

**WIED Teleconference Minutes, May 8, 2014**  
**12:00pm Central time**

Minutes taken by Bette Grauer

Brian, Clair Beena Sandra Beth Debbi, Kristen

1. Approval of minutes from the April teleconference  
Approved.  
Kristen has placed documents and presentation for ASEE meeting on Dropbox
2. Annual Conference 2014 – Beth
  - a. Bookmark Program, etc.
    - i. Beena will proof read the schedule for the program.
    - ii. Program is set.
    - iii. Beth will be sending out emails to moderators.
    - iv. Bette will send trial QR code
  - b. Division Mixer – What to bring along to have at the table
    - i. Beth will bring pins to mixer.
    - ii. Beth will have a sign in sheet.
    - iii. Kristen
  - c. Final Program Update
    - i. No news
  - d. Ticketed sessions
  - e. Reception – Beena – how do the numbers look...
    - i. 30 preregistered.
    - ii. Tickets will be used for drinks at the bar.
  - f. Business Meeting – KC will work up the
    - i. Kristin will need web and treasurers report.
    - ii. Debbi will give treasurers report.
3. Treasurer's Report – Adrienne  
NA
4. Webmasters' Report – Sandra and Debra  
Not having lots of web traffic.  
Debbi - Could we track download activity? Best to start by adding code to all new links.
5. Awards Committee  
(Will Helen be there to present – or will I need to?)

6. Elections – Julie Little-Wiles  
Notifying winners – KC  
Julie has sent new officers in email.  
Kristen will notify those that were not elected and then will notify those who did.
7. Other items?  
Bette will not be able to attend ASEE.  
Brian will fill in as secretary.
8. Next Meeting June 16, 12:30 – Business Meeting at ASEE