Present: Donna Reese, Brian Kirkmeyer, Kristen Constant, Bevlee Watford, Adrienne Minerick, Laura Pauley, Mary Phelps, Susan Lantz, Beena Sukumaran, Jacqueline El-Sayed

Absent: Pat Backer

Agenda

1. Approval of February Minutes (Brian)
   a. Minutes were approved without changes.

2. Treasurer’s Report (Jackie)
   a. Jackie sent the Treasurer’s Report to the Executive Committee. Jackie is checking into an unspecified charge to WIED; otherwise there have only been conference call charges.

3. Webmaster’s Report (Adrienne & Mary)
   a. Adrienne emailed the usage report for the WIED website, with most traffic still from direct traffic. There was an overall decrease due to fewer jobs being posted.
   b. Elections and awards are soon to go on the WIED website, which should increase website traffic.
   c. Secure website is live, and the menu bar issue with Internet Explorer and Firefox has been fixed.

4. Awards Update (Laura)
   a. Apprentice Educator Grant (AEG) awards
      i. Two awards were made, one to a graduate student and the other to a tenure-track faculty member. Information on the recipients was sent to the Executive Committee.
      ii. Bevlee sent the award certificate documents to Laura to create the new certificates of award for the recipients. The certificates will likely be mounted on a plaque.
   b. Best Paper award
      i. Three papers each received one Best Paper nomination. Donna will send the highest ranking nominees in the next couple of days.
ii. Certificates will be made for each author of the Best Paper, as well as possibly the top nominees.

5. Election Update (Susan/Adrienne)
   a. Election website is nearly active (will be by April 1st), and voting should be able to proceed throughout April.
   b. There are five (5) Member-at-Large candidates, which could result in less than a majority of votes for the winning candidate and thus a run-off election between the top 2-3 candidates.
      i. There is a question of whether the bylaws allow the Nominating Committee to reduce the number of candidates for a position or if all nominees must appear on the ballot; Donna will investigate this for next year’s elections.
      ii. Any changes that can be made must be voted on at the Annual Meeting.

6. Conference Update
   a. Paper update (Donna)
      i. Thirty-five (35) papers are ready to publish, with two (2) others still awaiting confirmation of the authors’ registration being paid.
         1. Three (3) papers never had final versions submitted.
      ii. There should be approximately 15 papers in the poster session.
   b. Session update (Donna)
      i. Sessions now appear on the ASEE conference website.
      ii. WIED provided multiple panelists for the ERC panel.
      iii. A call for moderators will come soon from Donna.
   c. Reception planning (Kristen)
      i. The reception is still co-sponsored with MIND and K-12 Divisions.
      ii. Budget is approximately $1,600 per division, with some variation in actual cost due to US-Canadian exchange rate.
      iii. MIND is proposing a menu, and K-12 is determining the optimal location of either the conference hotel or the convention center.
   d. Business meeting (Donna)
      i. Agenda items are coming together.
      ii. Likely topics include 2010 Minutes, awards presentation, chairs report, treasurer’s report, and website report.

7. New Business
   a. WEPAN Knowledge Center will list WIED as a “Partner Organization”.
   b. Bevlee also initiated a discussion about the lapel pins, which received a very positive response at last year’s conference. She will look into pricing and pass it on.
Meeting Adjourned at 4:07 pm EST. Next conference call is April 18th, 2011, at 3:30PM EDT.