

2021-2022 ASEE Environmental Engineering Division Agenda
Environmental Engineering Division/Officers Meeting
Wednesday, September 15, 2021 1PM (EDT)

Attendance:

1. Fethiye Ozis,
2. David Sanchez,
3. Shannon Parks,
4. Alexa Rihana,
5. Andrew Pfluger,

AGENDA

- 1- Check-In/News from your Neck of the Woods
- 2- Officer Transitions (Duties Defined)
 - DS sent out Word document of officer duties to all in attendance and reviewed on screen; all in agreement with them as is
- 3- Approval of By-Laws (table for 30 days)
- 4- Officer report outs:
 - A) Division Chair (FO)
 - Officer Duties
 - B) Program Chair (DS)
 - Updates for ASEE 2022 Minneapolis, Minnesota, June 26-29, 2022 (in-person)
 - Call for Papers
 - Specific new ideas for call (can review previous year for ideas):
 - Lessons learned/what is being retained from hyflex learning environment in 2020
 - Workshops: Alexa had one had planned for 2021 that is postponed to 2022: *How Can Faculty Help Engineering Students Hone Their Communication Skills?*
 - Collaboration ideas:
 - Discussion session ideas:
 - The interdivisional town hall on Sustainability was very unique and fits great in our field. It would be nice to host those themes [potentially with the multidisciplinary division.](#)
 - Email to the Division
 - Updating the Website
 - Sponsorships: [DO to reach out to some companies to see if they would be interested in engaging with EED](#)
 - EED Social (in-person, reserving a restaurant)
 - [Abstracts due October 12, 2021](#)
 - [All in agreement for plan for 2022 conference and CFP; DS to push out the CFP](#)
 - [DO attending training for new system next week](#)
- C) Treasurer (AP)

- Status of account \$5043.73 as of June 30th
 - Costs for 2021: Plaques and shipping \$264.82, 4 panel speaker registrations \$500
 - Balance after 2021 conference expenses paid: \$4,278.91
- 5- Diversity Committee Delegate (Alexa Rihana-Abdallah)
- No meetings yet; AR reached out to past chair to try to find out plan
- 6- P-12 committee (LTC Andrew Pflüger appointed as representative for 2020-2022)
- P-12—current: LTC Andrew Pflüger, will carry out 2nd year of 2-yr term in AY 2021-22
 - Workload was just attending 1 meeting so AP agreed to remain the rep for EED
 - FO mentioned that in the past an EED member was highlighted by the P-12 committee for their activities; we could ask our membership to let us know of relevant activities so we can communicate that to the P-12 committee
- 7- Logo:
- Andy's wife is a graphic designer and would be willing to help
 - Conclude that Andy will make the request for his wife to help.
 - Was a lot of interest in getting ideas from across the division and then work with Andy's wife to make it professional
 - FO and AP will work to push out an email to the division regarding the P-12 committee related activities and logo ideas; we can have an incentive like an Amazon gift card or a paid conference registration or free registration to the social
- 8- New business, Needs?
- None

Adjourn 1:45 PM EDT