ASEE WIED Teleconference Agenda

February 29th 2024

3:00 pm – 4:00 pm Eastern Time

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| **Meeting URL:**  | https://ufl.zoom.us/j/98558271453 |
| **Meeting ID:**  | 98558271453 |

Attendees: Kristi Shyrock, Brian Kirkmeyer, Sarah Jayasekaran, Idalis Villaneuva Alarcón, Suzanne zurn-birkhimer

Excused: Claire McCullough, Jessica Perez, Lily Wang, Darcie Christensen,Yuchen Huang,Krystel Castillo, Janet Callahan

1. **ASEE WIED** –Kristi
* Previous minutes – Didn’t have quorum
* **Talking Points:**
	+ N/A
* **Actions to Take:**
	+ N/A
1. Treasurer’s Report – Lily
* **Talking Points:** Budget and updates
	+ **Treasurer Items**
		- ASEE held ‘Office Hours with Patti Greenwalt’ on 2/12 (I think); I was unable to attend, but they sent out minutes and a recording.  Here is a summary of the topics they discussed:
	+ **BASS Account Reports**
		- Being generated and emailed to individual BASS account managers each quarter; next will be generated 12/31/23 and shared on 3/31/24
		- The report shows: (1) membership dues, (2) membership contributions, and (3) other revenues.  Only the latter #3 is available to use at this time.
		- Our WIED report showed that $4000 is available for use at this time.
		- Unavailable funds will eventually be made available, on an undetermined timeline but definitely not in FY24.
		- Info was shared on how to use BASS accounts to make payments; how to request payment invoice from org to pay to BASS (e.g. for donation); and how to generate funds for BASS accounts (to conduct on site activities, for example)
	+ **Proposed WIED webinar**
		- I’ve contacted two others (Yuchen and one other) who were willing to work with me to plan a WIED webinar, but I’ve have had some staff resignations in my unit that have impacted my ability to focus on professional society work.  So that webinar still hasn’t been scheduled out, but I am still hoping that we might host one this spring before the Portland meeting.
* **Actions to Take:**
	+ N/A
1. **ASEE Conference** – Brian / Idalis
* **Talking Points:** Updates and needs.
	+ **ASEE Conference updates**
		- Conference Updates
			* 63 abstract- 37 draft papers submitted.
			* Registration, hotel still open, It’s on the west coast.
			* Deadline review timeline 1-week extra March 8th
			* More abstract than last year and more posters this year
			* We don’t have a panel this year.
	+ **Sponsorship**
		- * Discussed the secured sponsorship from the college of engineering at Purdue.
* **Actions to Take:**
	+ N/A
1. **Diversity, Inclusion, and Equity** **–** Claire
* **Talking Points:** Updates
* **Actions to Take:**
	+ N/A
1. Awards – Jessica
* **Talking Points:** Updates and plans
* **Actions to Take:**
* N/A
1. **Elections** – Yuchen
* **Talking Points:** Updates and plans (Through email)
	+ Discussed about how to get information about election sent- send it to Idalis, Brian or Kristi
* **Actions to Take:**
	+ Send information to Brian, Kristi or Idalis- taken care of already!
1. Web manager’s Report – Krystal / Darcie
* **Talking Points:** Updates
	+ NA

**Actions to Take:**

* NA
1. **Other**
* **Talking Points:**
	+ Updates from other officers.
		- NA
* **Actions to Take:**
	+ NA

Meeting adjourned