ASEE WIED Teleconference Agenda

January 19th 2023

1:00 pm- 2:00 pm Eastern Time

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| **Meeting URL:**  | https://ufl.zoom.us/j/98107832808 |
| **Meeting ID:**  | 98107832808 |

Attendees: Kristi Shyrock, Brian Kirkmeyer, Sarah Jayasekaran, Jenahvive Morgan, Lily wang ,Darcie Christensen, , Rachel Reisberg & Idalis Villanueva (Quorum)

Excused: Jessica O Perez, Krystel Castillo , Claire McCullough

1. **ASEE WIED** –Kristi
* Previous minutes approved
	+ Motion by Lily - Passed
* **Talking Points:**
	+ NA
* **Actions to Take:**
	+ NA
1. Treasurer’s Report – Lily
* **Talking Points:** Budget and updates
	+ Lily still waiting to hear back from ASEE HQ to get set up
	+ Funding/ accounts on stand still, Kristi will touch base and find out
	+ Potentially may need to put a disclaimer that we “may” be able to give honorarium
	+ May have to explore funding options for student panel
* **Actions to Take:**
	+ Find out about funding/ accounts - Kristi
1. **ASEE Conference** – Brian / Idalis
* **Talking Points:** Updates and needs
	+ Got Abstracts and reviewers, all got approved for draft papers
	+ 62 abstracts, three were pulled by authors
	+ Business Meetings discussion –
		- May have to figure out box lunches if needed
		- Going to work through scheduling
	+ Not sure on details for registration for conference
	+ Panels: student panel that Lily organized & gender harassment
	+ Brian to coordinate with the PCEE chair and/or ask if this is still in the plans.
* **Actions to Take:**
	+ Brian to coordinate with the PCEE chair and/or ask if this is still in the plans.
1. **Diversity, Inclusion, and Equity** **–** Claire / Rachelle
* **Talking Points:** Updates
	+ Brian may be delegate for LGBTQ+ but can’t make meetings
		- Monday every month to 6 weeks 2-3:30 pm EST
	+ All hands DEI is this upcoming Monday
* **Actions to Take:**
	+ N/A
1. Awards – Jessica
* **Talking Points:** Updates and plans
	+ Should still post awards, will come with recognition but may not have financial promise
* **Actions to Take:**
	+ N/A
1. **Elections** – Jenahvive
* **Talking Points:** Updates and plans
	+ Working through figuring out what should happen with Rachelle’s position
	+ Kristi is going to reach out to Homero Murzi (hmurzi@vt.edu) and any other contact necessary to decide what needs to be done
	+ Comment on call for nominations to Jenahvive
	+ Jenahvive will submit through Google
* **Actions to Take:**
	+ Kristi to reach out to Homero Murzi
1. Web manager’s Report – Krystal / Darcie
* **Talking Points:** Updates
	+ Reached out to Ralph, and it seems the logo is not up to ASEE standards.
	+ Communications at ASEE should be able to provide the logos. Darcie is waiting to get the logo to revamp the website.
	+ Darcie will check the Dropbox to find past pictures.
		- Kristi said you could find it in the Google Drive which is a copy of Dropbox, under Annual Conference Documents 2019.
	+ Should we create a page for announcements/newsletters? Yes.

**Actions to Take:**

* + N/A
1. **Other**
* **Talking Points:** Updates from other Officers
	+ Updates from other officers;
		- Newsletter is working smoothly with minor issues.
* **Actions to Take:**
	+ N/A

Meeting adjourned