

ASEE Industrial Engineering Division Business Meeting

Wednesday, June 23, 2010

Austin, TX

Prepared by Laura Ruff

Reviewed by Lesley Strawderman

Call to Order—Terri Lynch-Caris

William (Bill) Peterson called the meeting to order at 12:30 pm and welcomed everyone to the IED business meeting.

Introductions—

Bill passed around a sign-in sheet for attendees and asked those present to introduce themselves. The following members were present:

<i>Name</i>	<i>Institution</i>
Laura Ruff	Mississippi State
Terri Lynch-Caris	Kettering University
Rick Olson	University of San Diego
Wolt Fabrycky	Virginia Tech
Jerry Thuesen	Georgia Tech
Charlene Yauch	Milwaukee School of Engineering
Judith Norback	Georgia Tech
Kim Needy	University of Arkansas
Doug Timmer	University of Texas, Pan American
Lawrence Whitman	Wichita State University
William Peterson	Minnesota State University, Mankato
Jane Fraser	Colorado State University, Pueblo
Jessica Matson	Tennessee Tech University
Abhijit Gosari	Missouri University of Science & Technology

Officers for the current year:

Secretary/Treasurer: Lesley Strawderman
Program Chair-Elect: Abhijit Gosavi
Program Chair: Lawrence Whitman
Division Chair: Bill Peterson
Awards/Past Division Chair: Terri Lynch-Caris

Newsletter Editor: Judith Norback
PIC Chair: Jessica Matson
Webmaster: Lawrence Whitman

Approval of 2009 Minutes

The minutes from the 2009 business meeting were distributed for approval. No suggestions for corrections to the minutes were made. Terry made a motion to approve the minutes. Jane seconded the motion. The minutes were approved unanimously.

Bill announced that Lesley's graduate student Laura Ruff was taking minutes at the meeting in her absence.

Bill outlined some of the key tasks that needed to be performed by the end of the meeting.

1. Program chair report
2. Approval of updated bylaws
3. Election of new officers

Detailed Agenda for the meeting:

- I. Division Chair/Financial Report
- II. Program Chair Report
- III. Awards Chair Report
- IV. PIC I Chair Report
- V. Old Business
 - A. Bylaw Changes
- VI. New Business
 - A. Installation of New Officers

I. Financial Report – Bill Peterson

Ending BASS account balance = \$18,823.27

Operating account balance = \$380.00

Funds spent this year = coffee & pastries for morning sessions, plaques for best paper, monetary awards for best paper, monetary award for young educator award

The following ideas were discussed for future expenditures: lunch paid or subsidized at business meeting.

The entire \$380 in operating account will be spent and approximately \$1000 will be taken from BASS account.

II. Program Chair Report—Lawrence Whitman

Thirty abstract submissions were received and all were accepted. Many abstracts needed extensive changes, and several weak abstracts did not submit papers. One paper was rejected. Thirteen final papers were uploaded. The reviewers chose the best

papers in the two categories. Larry thanked those in the room who reviewed abstracts and papers.

III. Awards Chair Report—Terri Lynch-Caris

Terri announced that paper awards were chosen by the program chair. A new lifetime achievement award was issued. Several nominations were received and the board unanimously selected Jane Fraser. Terri suggested that we should update bylaws to include monetary award for lifetime award recipient. The distinguished service award was not issued because no nominations were received. Bill emphasized that it is important for members to participate in the nominating process. Kim suggested a nominating committee for awards and Terri concluded that this would be covered later in the discussion of updates to bylaws.

IV. PIC I Chair Report —Jessica Matson

Jessica Matson gave the PIC chair report. Since the IE division has lost members, the budget will go down. Most other divisions have also lost members, with the exception of the multidisciplinary division. A \$3000 “pot” will result in two RFPs, and members will have the opportunity to submit proposals for those funds. The use of these funds is very flexible. Jessica encouraged the program chair to submit a proposal for these funds. Training for the new program chair was announced. Training will introduce the new system to replace Smooth Paper. Jessica announced that test modules will be included in the new system, and concerns for system testing were expressed. 2.8% lapsed members in the past two months was a problem discussed in the PIC meeting. An interim executive director will serve two to three months, and the board hopes to elect a new director soon. Members will have the opportunity to provide input during the search for a director.

V. Old Business

Bill introduced the discussion on the updated bylaws. Bylaws have to be updated every ten years, and the last updated version was submitted in 1999. A new draft has been developed in the past three days. Terri presented the revised bylaws. Additional revisions were made to 2003 revisions that were never submitted. Changes that were discussed include:

- The Election of Officers section consisted of changes to officers’ names.
- A section for Awards was not present in former bylaws and was added. Changes were made to the Amendments section to allow changes to the bylaws between annual conference meetings.
- A timeline and matrix of Officers’ Responsibilities section was added. Roles for officers at each meeting and between meetings are detailed in the new bylaws.
- Provisions for lunch at next year’s business meeting were made with no ticket required were made.

- An Assistant Program Chair and Program Chair duties were discussed. Additional responsibilities were pulled from existing documents that had never been added to bylaws.
- A membership roster will be requested for member recruitment.
- The Board of Directors was added to the Officers section of the bylaws. Four past officers will serve as the Board of Directors. The current PIC chair was suggested as an ex-officio member of the Board of Directors.
- The Awards section was taken from meeting minutes and other supplements on the IED website. Awards funding has been approved in meeting minutes.

Jessica suggested that the amount of the division's annual dues be included in the bylaws. Bill noted that supplements A and B (officers and awards sections) will be submitted along with the bylaws to the Board of Directors but may be modified apart from the bylaws. Rick requested clarification of the timeline in the officers' responsibilities and Terri clarified. Kim made a motion to accept the revisions to the bylaws and supplemental documents. Judith seconded this motion. The attendees unanimously approved the revisions.

VI. New Business

A. Installation of new officers:

New officers were to be elected to the positions of Secretary/Treasurer, Newsletter Editor, and the new positions on the Board of Directors. Terri nominated Rick Olson for Secretary/Treasurer. Rick nominated himself for the position of Newsletter Editor. Terri nominated Kim Needy, Jessica Matson, Jane Fraser, and herself for the Board of Directors positions. Attendees unanimously voted in favor of these nominations.

Secretary/Treasurer:	Rick Olson
Program Chair-Elect:	Lesley Strawderman
Program Chair:	Abhijit Gosavi
Division Chair:	Lawrence Whitman
Awards/Past Division Chair:	Bill Peterson

Newsletter Editor:	Rick Olson
PIC Chair:	Jessica Matson
Webmaster:	Lawrence Whitman

Director:	Terri Lynch-Caris
Director:	Kim Needy
Director:	Jessica Matson
Director:	Jane Fraser

Charlene made a motion to adjourn. Judith seconded the motion. All were in favor of adjourning. Bill adjourned the meeting at 1:35pm.