ASEE WIED Teleconference Meeting minutes

August 31, 2022

3:30 pm- 4:30 pm Eastern Time

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| **Meeting URL:**  | https://ufl.zoom.us/j/91438623264 |
| **Meeting ID:**  | 91438623264 |

Attendees: Kristi Shyrock, Brian Kirkmeyer, Idalis Villanueva, Sarah Jayasekaran,Jenahvive Morgan, Janet Callahan, Lily Gossage, Claire McCullough, Darcie Christensen, Rachelle Reisburg

Excused: Lily Wang, Krystel Castillo (quorum)

1. **ASEE WIED** –Kristi
* Minutes of the May 19th and business meeting on June 27th were approved
* **Talking Points:**
	+ Update the website with new member information
		- Webmaster to the web manager
	+ If an officer does not complete the term
		- Discussion on looking for an internal lead and further discussion was made to include a process in the bylaws if an officer can’t complete their term
	+ Add the first-year program to our social
		- Decided between committee that no additional division will be included in the FYEE program social
* **Actions to Take:**
	+ Need to update bylaws if a member cannot complete term- draft to be created - Kristi & Sarah jay
1. Treasurer’s Report – Lily
* Talking Points:
	+ Update on Budgets and updates
		- Discussion on changing the name of the award to an honorarium and adding a description- make a website update and modify the bylaws to reflect the same during the annual business meeting
		- This team is responsible for the best paper award, honorarium certificate, and Mara H Washburn grant
		- Reimburse Graduate panel through honorarium
		- Look at the wordings - call for papers
		- Monthly newsletter
* Actions to Take:
	+ Modify Travel grant to honorarium with new wordings- update bylaws
	+ Look at the wordings -call for paper and newsletter- Kristi
1. **ASEE Conference** – Brian / Idalis
* **Talking Points:**
	+ New ASEE System Updates
		- Testing the new system and getting feedback from people, user testing for two weeks, one on one interview testing
	+ Document management system currently Dropbox
		- Discussion on finding a sustainable document management system that works well with the committee
		- Upload some key documents onto the HUB
	+ Annual Social
		- Our year to put into social
		- Coordinating with other divisions
		- Lily to buy swag items; we will have a list in the next meeting, review, and vote in the next meeting
* **Actions to Take:**
	+ List of swag items to buy- lily
	+ Documents management system and access will be given to all-Kristi
1. **Diversity, Inclusion, and Equity** **–** Claire / Rachelle
* **Talking Points:** No major updates
	+ Next meeting DEI on 20th October, updates through email, will pass them along
	+ Conference planning by CDIE group
	+ WYE volunteered for booth time
* **Actions to Take:** N/A
1. Awards – Jessica
* **Talking Points:** Budget and Business Meeting
* **Actions to Take:** N/A
1. **Elections** – Jenahvive
* **Talking Points:** Update the website
	+ With pics and contact information of new officers
* **Actions to Take:** N/A
1. Web manager’s Report – Krystal / Darcie
* **Talking** **Points:** Update the website
	+ Need to change the title from Webmaster to Web manager
	+ New pics of officer/update names
* **Actions to Take:** N/A
	+ Update the website with new member pics and contact names
	+ Webmaster to Web manager
1. **Other**
* **Talking** **Points**
	+ Membership council at the executive level if any member from WIED would like to serve
	+ ASEE 2022 papers available
* **Actions to Take:**
	+ Lily will send out information about the council; if interested to volunteer, contact lily

 Meeting adjourned