

WIED Teleconference Minutes

May 14th, 2019

12:00-1:00 pm EST

Join from PC, Mac, Linux, iOS or Android: <https://csulb.zoom.us/j/810887113>

Minutes to be taken by Pitiporn Asvapathanagul

Present: Janet Callahan, Sandra Eksioglu, Brian Kirkmeyer, Panadda Marayong, Jenahvive Morgan, Rachelle Reisberg, Pitiporn Asvapathanagul

Absent: n/a

Excused: Bethany Brinkman, Lily Gossage, Claire McCullough, Jodi Prorise, Kristi Shryock, Beena Sukumaran

- Chair - Call to Order at 12:05PM
 - 1) Approval of minutes from April teleconference. Minutes is in Dropbox.
April 2019 Minutes is moved/seconded and approved.
 - 2) Annual Conference 2019 – Janet
 - a. Session assignments
 - i. Five sessions are planned for WIED division, which are on Sunday (1 session), Monday (1 session), Tuesday (1 session) and Wednesday (2 sessions). WIED will not have a session during Wednesday afternoon (only 3 papers left for this afternoon session).
 - ii. Janet emailed all speakers, and 4-5 speakers informed their schedule confliction on Tuesday. At least one person from each paper has registered for the conference.
 - iii. Sandra will email Janet a flyer example without schedule.
 - iv. All ASEE conference schedules have been completed by ASEE.
 - v. Janet will recheck when two of WIED panels will be.
 - b. Best Paper and Best Diversity Paper
 - i. All awards will be given during the business meeting. There will have slides recognizing all award recipients during the reception.
 - ii. Sandra will extract the award slides from the business meeting and present the slide during reception.
 - c. Business Meeting and Joint Reception
 - i. Business Meeting will be from 5-6 PM (EST) on Jun 18, 2018. Zoom will be set up for the WIED committee members that cannot go to the conference and attend the business meeting (Panadda). Pitiporn will

set up a new zoom conference call based upon date and time for the WIED business meeting accordingly. Sandra will launch the zoom during the business meeting that day.

- ii. This year, WIED business meeting overlaps with many other meetings, which causes many people cannot participate the WIED business meeting (Brian). Next year, around January 2020, the WIED will reach out to ASEE early to better arrange the WIED business meeting that will not overlap with other meetings. Sandra will take charge on reaching ASEE in January 2020.

d. Joint sessions with other divisions

- i. WIED might have joint sessions with other divisions.

3) MIND/PCEE/WIED Reception for the Annual Conference - Kristi

- i. Sandra will email Kristi a food list recommendation.

4) Diversity Conference – Beena

- i. WIED has not had an update of this year CONNED conference (revenue related).

5) Treasurer's Report – Brian

- i. An update excel shows available balance of \$26,991.14, which \$8,000 is arranged for award winners.
- ii. The committee agrees to order 500 pieces of chip clips that Jodi took charge last month. Half of them will be brought to the conference next month and the remaining will be stored for the future use. The price is 0.93 cents per piece.
- iii. An approximate of 3,000 dishes will be order for the reception.
- iv. Beena has the WIED table cloth. We will ensure she is coming to the ASEE annual conference. We will not have to order table cloth.
- v. Sandra will order scrolling banners.
- vi. Janet suggests having another gadget for \$1,000 total that the participants can bring back home for young girls. Janet asks the committee member to share ideas. During the call, lego characters, sunglasses are proposed, but there is no conclusion what to order.

6) Webmasters' Report – Claire and Bethany: no update.

7) Awards Committee – Lily

- a. Best Paper and Best Diversity Paper Reviews: Completed
- b. Mara Wasburn awards: The award winners are notified.

8) Elections – Jenahvive

- i. Tomorrow is the past day to vote.
- ii. Sandra will send an email to remind all member once again.
- iii. By our next meeting, we will get election results from the webmasters.

9) Delegate to Diversity Committee – Rachelle

- i. There will be a Diversity table at the Division mixer.
- ii. Diversity Pavilion is in a process of sign up. Rachelle will send all information to Sandra to forward to all members.

10) Other items? n/a

11) Adjourned at 12:35PM.

Next Meeting Monday Jun 3rd at 1-2PM (EST)