I. Call to Order and Introductions – Paul Jewell, CPDD Chair
-Paul welcomed all attendees (35) with a special welcome to Chuck Elliott and Frank Burris.
-As a reminder, in order for a division to remain active, 200 members are required. CPDD is just short of that number. The Board has been working to increase membership.
-Please be reminded of the SIG Breakfast tomorrow morning; the proposed outcome for this meeting is to generate topics of interest for CIEC 2016.
-Paul introduced Executive Board members and Program Chairs

II. Introduction – Jeffrey L. Ray, ASEE President-Elect Candidate
-Paul introduced Dr. Ray, Dean, School of Engineering Technology and Management at Southern Polytechnic State University (SPSU).
-Dr. Ray discussed his vision for ASEE and asked division members for their support.

III. Distribution and Review of Minutes, CIEC 2014, Savannah, GA – Rita Burrell, CPDD Secretary, distributed minutes and called for review.
On motion by Marty Ronning and second by Nelson Bakers, minutes were approved as distributed.

IV. Treasurer’s Report – Greg Ruff, Treasurer, distributed the CPD FY 2015 TD Report for review and discussion.
-Greg noted that accounting issues with ASEE continue due to the turnover with ASEE Staff. Lea-Ann Morton, PIC V Chair, is working to address these issues with ASEE.
-The division profit from CIEC 2014 was $5,779.57.
-The balance in the BASS Account is approximately $62,000
-The Executive Board has developed a plan to utilize some division funds to enhance industry and faculty participation.
-On Motion by Soma Chakrabarti and second by Tom Brumm, the Treasurer’s Report was approved as distributed.

V. Conference Reports and Updates
-CIEC 2015, Candace House-Teixeira, CPDD Program Chair
-There are 229 CIEC attendees, of which 35 are CPDD members.
-At 5:00 pm, CPDD and IACEE will co-host a hospitality suite; please participate.
-Please participate in the SIG Breakfast on Friday morning in the Horizon Room.
-ASEE 2015, Seattle, WA – Wayne Pferdehirt, CPDD Program Chair
-The conference dates are June 14 – 17, 2015.
-CPDD’s program is the largest the division has ever presented;
-All papers will be peer reviewed; reviewers are needed.
-Early registration closes April 15.

VI. CPDD Board Nominations and Elections – Kim Scalzo, CPDD Past-Chair
- The nomination was distributed via email to division members.
  - Greg Ruff has agreed to serve as Treasurer for another term.
  - Marty Ronning will serve on the Board of Directors.
  - On motion by Mark Schuver and second by Soma, the nominees were unanimously approved.

VII. Get Involved with the CPD Division Activities – CPD Board Members
- The CPDD Membership Board is comprised of Wanda Lambert, Nancy Kruse, and Pat Hall. Their charge is to increase membership in the division.
- Please take advantage of the new CPDD website.
- Becoming active with the CPDD SIG is an excellent way to engage with colleagues. The board is discussing developing a RFP to promote industry participation and engagement.
- Marty Ronning has developed virtual tours of continuing education platforms at GA Tech, IA State, Un MD, Un MN. These are available to division members.
  - Nelson Baker noted that this is an opportunity for self-review by institutions by institutions, as well as providing examples of collaboration within the division.
- Marty is capturing our conference with a Media Site Capture system; sessions will be available to division members.

VIII. Future Meeting – Paul Jewell
- Paul reminded attendees of upcoming meetings.
  - CIEC 2016, Austin, TX; 2016 ASEE, New Orleans, LA
  - CIEC 2017, Jackson, FL; 2017 ASEE, Columbus, OH (program chair needed)

IX. IACEE Update – Kim Scalzo
- The relationship between IACEE and CPDD is a long-standing one.
- Please attend the CPDD-IACEE Hospitality event tonight.
- If you have opportunity, please participate in the ASEE International Forum in June.
  - 2016 IACEE will be in Porto, Portugal.
- Pat Hall is providing CEE Manager training; participants can earn badges.

X. Other Business
- There was not additional business.

XI. Honors and Awards – Kim Scalzo
- Certificates of Appreciation were awarded in acknowledgement of work within the division.
  - Candace House-Teoxeora, CIEC 2015 Conference Chair, Certificate of Appreciation
  - Mark Schuver, ASEE 2014 Conference Co-Chair
  - Mitch Springer, ASEE 2014 Conference Co-Chair
  - Ellen Elliott, CPDD Director
  - Marty Ronning, CPDD Director
  - Greg Ruff, Treasurer
- A Certificate of Merit, which acknowledges achievements, dedication, and leadership in the division was awarded to Mark Schuver.
- The Bidenback Award, which acknowledges mentorship, volunteerism, and positive attitude was awarded to Nancy Kruse.

XII. On motion by Greg and second by Wayne, the meeting adjourned at 8:25 am.