

WIED Teleconference Call
Minutes
April 15, 2009

Attending

Susan Burkett

Mara Knott

Adrienne Minerick

Donna Reese

Paige Smith

Mara Wasburn

Bev Watford

Not Attending

Jennifer van Antwerp

Pat Backer

Elaine Cooney

Maria Petrie

1. Election Progress Report: Donna reported that 36 people have voted. Thanks to Donna and John from MSU for assistance with the balloting effort. There was some discussion about the software used from the standpoint of future elections. **Action Item**: Donna mentioned that security could be an issue and will contact ASEE to see if they have some authentication software that could be used for election purposes. **Action Item**: Adrienne and Donna agreed to work on getting the software set up or on a CD so that it can be readily accessible in the future.
2. Treasurer's Report: Jennifer sent an email to Bev that only minimal charges have come in for phone calls. **Action Item**: Jennifer is asked to cut the checks and deliver to Bev or another officer so that checks can be presented to Best Paper winners at the reception in Austin.
3. WIED/WEPAN Joint Conference Update: Mara W. reported that we have 1 paper withdrawn due to the author being unhappy about being moved to a poster. WIED is sponsoring 4 technical sessions, 4 panels, 1 poster session and co-sponsoring 2 workshops, 2 technical sessions, and the reception. She reported that ASEE has 20.07% female members, a historical event, and that 10 of 19 Board of Director members are female next year. **Action Item**: Mara to send out a reminder to authors about registering for the conference and paying the paper fee to be included in the program. Panels are complete and 2 moderators are defined for each session; they have been notified of their responsibilities. Bev and Donna noted they did not receive that email. **Action Item**: Mara will check on this. Bev mentioned that it would be nice to hand out a list of WIED events at the Business meeting. Mara reported that 24 people have paid; Bev expects this number will grow to 50-75. **Action Item**: Mara will send the announcement of our events to Adrienne (to send to NEE division) and to Bev (to send to K-12 division). Bev may have located 2 people to assist with funding the reception (Eaton and 3M); both to possibly give \$1000 each. The cost of the reception this year is reasonable (~\$4000). **Action Item**: Bev will pick up plaques for the Best Paper awards and small gifts for the panelists and Jill. Total is: 2 plaques and 9 small gifts (all to be presented at the reception). Bev mentioned that Judy Valyo had flyers at the desk from WIED last year welcoming people and suggesting a meeting time to go to the picnic as a group. **Action Item**: Bev will look up the flyer from Hawaii and possibly adapt for this meeting. Susan to help with this activity. Possibly we could have a short meeting after the picnic to prepare for the business meeting. Details to be posted later.
4. Annual Meeting: Bev discussed agenda items for the annual meeting:

- a) Distribute the minutes from last year's business meeting. **Action Item:** Bev will forward them to Susan;
 - b) Membership data will be shown and discussed;
 - c) A motion to raise the dues;
 - d) Sign in sheets with a column asking for volunteers to moderate sessions and review papers;
 - e) Mara W. to present information on the program (# of abstracts, papers, sessions, etc.);
 - f) Results of the elections;
 - g) Web site update by Adrienne;
 - h) Report on the faculty database by Maria;
 - i) Discuss allocations of WIED funds for possible travel support to faculty or student (ERM model);
 - j) Discuss how to increase membership and how to make the division more relevant to members;
 - k) Chair report of the activities for the year.
5. Website Update: Adrienne reported on web usage. Usage is up from 1 month ago by over 100 visits; most is direct traffic rather than through links. There was discussion of the WEPAN Knowledge Center and Adrienne indicated that link is on the web site under "news". From discussion, it was determined this should be a permanent link. **Action Item:** Adrienne to update site with permanent link to the Knowledge Center.
 6. Other Business: **Action Item:** Bev to ask ASEE for membership data by division. Next call is May 13 and that will be the last one before the conference.