

Chemical Engineering Division of ASEE
Executive Committee Meeting
November 8, 2004
11:00 a.m. to noon

Attendees: David Silverstein, Chuck Coronella, David DiBiasio, Robert Hesketh, Nada Anid, Eric Anderson, Kirk Schulz, Richard Davis, Stewart Slater, Ted Wiesner
Daina Briedis, Richard Zollars, Skip Rochefort

Meeting Convened at 11:01 A.M.

1. The minutes from the June meeting were approved with no revisions.
2. Program Chair Reports
 - Jim Henry distributed a proposed program including 10 sessions, one poster session and one lectureship session.
 - Stewart Slater proposed conducting a Green Engineering workshop.
 - Planning of the June banquet outside of ASEE was discussed and dismissed. Skip Rochefort described multiple options at costs ranging from \$25/person for a meal at a pub to \$60/person for a riverboat meal. The riverboat meal was recommended subject to final cost data. The difference between revenue at the ASEE minimum and actual cost will be subsidized by the division from excess funds from last year's banquet. Alternative sites include a pub or a trip to Multnomah Falls. Advertisements including a map are to be distributed by email and at ChED sessions at the Annual Meeting.
 - The executive committee meeting is to be a lunch meeting at the conference hotel.
 - Slater proposed a \$500 A/V allowance for workshops, approved unanimously.
 - Kirk Schultz expressed concern regarding poster session quality, proposed award to encourage participation. A judging committee was formed consisting of Schulz, Rochefort, Nada Anid (Chair), and Richard Davis. The prize will be the following year's banquet fee.

3. Secretary-Treasure Report from Jim Newell was presented by Robert Hesketh.

\$19,548.15 in Bass Account

\$10.88 in Operating Account

Proceeds from division dues averaged \$132/month in 4th quarter.

The newsletter will be distributed after banquet information has been confirmed.

4. Awards Chair Report

Stewart Slater reported that the awards flyer would be redistributed by e-mail following the meeting and provided copies for distribution at the AIChE meeting.

Ted Wiesner volunteered to serve as Awards co-chair. Schulz recommended that the Executive Committee consider nominating members as ASEE Fellows.

5. Membership Chair Report

David Silverstein reported that membership had dropped to 670 (down from 773 one year previous). Flyers were printed and were widely distributed at the AIChE Annual Meeting to recruit new members. Members were encouraged to invite new faculty to become members and to attend the June meeting.

6. New Officer Nominees

Potential nominees were provided to the chair. Wider institutional participation as officers was noted as a significant concern. Richard Zollars will serve as the 2005-2006 chair. Jim Newell was nominated as the 2006-2007 Chair. David Silverstein was nominated as the 2005-2010 Secretary-Treasurer. Kevin Dahm has volunteered as a nominee for Division Director.

7. Web site

An on-line repository for teaching tips and resources in the form of a moderated, threaded, discussion board was proposed. Silverstein will pursue development in possible collaboration with CACHE Corporation to link with the CACHE repository of educational resources.

Daina Briedis will discuss with Publications Board the potential for placing back-issues of CEE online for division members.

7. Summer School Report

Kirk Schulz reported that Washington State University has volunteered to host the 2007 Summer School. After a brief discussion, the committee unanimously accepted Washington State's offer. Schulz will communicate with Washington State representatives to determine dates and additional arrangements.

8. Additional Business

Members of the various awards committees were reminded of their upcoming responsibilities. Briedis will notify specific individuals as to the timing of their activities. Members were also encouraged to consider nominating chemical engineers as fellows. Discussion of an early career award development was postponed to the June meeting.