Business Meeting Minutes

Date: 15 June 2015

Location: Seattle WA

Attendees: Susannah Howe (Chair); Peter Schmidt (Secretary/Treasurer); Reid Bailey (Program Chair); Gail Hohner (Program Chair Elect); Bridget Smyser (Director); Shraddha Sangelkar (Director); Gene Dixon (Director); Marjan Eggermont (PIC II Chair); Deb O’Bannon; Vukica Jovanovic, Robert Nagel; Marie Paretti; Janis Terpenny; Renee Rogge; Will Holmes; Paul Jones; Steve Zahos; Cynthia Paschal; Keith Stanfill; Denny Davis; Jim Widman; Daria Kotys-Schwartz

Absent: Glen Livesay (Past Chair)

Meeting Called to Order – 6:22 PM

1) A meeting agenda summary was presented

2) Introductions

- Officer introductions
- Attendee introductions
- During introductions, Paul Jones informed the membership that a CIEC/ASEE conference was scheduled for February 2016, with a significant announcement regarding professional practice of engineering to come.

3) 2014 Minutes

- distributed by email in advance to all 2014 business meeting attendees, and then distributed in hard copy to 2015 business meeting attendees
- moved by Gene Dixon, seconded by Keith Stanfill
- approved unanimously

4) PIC II Chair Report (Marjan Eggermont)

- The chair noted that PIC II is comprised of 11 divisions (including DEED) and one Constituent committee, Military and Veterans in Engineering, which is a pre-division status.
- The chair encouraged members to attend the ASEE Strategic Doing Session, which will help determine the strategic direction of the organization.
• The goal of the Strategic Doing effort is to implement a Network Style organizational structure at ASEE, with focus on cross functional and cross divisional efforts.
• The first example was 2015 – A Year of Diversity.
• The proposal for 2016 is Pre-K – 12, A Year of Action
• As mentioned in the plenary, ASEE in in financial difficulty, with a $1.2 million deficit.
• One root cause of this was loss of institutional knowledge due to personnel turnover at HQ.
• The chair encouraged members to share their concerns with Terri Morse: ASEE Vice President of Finance Terri Morse EO & T Program Director, External Technical Affiliations The Boeing Company P. O. 3707 M/S 11-93 Seattle, WA 98124-2207 Phone: (425)342-5532 Cell: 425-269-2378 E-mail: Terri.F.Morse@boeing.com
• The originally proposed 60% overhead on BASS account expenses has been changed to a 30% surcharge on BASS account income. (Subsequent meetings revealed that this charge may not be applied to membership allocations, more details are to follow in the coming weeks.)
• Internal transfers of monies in ASEE accounts would not be affected by this surcharge.
• Alisa Graham (a.graham@asee.org) has been hired to oversee all BASS accounts. She is stationed at ASEE HQ.
• Expect an email from ASEE leadership with an explanation of the situation in the coming weeks.
• PIC II received “Best Paper” nominees from 7 of 11 divisions.
• Feedback to the PIC II Chair:
  o The ASEE Mobile Phone Session Locator Program works well.
  o Most conference rooms lacked HDMI connectivity. This is the standard video output for most computing devices, especially ones optimized for weight.
  o It appears that little thought was given to sequential session adjacencies. Large distances needed to be covered on foot.
  o A request for transparency on the accounting situation was reiterated.
  o A question was forwarded to the Board: Why does ASEE pay ABET for the “privilege” to oversee accreditation of General Engineering programs?
  o Conference publication deadlines were not communicated effectively.
  o Technical Sessions dropped in Monolith were not removed from the schedule.
  o The web interface had trouble handling HTML characters/commands in text fields of some places. Text boxes showed HTML codes rather than executing them as formatting commands.
  o The request was made to ASEE that Wi-Fi in every space be negotiated from now on in annual meeting venues. One member’s spouse was in the Seattle venue the week before ASEE, and that conference supplied Wi-Fi to all attendees throughout the venue.
  o The new review process seemed to go more smoothly this year.
  o The increased availability of food for attendees is appreciated.
  o A request for ASEE to continue to support non-traditional (structured presentation) session was made. Support for these sessions at this year’s conference was recognized.
Elimination of the publishing fee was a welcome and beneficial change. A request was made that ASEE do more social interaction activities, such as the DEED Run/Walk.

- The membership thanked the PIC II Chair for her excellent service.

5) Reports

- Program Chair (Reid Bailey)
  Sessions / Papers

<table>
<thead>
<tr>
<th>#</th>
<th>Type</th>
<th>% Moving Forward</th>
</tr>
</thead>
<tbody>
<tr>
<td>125</td>
<td>Net Number of Abstracts Submitted (after transfers to/from other divisions)</td>
<td></td>
</tr>
<tr>
<td>94</td>
<td>Abstracts Accepted (31 rejected)</td>
<td>75% abstracts accepted</td>
</tr>
<tr>
<td>58</td>
<td>Drafts submitted (36 not submitted)</td>
<td>61% of accepted abstracts led to submitted drafts</td>
</tr>
<tr>
<td>47</td>
<td>Drafts Accepted (11 rejected)</td>
<td>81% drafts accepted</td>
</tr>
<tr>
<td>45</td>
<td>Final Papers Accepted (2 not submitted)</td>
<td>96% of accepted drafts yield final papers</td>
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<tr>
<td></td>
<td>Total</td>
<td>36% of submitted abstracts accepted as final papers</td>
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</tbody>
</table>

- 7 technical sessions with 35 papers
- 1 poster session with 10 papers
- Special Session: Make-ing Music: Integrating STEM and the Musical Performance with Third Coast Percussion
Co-sponsored 5 sessions
Sponsored/Co-sponsored 3 Workshops

Treasurer (Peter Schmidt)
Financial primer

- DEED has two financial accounts:
  - Operating Account
  - Banking and Accounting Services (BASS) Account

- The operating account is funded by ASEE for operations each year. Funding levels are based on membership totals in the previous June.
- This account covers costs for:
  - Business meeting
  - Miscellaneous conference expenses
  - Best paper prizes
- These are expiring funds, and care should be taken to assure that they are exhausted each year
- This account will incur no overhead or surcharges in the new accounting system to be instituted at ASEE

- The BASS account is non-expiring, and is funded by membership dues and industry or government contributions.
- This account earns interest.
- This account funds discretionary DEED activities such as design competitions and any additional conference costs.
- ASEE has changed their accounting practices to distribute indirect expenses to BASS accounts maintained by each division.

- See previous sections for discussion of accounting system changes.
### Projected Costs (Updated)

#### 2015 Changes to BASS Account

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>2016 Capstone Design Conference</td>
<td>($3500.00)</td>
</tr>
<tr>
<td>ASEE 2014-2015 DEED Membership (Oct - Jan)</td>
<td>$624.00</td>
</tr>
<tr>
<td>Projected DEED Membership (Feb - Sep)</td>
<td>$1569.00</td>
</tr>
<tr>
<td>Workshop Revenue (Projected)</td>
<td>$1000.00</td>
</tr>
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</table>

#### 2015 Changes to Operating Account

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
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<tbody>
<tr>
<td>ASEE 2015 Operating Credit</td>
<td>$846.00</td>
</tr>
<tr>
<td>ASEE 2014 Conference Expenses</td>
<td>($403.76)</td>
</tr>
<tr>
<td>Miscellaneous Expenses</td>
<td>($114.95)</td>
</tr>
<tr>
<td>ASEE 2015 Best Paper Awards</td>
<td>($700.00)</td>
</tr>
</tbody>
</table>
o Actuals

<table>
<thead>
<tr>
<th>DEED Budget Information (as of 6/10/2015)</th>
</tr>
</thead>
</table>
| Opening Operating Account Balance, 2015 - 2016 | $846.00  
| Opening BASS Account Balance, 2015 - 2016 | $21,236.47  

<table>
<thead>
<tr>
<th>DEED Budget Information (as of 6/10/2015)</th>
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</table>
| Current Operating Account Balance | $442.44  
| Current BASS Account Balance | $21,860.47  

- Division Chair (Susannah Howe)
  - Instituted the DEED newsletter, successfully posted each month.
  - Laid the foundation for a new DEED website. As immediate past chair, Susannah will continue with development of the website.
  - The new URL information needs to be communicated to ASEE.
  - The mixer went well, with the raffle, harmonica construction activity, run/walk and bookmarks all a success. These should be continued in the future.

- Rising Division Chair (Peter Schmidt)
  - Continue with newsletter
  - Increase membership in DEED
  - Formalize storage for DEED documentation
  - Bylaws to be reviewed, revised and forwarded to membership for approval via internet voting.

• Nominations for Program Chair Elect were opened.
  ○ Robert Nagel from James Madison University was nominated.
  ○ Nominations were closed.
  ○ Robert was elected via acclamation.
• Nominations for Director were opened.
  ○ Gene Dixon, Shraddha Sangelkar, Bridget Smyser and Keith Stanfill were nominated.
  ○ Gene Dixon withdrew his name from consideration.
  ○ A motion was made to elect these candidates as a slate.
  ○ The slate of Shraddha, Bridget and Keith was elected via acclamation.
• Officers for 2015 – 2016
  ○ Division Chair – Peter Schmidt
  ○ Secretary/Treasurer/Vice Chair – Reid Bailey
  ○ Program Chair – Gail Hohner
  ○ Program Chair Elect – Robert Nagel
  ○ Director – Shraddha Sangelkar
  ○ Director – Bridget Smyser
  ○ Director – Keith Stanfill

6) New Business

• Funding was requested for the Capstone Conference to be held in 2016. Sponsorship benefits were discussed. After discussion, a member moved that DEED participate at the Gold Sponsor Level, with $3,500 to be provided.
  • This was seconded and unanimously approved.
  • A brainstorming session for activities of directors was held.
    ○ Create awards for members who have demonstrated outstanding service to the DEED division.
    ○ Research ways to encourage a design competition or funding opportunity in the area of Assistive Technology.
    ○ Suggestions for special sessions were solicited.
      - Design Thinking
      - Agile Development
      - Making (in association with Manufacturing)
      - Distinguished lectures

• The membership thanked the Division Chair, Susannah Howe, for her excellent service.

Meeting Adjourned – 7:30 PM