



CPDD Fall Planning Meeting
Post Oak Lodge – Persimmon Room – Tulsa, OK
October 3-5, 2011

Attendees:

Nancy Kruse, Chair (Tulsa Un)
Kim Scalzo, Chair Elect (State Un of New York)
Greg Ruff, Treasurer (Auburn Un)
Julayne Moser, Past Chair (Purdue University)
Lynda Coulson, Director (Rolls Royce)
Mark Schuver, Director (Purdue Un)
Pat Hall, Site Selection Representative (Un of Tulsa)
Paul Jewell, Director (Iowa State Un)
Pam Dickrell, Program Chair (Un Florida)
Rita Burrell, Secretary (Mississippi State Un)

Absent:

Ellen Elliott, Director (John Hopkins Un)
Lea-Ann Morton, Director (Missouri Un Science and Technology)
Keith Plemmons, Director (The Citadel)

The Fall Planning Meeting began on Sunday evening, October 2, with the board working on the membership activity. Approximately 350 letters of invitation to join CPDD and ASEE and CPDD brochures were “stuffed” and will be mailed to prospective university and industry members. Nancy Kruse provided an update on utilization of ASEE FRP funds and the marketing plan that she and Greg Ruff have developed.

Call to Order – Monday October 3, 2011

Nancy called the meeting to order at 9:05 a.m. She thanked the board members for participation in last night’s membership activity. The official membership count for the CPD Division is 194.

Review and Approval of Minutes from June 26, 2011, CPDD Board Meeting, ASEE, Vancouver , BC

Julayne Moser noted the addition of her name to the list of attendees. On motion by Kim Scalzo and second by Mark Schuver, the minutes were approved as amended.

CIEC Update, CIEC 2012, Orlando, FL, February 1-3, 2012 – Pam Dickrell (CPD Chair)

-Pam Dickrell distributed program information for review and discussion.

- Pam is presenting a pre-conference workshop: *A Picture is Worth a Thousand Words: Making More Effective Graphs and Images for Proposals, Papers and Presentations*, Tuesday, January 31, 1:00-4:00 pm.
- The board discussed the possibility of adding a morning pre-conference workshop. Pat Hall and Kim will develop one.
- The CPDD Board Meeting is Monday, January 30, 1:00-4:00.
- The Red Star reception is scheduled for Tuesday afternoon, 4:30-5:30 pm, January 31. Since the opening reception is also scheduled for Tuesday evening, Pat noted that attendees should be reminded to arrive on Monday.
- The board discussed the benefits of a CPDD, CIPD and IACEE co-sponsored hospitality event. Julayne will follow-up with Lea-Ann and Kim will follow-up with IACEE about the event. It is suggested that each group spend \$200 on the hospitality event that will be held in the Governor's Suite.
- The CPD Division breakfast is scheduled for Wednesday, February 1, 7:30-8:45 am. This will be a get-acquainted meeting for new division members.
- The CIEC Industry Day Lunch/Awards is Wednesday, February 1, 12:45-2:00 pm.
- The CPD Division business breakfast/awards is scheduled for Thursday, February 2, 7:30-8:45 am.
- Paul Jewell and Greg will be in charge of AV needs for the meeting.
- There is need for wired internet for two sessions on Thursday afternoon (Pferdkehrt and Goss). The board discussed the high cost of internet service provided by the hotel but determined that as a professional technical association the service should be provided. In future, Pat will try to include the cost of internet service a part of the contract negotiation with the conference facility.
- Pam will add food to the SIG Planning meeting scheduled for Friday, February 3, 8:00-9:15 am.
- Session moderators are needed; board members are a good source, as well as regular attendees of the meeting. Nancy will send Julayne and Pam the information regarding moderators as provided in the CPD Handbook. In addition, she will try to locate what she wrote up that sent out to moderators when she was the CPD Program Chair.
- The board discussed marketing and promotional activities for CPD during the conference.

Recommendations included the following:

- Board members should participate in the Red Star event on Tuesday.
- Distribute drink tickets at the Red Star event to be used as the CPD Hospitality event.
- Distribute the one-page promotion piece that Pam will develop.
- Conduct personal networking with attendees.
- Work with the IACEE group to enhance synergy between the two groups.

CIEC Update, CIEC 2012, Orlando, FL, February 1-3, 2012 – Julayne Moser (General Conference Chair)

- Julayne distributed the report and brochure for the CIEC Conference. She noted that information about the management team is available on the brochure.
- Hotel rates begin on Friday prior to the meeting and end the following Sunday.
- There are 3 pre-conference workshops being offered (1 each ETD, CEED and CPDD). See program brochure.
- Julayne noted that the golf activity is scheduled for Tuesday morning at the Villas of Grand Cypress. Jack Selter is assisting with the activity.

- John Eash, Director of Supplier Quality-Boeing, is the plenary speaker. Mark and Mitch Springer will host John to ensure that he has opportunity to learn about CPD activities. CIEC will comp his registration. Julayne noted the input that the General Conference Chair has into the plenary topic.
- Registration and room reservations are now open. Room reservations may be made via the CIEC web.
- The Red Star (Meet the Stars) event is scheduled for Tuesday, January 31, 4:30-5:30 pm. Chris Higa is coordinating the event. Kim will bring the CPDD flyers to the event; Pam will be in a workshop until 4:00pm.
- The Opening Reception is scheduled for Tuesday, January 31, 6:30-8:00 pm, following Meet the Stars. The event, which has a 50's theme, will be held poolside; a backup venue is reserved in case of rain.
- Julayne gave a brief report on conference evaluations. Evaluations indicate that the technical content of the conference is strong and that networking is effective.
- Program information has been submitted to Lynda Coulson for posting to the web site.
- Scott Dunning is handling sponsorships. A number of sponsorships have been received. Northrop Grumman is providing a \$10K sponsorship. Julayne noted that she is receiving some unusual requests from potential sponsors which seem to be more an attempt to use the venue as an advertising opportunity. We will not accept these sponsorships.
- Pam reminded board members to bring business cards for networking activities. She will send an email to Nancy to send an email as a reminder.
- Early bird registration begins 10/5 and runs through 11/15. Presenters should be registered by then.
- Delivra Group (Indianapolis) will send out Save-the-Date e-vites for the CIEC Conference.
- Kim will discuss the development of a permanent logo for CPD with the CIEC Executive Board. Branding will establish recognition and consistency, as well as saving time for the conference chair. The logo could be individualized for a specific location. The logo should reflect the division's relationship with ASEE.
- Julayne thanked Greg, Lynda and Keith Plemmons for their assistance with transporting materials for the Expo at ASEE.

ASEE Update, San Antonio, TX, June 10-13, 2012 – Pam Dickrell (CPD Chair)

- Pam noted the need for additional submissions to the conference. To date, only four have been received.
- Kim will submit an abstract this week.
- October 7 is the deadline for abstract submissions; October 14 is the deadline for workshops, panels and distinguished lecture applications.
- Pam is using spill-over from CIEC submission as session options for ASEE.
- Reviewers are needed for ASEE submissions. Pam will email division members to remind to volunteer.
- The board discussed the possibility of holding a panel session. Nancy will check with Patty Bazrod regarding guidelines. Nancy received confirmation that one panel session may be offered. Pam will send the request for a panel submission to the PIC Chairs.
- Ellen Elliott will make a panel submission.
- Nancy reminded Pam that the Business Meeting is a ticketed event with an attendance of approximately 20.

- Nancy reminded Pam to email Patty Bazrod to include the dates and times for the Business Meeting and the Board Meeting in the ASEE schedule.
- The date and recommended time for the CPD Board meeting is Sunday, June 10, from 9:00 am – 4:00 pm.
- The PIC V meeting is Sunday, June 10, 4:00 pm.
- The CIEC Executive Board Meeting is Monday, June 11, 2:00-4:00 pm.
- The CPD Business Meeting is a luncheon scheduled for Tuesday, June 12, time to be determined.
- Pat noted that there will not be a picnic for this conference. A reception will be held.
- Gayle Elliott will handle setup for the CIEC table at the Expo.
- Nancy noted the need to promote the CPDD Best Paper Award at ASEE.

Site Selection Updates—Pat Hall, Site Selection Chair

- The following locations have been set:
 - 2013—Phoenix, AZ (AZ Golf Resort and Conference Center)—February 6-8, 2013 (CEED)
 - 2014—Savannah, GA (Hyatt)—February 5-7, 2014 (ETD)
 - 2015—Palm Springs, CA (Hilton)—February 4-6, 2015 (CIPD)
 - 2016—Likely Austin or Houston, TX (Hyatt?)—February x-x, 2016 (CPDD)—Pat will make site visits and notify ASEE Board
 - 2017—Jacksonville, FL (Hyatt Regency)—February 8-10, 2017 (CEED)
 - An information packet about the city was circulated. The meeting will be in the Jacksonville Landing area, which is one hour from St. Augustine. The meeting will be in the conference center.
- Pat will include internet needs as part of concessions in future hotel negotiations.
- Pat noted the importance of room rates and room blocks in contract negotiation. Space is booked up front without knowing specific conference needs. There are three specific requirements:
 - Meeting space
 - Room blocks
 - Numerous concessions
- CIEC guidelines specify specific geographical locations in which meetings can be held.
- ASEE has been notified that CIEC 2015 will be held in Palm Springs.
- Pat will notify the ASEE web master to make updates for upcoming CIEC meeting locations.

CIEC Executive Board Updates—Kim Scalzo, CIEC Executive Board Member

- Kim reported on the status of the CIEC Financial Chair position which will become vacant in 2013. She and Linda Krute have drafted a position description that is now under review. The position will be redefined and a formal solicitation for nominations will be made. Input will be sought from the other divisions as well. The review of the position description should be finished by the end of the CIEC year with a goal to have someone identified by CIEC 2012.
 - The board discussed the current check writing and auditing processes. The general consensus was that there must be more than one person who has check writing and signature authority. Currently, the ASEE Co-Executive Director has this authority. Kim asked if consideration should

be given to transfer this authority to someone who has a tie to CIEC, perhaps the CIEC General Conference Chair, as was the case in the past.

-Pat noted that it would probably be a good idea to have a term limit associated with the Financial Chair position; Greg recommended that the CIEC Financial Chair serve a two-year term with the option to renew. Kim will update the position description to include this suggestion.

-Kim asked board members to consider nominating someone from CPD. Paul Jewell was our nominee for this position, but he withdrew his nomination because he agreed to be nominated for the CPDD Election position.

-The board discussed the current practice of the Financial Chair assuming the responsibility for meals at the CIEC conference. If this is split from the responsibilities of the Financial Chair, another person will have to be identified to assume this role. This person and the Financial Chair must work together; the Program Chairs may also want to be involved.

-As noted, Kim will initiate discussion with the CIEC Executive Board regarding a standardized CPDD logo.

-The board agreed upon the need for a standardized logo to promote longevity and eliminate expense. The logo should be professionally done. Consideration of the logo currently used on CPDD documents would be a good starting place. This reflects the division's relationship with ASEE and also denotes the longevity of CPDD (1975).

Treasurer's Report—Greg Ruff, Treasurer

-Greg distributed the FY CPDD 2011 Treasurer's Report (noting that all expense and income transactions are not yet complete), a report on the revenue generated by CPD for CIEC Division members, the requested breakdown on the Treasurer's Report for the past five years and a document reflecting the Duties of a Non-Profit Finance Committee.

-Greg noted the increase in expenditures and the decrease in membership and dues. Revenue increase has been generated by CIEC Divisions, helping to maintain funds at the current level.

-Kim noted the importance of CPDD planning meetings.

-On motion by Kim and second by Paul, the FY 2011 Treasurer's Report was accepted as presented.

-The Finance Committee will review Ellen's request for funding a speaker at CIEC.

Establishment of Operating Budget

-The board reviewed the five-year budget document and back-up Treasurer's Report.

-Greg noted the variance in expenditures based on conference locations.

-Nancy noted the need to establish an operating budget in order to consistently manage our budget and operations. A budget needs to be established for year by categories, noting that this will enable the program chair the needed authority to work within established guidelines. The goal is to generate enough revenue to cover expenses and seek board approval to cover expenses if revenue is not generated. The breakdown of past expenses can be used to develop a basic budget.

-Kim requested that Greg do a further drill down of the income and expense categories. This should include a separation of division transactions, ASEE transactions and CIEC transactions.

-Income

-Dues

-Interest

- CIEC Workshops
- Events
- Publications
- Operating
- Expenses
 - Board and Business Meetings
 - PIC V Support
 - CIEC (sessions, workshops, A/V, meals)
 - Awards
 - Marketing
 - Board Member Travel for CIEC Meetings

-Nancy asked for feedback on establishing a baseline amount to be maintained in the BASS account and using the balance in support of activities to enhance the division, such as securing renowned conference speakers and focus on increasing membership. Julayne noted that historically the required minimum balance has been approximately \$40,000.

-The board discussed activities that could garner interest to join CPDD while offering activities throughout the year for members. Activities mentioned included, LinkedIn, Facebook and webinars created and offered by the division.

- Julayne made a motion that CPDD maintain a minimum of \$40,000 in the BASS account; the motion was seconded by Kim. There was no discussion. Motion carried. Additional funds can be available for approved initiatives.

-The Finance Committee comprised of Greg, Mark and Paul will review the Duties of a Non-profit Finance Committee document and make modifications relative to CPD needs. Documentation of duties of the Finance Committee should be added to the CPD Handbook. The Board will work to accomplish this.

Updates to Website – Lynda Coulson, CPDD Website Coordinator

-Member profiles, SIG leaders, and the increased membership fee have been updated.

-Newsletters have been archived.

-The new CPD brochure has been added.

-Minutes have been updated.

-Rita Burrell will send Lynda the minutes from ASEE-Vancouver for posting.

-Lynda will confirm Keith as photographer.

-Committee and chair pages have been updated with links to bios.

-PIC 5 representative has been updated to reflect Patty Bazrod.

-ASEE call for papers is listed.

-Pam would like to post the papers from ASEE 2011. Patty will need to approve; Nancy will check with Patty and notify Pam.

-Paul sent Ray LePine the presentations from CIEC 2011 but they have not been posted to the website. Lynda will check with Ray about posting these to the publications page with cc to Paul.

-Board minutes posted to the web site will also include the fall planning meeting minutes. Rita will send these to Lynda for posting.

- Changes are needed to the News page. Lynda will make updates that include CIEC updates.
- Paul noted the need for a dynamic website that can be used as a marketing tool to which board members may contribute. First, he will seek approval from his administration to develop and prototype something off what we currently have. As a part of his, he will contact the ASEE web master to explore the possibility of linking to ASEE information/lists. The board also discussed hiring someone to maintain the site so that we could have our own domain.
- Nancy will send an email to CPDD members with a notice that papers from CIEC are posted on the website.
- Nancy will contact Patty Bazrod to request that last year's CIEC papers be posted on the ASEE website.
- Nancy will have needed changes made to the Honors and Awards pages on the website.
- Lynda will add the by-laws to the CPD web site.
- Once all updates are made, Nancy will send an email to membership with information about what is available on the site.

CPDD Board Nominations – Julayne Moser, CPDD Nominations Committee and Past Chair CPDD

- Julayne distributed Board Rotations-Nominations.
 - Kim will serve as incoming chair.
 - Julayne will be outgoing past-chair.
 - Nancy will serve as incoming past-chair.
 - Paul will serve as chair-elect.
 - Outgoing directors:
 - Ellen has agreed to serve another term.
 - Lea-Ann Morton has resigned her position.
 - Pam has volunteered to complete Lea-Ann's term and run on the 2012 ballot.
 - Rita completes her term as secretary but has agreed to serve another term.
- Lynda will correct Ellen's term on the website.

IACEE Update – Kim Scalzo

- The committee just completed their meeting in Lisbon, Portugal.
- The World Conference will be held in Valencia, Spain, May17-19, 2012. Kim distributed the announcement and encouraged participation. She will also distribute the announcement via email.
- There is a need for a more formal linkage between CPD and IACEE. IACEE grew out of CPD.
 - Nancy suggested that we add an IACEE link to our website and that IACEE include a CPDD link on their site. Lynda will request Ray LePine to add the link.
 - The board discussed the possibility of involving the IACEE international SIG chair in our board meetings and vice versa. Discussion will be continued at CIEC.
 - An international session should be included in our CPDD sessions at CIEC.
- The DAETE project has been formalized. The matrix has been distributed and feedback is needed. Everyone is invited to join the project which is used for benchmarking and sharing of Best Practices.
- Kim noted the IACEE strategic plan. Sustainability is tied to areas of responsibilities with all council members having a role. Council structure is tied to goals.

PIC Updates – Patricia Bazrod (email)

- Nancy distributed the PIC V report.
- October 7 is the deadline for ASEE abstract submissions for ASEE. PIC chairs are meeting on November 9 at ASEE headquarters to formulate the annual conference program.
- The PIC Chairs have been tasked with forming a committee to review session evaluations for the annual conference and make recommendations for change. Recommendations are due the first of December.
- PIC Special funds are again available. Proposals are due November 15. CPD will submit a request for funds for Stage 2 of increasing membership activities. Nancy will submit a proposal in support of Stage 2 of Increasing CPDD Membership.

SIG Updates – Mark Schuver, SIG Chair

- Due to the death of Nancy's mother, Kim assumed chair responsibilities.
- Mark noted that a succession plan is needed and the SIGs are an excellent source. As a board we need to determine if the strategy that we have in place is working.
- The group will use the SIG meeting, which will be held Friday morning at CIEC, to develop the theme for the 2013 meeting. As usual, someone will capture and record for each group and report out.
- Kim asked Mark to send an email to all SIG chairs to ensure that they will be at the meeting.
- Rita will take notes from the SIG meeting and get them to Ellen for next year's planning meeting.
- Mark requested that Greg check the SIG mailing list to ensure that everyone is receiving information. Greg noted that a monthly email should be generated. He will check on how the listserve works and send an email to the board.
- In order to energize members, Kim suggested that SIG Chairs moderate the sessions that originated from last year's SIG session.
- Pam will develop and put up posters about CPD in the SIG meeting room.
- Mark suggested that we model some SIG activities from IACEE SIG activities. IACEE is using SIGs to identify topics also. Kim will share information on successful online communities as a part of that and will invite Markku to come and talk about the ACSI Camp. Kim will confirm with Markku, Nelson, Sue, and Ed.
- Mark noted that the purpose of the SIGs is to share information that will make people successful in their jobs. He will have the SIG Chairs send out emails requesting division members to submit the Best Practices that are being developed and utilized.
- Paul noted that he is currently building a database of Best Practices.
- SIG Chairs do not have to be CPDD board members but do need to be interested in promoting the goals of the division. The board discussed division members who perhaps could serve as SIG Chairs. This would support a succession plan. As a part of this, the board discussed the possibility of a SIG Chair serving a two-year time limit with the option to renew.
- Board members should focus on getting meeting attendees to sign up for the SIG activity.
- SIG meetings should serve a dual role: 1) produce a product (meeting topics) for upcoming meetings and 2) serve as a recruiting tool.
- Pat stated that some thought should be given on how to use the evaluations from SIG activities. She recommended putting attendee names on evaluations so that contacts can be made and discussion

continued. Kim noted that this would allow engagement to continue after the conference. The assistant general conference chair makes up the evaluation sheets. As SIG Chair, Mark should contact the Assistant General Conference Chair for 2012 with this request from our division.

-SIG chairs should collect business cards from session participants. Those names should be added to a contact list.

-Mark will identify SIG Chairs prior to CIEC. As a marketing tool, Lynda will assist SIG Chairs in getting business cards made up that will promote CPD SIGS. Free business cards are available via e-Vista. She will email a draft of the cards to the board prior to printing.

-It was noted that it is still difficult to get new member information from ASEE.

-Kim asked that Mark review the SIG position description/qualifications in the handbook and by-laws as aids in identifying potential members.

-Mark noted that if our by-laws are adequate, we should be able to use them to frame a discussion around our succession. There are two succession areas:

-Membership

-Leadership

-Kim noted that the SIG chair is the ultimate leadership role. Leader positions in the 5 SIG areas (IND, DEL, FAC, ADM, INT) are also important and should be filled by members who have experience, will provide a perspective, and possess the qualifications needed to be successful. The board discussed the possibility of having SIG leaders participate in some meetings. Participation in the New Board Member/New Program Chair Orientation would also be beneficial to SIG leaders.

-The following actions are recommended for succession and increasing members (action item for board to discuss at CIEC):

-Develop a list of pre-requisites/experiences in order to fill a role.

-Develop a term that is based on personal and professional goals/plans.

-Determine if an accounting/business background is needed for the treasurer's position.

-Develop an online tutorial for new boards members, new program chairs and SIG leaders.

Review of Action Items

-Kim and Rita reviewed action items.

-Reference carryover items to Action Item List for CIEC.

Rotation Chart/Nomination Slate

-The nomination slate must be sent to members 30 days prior to the CIEC business meeting.

-As previously noted, Julayne indicated that Lea-Ann cannot complete her term as director. Pam has agreed to complete the term and run when the position is open. Kim reviewed the by-laws. Pam will have to be elected to finish Lea-Ann's term. The position will be shown open at CIEC and Pam will be on the nomination slate.

-Paul has agreed to run for Chair-elect.

-Julayne will contact Ellen to see if she is willing to serve another term as director.

-Julayne also reviewed the nomination slate. The board discussed members who might be interested in assuming leadership roles, e.g., SIG leadership and director positions. These members are: Wayne

Pferdkehrt (Un WI); Marty Ronning (Un MD); and Wanda Lambert (Auburn Un). Kim, as Past Chair, will contact those noted concerning their interests, including CIEC program chair in 2014. On motion by Mark and second by Greg, the nomination slate was approved. There was no further discussion.

-Currently the positions of membership chair and new member coordinator are combined. The board discussed whether or not those positions should be split. Nancy has been filling these roles. The board will discuss this as a part of the Strategic Plan.

-As chair elect, Paul will become award chair.

-Nancy will check with Eugene Rutz to see if he is willing to continue as newsletter editor.

-Until Paul has opportunity to explore web options, the board will follow the current process—updates to the web should be routed via Lynda.

-As incoming past-chair, Nancy will assume the chair of the nominations and election committee.

-Ellen is CPDD program chair for CIEC Phoenix 2013.

-A program chair is needed for CIEC Savannah 2014, as well as an assistant program chair. This is an item for discussion at the board meeting in Orlando.

-Rita will update the rotation chart and the board member list. Kim will send the rotation chart to Rita.

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-As Incoming Chair Elect, Paul will audit the CIEC financial report.

New Board Member/New Program Chair Orientation

-Kim distributed the draft document (developed by Pat and Kim) and requested feedback; the orientation will be available to potential board members for face-to-face meetings and online.

-The board discussed the orientation document. Pat requested that CPDD items and CIEC items be separated. Kim will make that update.

-Julayne recommended making this information available to meeting attendees prior to the beginning of the meeting so that they can have a better understanding of the activities and functions of CPDD. The group could meet for dinner on Sunday evening as a part of orientation for networking that would greatly enhance the productivity of the board.

-Paul noted that AdobeConnect could be used to make a recording that could be used as a recruiting tool.

-The plan is to offer a leadership orientation prior to ASEE-San Antonio:

- Pat and Kim will develop an online orientation will be developed and presented prior to the meeting for those elected at CIEC.

- Kim and Pat will arrange a dinner on Sunday evening at ASEE for board members and those interested in CPD. This will include selection of a restaurant and sending an email announcement and will be Dutch Treat.

CPDD Awards Report – Kim Scalzo

-Kim noted that the call for award nominations was sent out via email on September 8.

-As a part of the report, she noted that there had not been a Biedenbach Award in several years.

-Kim asked the board to consider creating an award in memory of John Klus. The award should be reflective of the innovative contributions that John made to the division and should carry a monetary award.

-Mrs. Klus will be invited to attend CIEC. Greg made a motion to comp registration and travel; Paul seconded the motion. Motion carried. Kim will handle details.

-Julayne made a motion to establish the John Klaus Award for Innovation in the CPD Division. Greg seconded the motion. Julayne recommended that the motion be amended to indicate that the award carry a cash award of \$1000. Due to the time constraint, Kim recommended tabling the amendment and completing via email. The motion was called to question; motion carried. Pat, Kim and Paul will finalize development of the award, including nomination criteria, and email the recommendations to the board for vote.

Closing

-Kim thanked Pat and Nancy for hosting the planning meeting, their hospitality and the outstanding environment for a productive and fun meeting.

On motion by Greg and second by Rita, the motion carried to adjourn the meeting at 11:05 am.

HANDOUTS

- Minutes CPDD Executive Board Meeting ASEE-Vancouver—Rita
- CPD Activities at CIEC 2012—Orlando—Pam
- CIEC 2012 Orlando—Julayne
- CIEC 2012 Program—Julayne
- ASEE 2012 Annual Conference Call for Abstracts—Nancy
- PIC U Updates—Patty Bazrod (Nancy)
- ASEE Panel Discussion Questions—Patty Bazrod (Nancy)
- CPD Treasurer's Report FY 2011 TD—Greg
- Revenue Generated by CIEC Divisions—Greg
- Financial Summary of CPD Income and Expense Categories last 5 years—Greg
- Duties of a Non-profit Finance Committee—Greg
- CPDD Board Rotations and Nominations—Julayne
- Announcement 2012 World Conference on CEE—Kim
- Board Rotation Chart—Kim
- CPDD Executive Board Proposal for New Board Member/New Program Chair Orientation—Kim

CARRY OVER ITEMS FROM FALL PLANNING MEETING AGENDA

- Research and Publications Committee Update—Ellen
- CPDD Handbook
- CPDD Benefits Document
- Updating the Strategic Plan – Nancy has converted from PDF to Word