WIED Teleconference Minutes  
April 26, 2013

Susan L, Jenna, Kristen, Sandra, Donna, Brian, Beena

1. Minutes from March teleconference were approved.

2. Annual Conference 2013 – Beth  
   a. Reception planning (Beena)  
      So far 40 are registered. Selling on-site tickets is OK. This should be  
      communicated to ASEE so they do not sell more than the upper limit on  
      these tickets.

   b. Division mixer:  
      We have the pins ready for the mixer. We need to information sheets, and  
      bookmarks with the session information. Beena will email to Kristen a  
      copy of the last year’s bookmark to use as a sample for preparing the  
      bookmarks this year.

   c. Panel update  
      i. Entrepreneurship panel – has been sponsored

         ii. Early Career – Negotiations – has been sponsored

   d. Sessions:  
      The 7am session on Wed is canceled.

   e. Donna will bring the pins to the meeting.

   f. Paper status – We have a total of 29 papers, one of which will be  
      presented in the poster session.

   g. Ticketed sessions – 23 tickets have been sold. These are tickets for the  
      Business Luncheon and Reception. Some members may just want to  
      attend the meeting but do not buy the lunch. It is OK to either bring lunch  
      or do not have lunch during the meeting. This information should be  
      shared with the people that arrange for this meeting, so we will have  
      enough sits for everyone.

   h. WEPAN joint session (Beena)  
      The agenda has been sent out.

3. Awards Status –  
   Winners are all notified. Presentation of the awards will happen during the  
   lunch business meeting (instead of reception).
4. Treasurer’s Report  
   No change/updates in report from last time because there is no new information on membership.

5. Letter(s) on Membership initiative – Kristen  
   She will send the letter today to Dwight at ASEE.

6. Webmasters’ Report – Mary & Sandra  
   Kristen sent a letter out to remind members to vote for new officers. Traffic on the website is down. There are no many job postings at this time of the year.

7. Elections: Susan Lantz  
   Deadline – April 30, 2013  
   Kristen did send out reminder to rest of membership to vote. There was not an exact count of the votes.

8. Next meeting: May 24, 1 p.m. CST

Adjourned.