



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 Terpenney; 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 is 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:
 - The ASEE Mobile Phone Session Locator Program works well.
 - Most conference rooms lacked HDMI connectivity. This is the standard video output for most computing devices, especially ones optimized for weight.
 - It appears that little thought was given to sequential session adjacencies. Large distances needed to be covered on foot.
 - A request for transparency on the accounting situation was reiterated.
 - A question was forwarded to the Board: Why does ASEE pay ABET for the “privilege” to oversee accreditation of General Engineering programs?
 - Conference publication deadlines were not communicated effectively.
 - Technical Sessions dropped in Monolith were not removed from the schedule.
 - 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.
 - 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.
 - The new review process seemed to go more smoothly this year.
 - The increased availability of food for attendees is appreciated.
 - 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

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

- 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	
2016 Capstone Design Conference	(\$3500.00)
ASEE 2014-2015 DEED Membership (Oct - Jan)	\$624.00
Projected DEED Membership (Feb - Sep)	\$1569.00
Workshop Revenue (Projected)	\$1000.00

2015 Changes to Operating Account	
ASEE 2015 Operating Credit	\$846.00
ASEE 2014 Conference Expenses	(\$403.76)
Miscellaneous Expenses	(\$114.95)
ASEE 2015 Best Paper Awards	(\$700.00)



- Actuals

DEED Budget Information (as of 6/10/2015)	
Opening Operating Account Balance, 2015 - 2016	\$846.00
Opening BASS Account Balance, 2015 - 2016	\$21,236.47

DEED Budget Information (as of 6/10/2015)	
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.

5) Elections of Officers for 2015 – 2016



- 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