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