

WIED Teleconference Agenda, November 5, 2013

Minutes to be taken by Sandra

Attendees: Kristen, Donna, Debbie, Adrienne, Sandra, Beth, Susan Lantz

1. Approval of minutes from the October teleconference
Minutes are approved.
2. Dropbox -- Reminder -- Agendas, Minutes, etc. are there.
Kristen uploaded a number of documents on the dropbox.
3. Banner Project -- how are things going with getting vector drawings?
Original file of the logo will be sent by Donna to Debbie.
4. T-shirt (Polo shirt) project?
We are waiting on the Polo shirt.
5. Treasurer's Report -- Adrienne
We have a positive balance.
The interest has dropped on the accounts for Q3 and Q4. Adrienne has asked why this happened.
Membership drive worked, we have an increase on the number of members to 734, from 689 (2011-2012) and 709 (2010-2011).
6. Webmasters' Report -- Sandra and Debra
Newsletter -- call for items
Advocacy Tips feedback (Roger's done with #4, #5 -- working on #6)

The visits on the site have decreased as compared to last year. It seems that visits on the jobs site have decreased, but there is an increase in the visits to the advocacy tips site.

Rewriting WIED Description for ASEE website
- updated description sent in and changed on website.

The re-writing has been changed. The web communication is looking good.
7. Nominating Committee -- Muga
Kristen will contact Muga for the nominations.
8. Annual Conference 2014 -- Beth
 - a. Panels
We have 4 panels we are working on. We are co-sponsoring a panel with the Computer and Electrical Engineering division. One panel came through submission and it is titled From Industry to Academia. One panel

about the Advocacy tips. A final panel is about: Supporting women leaders in engineering.

- b. Abstracts (numbers) and reviews (Deadline Nov. 3)
We have 44 abstracts submitted. This includes 2 of the panels. So, 42 abstracts for papers. All reviewers finished by the deadline. Decisions have gone out to all but 4 abstracts due to conflict of reviews. The abstracts are due to authors by the 9th of Nov.
- c. Reception Planning (Monica Cox – MIND – is lead)
MIND is leading reception planning. Mena is the liaison. This will be Monday evening event.
- d. Signing up for session times, etc?
We have our initial fleet of sessions. No limit on nr of panels a division requests, so we have requested 3 for our division. We are organizing a poster session. We are also cosponsoring an ABET session on how to become an ABET program evaluator.
- e. Joint sessions/workshops
 - i. LEES Workshop (Liberal Education/ Engr. And Society Div.)

The workshop has not shown up yet. We did agree to co-sponsor this session. No financial commitment for this commitment.

We have 5 technical sessions.

- 9. Distinguished Lecturer Nominations
Christine Cunningham (Museum of Science – Boston) w/K-12 – cosponsor this lecturer

Peggy McIntosh with ERM (we've agreed to contribute \$1K)

- 10. Fellow Nominations?

Noel Shultz – Beth will nominate Noel. Bev Watford and Sarah Rajala will be asked to write support letters for Noel. Nominations are Due February 1st.

- 11. Next Meeting, Tuesday Dec. 3, 2013 – 2:30 p.m. central time

Kristen will check to see if Dec. 3rd or later on will be a better date to meet.