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