

**Chemical Engineering Division of ASEE
Executive Committee Meeting
November 13, 2006
Union Square 9 room (4th Floor)
Hilton San Francisco**

Attendees: Chuck Coronella, Randy Lewis, Valerie Young, Steve LeBlanc, Richard Zollars, Don Visco, Polly Piergiovanni, David Silverstein, Nada Assaf-Anid, Il Moon

Meeting convened at 11:12 AM.

1. The minutes from the previous ExCom meeting were approved with minor corrections.
2. Randy Lewis reported that the 2007 meeting in Honolulu was scheduled for June 24-27. Two workshops (Software Integration, Cutlip; HiPeLe, Arce) were proposed. 67 abstracts submitted compared to 42 the previous year. All were accepted for a total of 48 oral and 19 poster presentations across 9 sessions. The ExCom meeting is scheduled for 7-8:15 on Monday, the Banquet 6:30-9:30 PM on Monday, the ChED Business meeting Tuesday 12:30-2:00 (BYOL), and poster session Wednesday 8:30-10:15. The Banquet will be held at the aquarium, with a cost of \$12/person plus catering costs. Casual dress recommended, ticket limit of 80.
3. Joe Schaeiwitz reported by email that the 2008 Banquet in Pittsburgh will be held at the Penn Brewery.
4. David Silverstein reported current balances of \$20,304.35 in the Bass account and \$0 in the operating account.
5. Don Visco raised the question of whether to award plaques for the Best Poster Award as was done in 2006 instead of a complementary banquet ticket as had been previously approved. The change was approved unanimously noting that the division awards a plaque to each individual awardee.
6. Polly Piergiovanni solicited names of individuals who might be interested in running for open division offices, including Chair, Secretary-Treasurer, and one Director position. Names submitted include Margo Vigeant, Kevin Dahm, Adrienne Minerick, Marina Miletic, Nada Assaf-Anid, Skip Rochefort, David Silverstein.
7. David Silverstein reported that the Fall newsletter was distributed including awards information. The Website and Forum are in good shape with noticeable increases in traffic and participation on the Forum.
8. Steve LeBlanc reported that the Summer School will be held July 28-August 2. There will be 22 sessions, with 35 slots rotating 5 at a time. A brochure will be distributed end of year to department chairs with preliminary program details. Skip Rochefort will run a ChE car competition. Richard Felder will lead an Effective Teaching Workshop on Saturday. Outdoor activities will be scheduled for Sunday.
9. David Silverstein distributed copies of the revised bylaws approved at the June meeting. The changes were submitted to ASEE Membership November 6, 2006.

Meeting adjourned at 12:07 PM