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