

## ASEE

### Women in Engineering Division Business Meeting June 11, 2012

1. Approval of the Agenda – Reese
  - A. Agenda was presented (not printed) and approved unanimously. In addition, WIED pins were made available to members and sign-in sheets were provided to each table.
2. Approval of Minutes of 2011 Business Meeting – Kirkmeyer
  - A. Minutes of the 2011 WIED Business Meeting were viewed and accepted. Mary moved, Kristen seconded, approved unanimously.
3. Honors and Recognitions – Metz
  - a. Denise Denton Best Paper – Jennifer Wang, Eli Patten, Ryan Shelby, Farzana Ansari and Lisa A. Pruitt from the University of California, Berkeley, for "Leadership and Service Learning Improves Confidence of Engineering Skills in Women".
  - b. Mara H. Wasburn AEG Winners – the faculty recipient is Aikaterini (Katerina) Bagiati (MIT), and the graduate student recipient is Rachel Louis (Virginia Tech). Thanks to all on the review committee.
  - c. New honor roll additions - request to tell us about them so that WIED can promote it on the website.
4. Program Chair's Report – Constant
  - A. The year in review.
  - B. 47 abstracts submitted (2 rejected, 3 withdrawn, 11 final papers not submitted, netting 30 papers published).
  - C. 13 sessions (6 technical sessions, 1 business meeting, 1 poster session, 3 panels, 1 reception (jointly planned), 1 Sunday workshop (co-sponsored)).
  - D. 49 reviewers with 2-3 reviews each, 14 moderators.
  - E. Lots of help from other with questions and decisions. Thanks!
5. Treasurer's Report – Minerick
  - A. Balances: BASS account \$14,651.31 as of 6/1/12
  - B. income to date \$6,728.23
  - C. Expenses to date \$7,822.24
  - D. A budget for 6/1/12 - 6/1/13 was proposed to try to bring expenses to less than our revenue, as well as raise revenues through new and sustained membership, and thus get out of the red.
6. Web Site Report – Phelps
  - A. Research page was introduced on the web site, to separate those opportunities from the jobs page.
  - B. The web page now belongs to the division rather than to an individual, allowing better WIED oversight.
  - C. Assistant webmaster is now an official position in elections.
7. WIED Election Results – Kirkmeyer (for Lantz)
  - A. Incoming officers
    - a. Bette Grauer – Secretary

- b. Beena Sukumaran - Program Chair-Elect
    - c. Brian Kirkmeyer - Director at Large
    - d. iv. Sandra Eksioglu - Assistant webmaster
  - B. Outgoing officers - thanks for your service!
    - a. Brian Kirkmeyer – Secretary
    - b. Sandra Eksioglu - Assistant Webmaster
    - c. Beena Sukumaran - Director at Large
- 8. Nominating Committee Volunteers – Kirkmeyer (for Lantz)
  - A. Sign-up sheet provided at each table.
  - B. Committee needs to be set up within 30 days after the conclusion of the national meeting.
- 9. By-Laws Revision – Reese
  - A. Conversion of one Director at Large position to Assistant Webmaster.
  - B. Modification of duties of Webmaster to reflect addition of Assistant Webmaster.
  - C. Updating election verbiage to be consistent to electronic voting.
  - D. Updating Publications section to reflect current practices.
  - E. Updating Awards section to reflect naming of the AEG award.
  - F. Mary moved, Kristen seconded, unanimous vote.
- 10. Chair’s Report for 2011-12 – Reese
  - A. Accomplishments
    - a. Increase active membership (#s up from last year but down for two years ago; survey conducted of members who had left WIED but remained in ASEE).
    - b. Survey membership on services desired (not yet completed).
    - c. Naming of the AEG award for Mara H. Wasburn.
    - d. Communicate more regularly with membership on opportunities (weekly updates on honor roll additions as well as other opportunities of interest).
- 11. Program Chair Goals for 2012-13 – Constant
  - A. Study membership trends to inform efforts to increase membership.
  - B. Increase value of membership (web resources, WIED community including Facebook page, conference involvement including leadership opportunities).
  - C. Discuss/identify potential keynote speakers.
  - D. Other ideas
    - a. Cross-organizational membership overlap and how to demonstrate the value of all of them.
    - b. WIED being stronger voice within ASEE.
    - c. Panel of women university presidents
    - d. Limit to # divisions within ASEE
    - e. LinkedIn rather than Facebook
    - f. Use other WIED members at institutions to communicate with lapsed members.
- 12. New Business
  - A. No new business.

13. PIC update – Watford

- A. Dues structure/cost will change, TBD how it will change
- B. conference registration will increase
- C. Session evaluation to be revamped
- D. Best paper committee to be formed, divisional representation within each PIC to choose best PIC paper, then each PIC chair for overall best paper.
- E. director of outreach position still open
- F. Division mixer replaces picnic, provide feedback regarding this decision
- G. Diversity committee working on diversity toolkit
- H. EGFI online only, decision has been made
- I. New code of ethics
- J. Each paper must have a full conference registration associated with it.

14. Adjournment