ASEE WIED Teleconference Agenda

May 16th, 2024

4:00 pm- 5:00 pm Eastern Time

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| **Meeting URL:**  | https://ufl.zoom.us/j/92641941095 |
| **Meeting ID:**  | 92641941095 |

Attendees: Kristi Shryock, Sarah Jayasekaran, Yuchen Huang, Brain Kirkmeyer, Darcie Christensen, Idalis Villanueva, Jessica Perez, Krystel Castillo

 (Quorum)

Excused: Claire McCullough, Suzzane Zurn-Birkhimer, Janet Callahan

1. **ASEE WIED** –Kristi
* Previous minutes approved.
* **Talking Points:**
	+ NA
* **Actions to Take:**
	+ NA
1. Treasurer’s Report – Lily
* **Talking Points:** Budget and updates
	+ Lily - quarterly report, nothing new
	+ We moved forward with Washburn.
	+ Nothing new to report
* **Actions to Take:**
	+ N/A
1. **ASEE Conference** – Brian / Idalis
* **Talking Points:** Updates and needs
* ASEE Conference.
	+ ASEE Membership -First year by the College’s Dean, second by ASEE
	+ 32- 33 papers – we will have 8 sessions
	+ 4 posters and 28 talks
	+ Also submitted-PIC best paper-CDEI paper- it is a poster presentation- same paper- High-quality paper
	+ Brain will find out about how we will showcase the paper/ poster
	+ We will give the authors and moderators about 20 minutes instead of 12+3
	+ Discussion on ASEE paper acceptance for our division
* **Actions to Take:**
	+ Brian will find out when will we showcase the paper
		- about ASEE Memberships
1. **Diversity, Inclusion, and Equity** **–** Claire
* **Talking Points:** Updates
	+ NA
* **Actions to Take:**
	+ N/A
1. Awards – Jessica
* **Talking Points:** Updates and plans
	+ One full nomination
	+ She is from Duke and has a great profile
	+ Darcie and Idalis will help out
* **Actions to Take:**
	+ NA
1. **Elections** – Yuchen
* **Talking Points:** Updates and plans
	+ Election result shared
		- Program chair-elect- Suzzane Zurn-Birkhimer
		- Secretary: Monica
		- Assistant web manger:
		- Director at large: Sarah Jayasekaran
		- Director at large is vacant: board can appoint.
	+ Yuchen’s proposal to the body for Margaret Pinnell to fill this position, she is open to any position except web manager.
	+ Suggestion to have a package of information for every position that’s newly elected
	+ We need to send emails and the office website needs to be updated
* **Actions to Take:**
	+ Kristi will contact Margaret Pinnell to fill Director at Large 1 year position
	+ Kristi will send the election results out
1. Web manager’s Report – Krystal / Darcie
* **Talking Points:** Updates
	+ Job posting and announcement have been updated
	+ Update the website with new officers
	+ Let’s send this out - A week before send the business meeting and other info
	+ Discussion on our social media account and the possibility of an account in the future

**Actions to Take:**

* + Elections results and update of the website.
1. **Other**
* **Talking Points:** Updates from other Officers
	+ Discussed about business meeting and what we wanted to do
	+ Talked about future webinar.
* **Actions to Take:**
	+ N/A

Meeting adjourned