chair’s greeting, call to order, attendee introductions

2. Chair’s Reports on ASEE Policy Items – Gail Hohner
   a. Code of Ethics for the Conference
   b. ASEE financials (IRS issue resolved, $350K allocated for FY17 & 18 Reserve, ASEE has secured a new line of credit)
   c. ASEE membership (DEED at 893 members with $5 membership fee)

3. Treasurers Report – Robert Nagel
   a. FY 2017 Revenue: $2,914
   b. FY 2018 YTD Revenue: $1,960
   c. Current Balance: $14,485
   d. Current balance on par with FY 2016 balance indicating that dues increases counters new overhead charges on BASS Account

4. Program Chair’s Report – Jes Kuczenski
   a. Panel – 1,
   b. Technical Sessions (5-6 papers each) – 10,
   c. Papers Published – 52,
   d. Business Meeting – 1, and
   e. Social Event -1.
   f. DEED publication numbers on par with prior year publications.
   g. Best Paper Winner: Kristen Bergsman, "The 'Structured' Engineering Design Notebook: A New Tool for Design Thinking within a Studio Design Course"
5. Discussion of ASEE DEED Schedule
   a. 36 papers + Post Card with 15 papers allows for a nearly single track.
   b. Post Card sessions are perceived as valuable by attendees.
   c. Parallel sessions could be very different to allow people options.
   d. Discussion of quality is requested: Information given based on the DEED Paper Guidelines.
   e. Rejection rates are tricky; how close are we to rejecting papers that we would want accepted. See f below.
   f. Parallel sessions vs non-parallel sessions; attendees seem to believe parallel tracks okay if tracks are significantly different themes.

6. Dinner: transitioning to ticketed dinners
   a. Should we subsidize dinner?
   b. Poll of the people is to NOT subsidize the meal.
   c. Just package into conference fee is the general consensus.

7. Other ways to spend DEED BASS Account funds discussed.
   a. Subsidize travel for students in addition to Essay Competition
   b. Award for winners of best papers
   c. Award for student essay winners in addition to travel
   d. Transition the meal to subsidized (see 6.b above)

8. Key Votes:
   a. Program chair award/honorarium funding recommended. Call to Vote: Should we do this? YES. Approval unanimous.
   b. Vote on Bylaws Update: Approval of diversity update unanimous.
   c. Vote on Minutes: Approval of minutes from June 2017 unanimous.

9. PIC II Chair Report – Peter Schmidt
   a. Feedback will be requested on Conference for ASEE corporate; watch for emails requesting feedback.
   b. Request to Peter: Session feedback forms are non-obvious compared to old paper forms; review and improvement desired.
   c. ASEE membership and conference attendance is down from prior years’ conferences.
10. Election of Officers:
   a. Program Chair Elect
      i. Zahed Siddique (zsiddique@ou.edu), sole nominee, approval unanimous
   b. Directors
      i. Kris Jaeger-Helton (bkjaeger@coe.neu.edu)
      ii. Gul Kremer (gkremer@iastate.edu)
      iii. Cory Schimpf (cscimpf@concord.org)
   c. Diversity Representative
      i. Sindia Rivera-Jimenez (rivera.jimenez@eng.ufl.edu)

11. Shawn Jordan recognizes our essay winner in attendance. Essay award winners for 2018 Annual Conference follow:
   a. Graduate division winners
   b. Undergraduate division winners
      Jack Ruggless, Western Michigan University. "Better Integrating of Engineering Design and Analysis into Engineering Education” Trevor Christy, Purdue University. “Creativity Required"