

Minutes WIED Teleconference January 25, 1 p.m. CST

Attending: Mary Phelps, Kristen, Donna, Adrienne, Beena, Susan Metz, Sandra, Susan Lantz, Jenna, Beth H.

Minutes to be taken by M. Phelps with contributions from K. Constant

1. Approval of minutes from the December teleconference No comments, approved
2. Treasurer's Report – Adrienne Membership at 203, up from last year at the same time: Oct - 95 (higher than last year), Nov - 63, Dec - 45 (lower). Total membership is near 700.
3. Letter(s) on Membership initiatives – We will target high-female divisions: engineering educators, MIND, K-12 , Biomed, industrial, 1st year programs, internationals. Join now – and your next renewal is free – Kristen will ask if this is possible (administratively). She will draft appropriate e-mails and send them around.
4. Webmasters' Report – Mary & Sandra Traffic seems to be down a little year over year... AEG html updated, need to make more site updates, should be done by end of January
5. Awards – Status Susan Metz Need updated Denice Denton winners from 2012 to update site (Donna sent). Need to add link to site
6. Annual Conference 2013 – Beth
 - a. Panel update There are four total panels. Adrienne to be point person on entrepreneurship panel (only two contributors to paper, will send email / confirmed panelists and who she invited. One contributor who is confirmed for panel, never responded after that; no response from GA Tech. Perhaps we could ask the EEI (Entrepreneurship and Engineering Innovation) chair for suggestions. Another panel (Early Career) - Jenna, Donna, Kristen, Susan L to work on. Beth will mail out her notes. Panel 3 is spatial visualization – joint panel with 1st year programs? This panel is unfortunately scheduled on top of our business meeting. Panel 4 is mentoring of mid-career faculty. What are panelist attendance requirements? (We think they don't if there is no paper and they are just panelists (not attendees to the rest of the conference. We will need to confirm. Beth to work technicalities of systematically assigning non-paper participants to sessions. Who is being asked? Possibly Sarah Rajala?
 - b. Pin orders Donna: Revised quantity pricing from 250 to 500 but savings are only a few hundred dollars. Last year put year and city on the pin. This year, we'll remove reference to city and year, order 500 and plan to use the left-overs next year. Donna will have the pins sent to her. She'll find a way to get them to the conference if she can't go.
 - c. Paper status (any updates?) Total 32 papers, plus 2 panel papers out for review. Looking for a few more, uncertain whether we have enough papers for sessions - do we have too many sessions? No reviewer got more than 2 to review: 87 reviewers
 - d. Reception planning (Beena) Joint MIND/WIED/ K-12: \$1500 per division with cash bar, one drink per person, can send menu to anyone interested.

- Remember that all attendees pay \$5 – which should offset costs. Deadline uncertain. Targeting 125 (may need more)
- e. WEPAN/ASEE/SWE joint session - Beth, Diane Matt (WEPAN), Beena, Page (SWE) working on session. Diane is working personally on corporate sponsorship for joint session. guests - .
 - 7. Elections: Susan Lantz
 - Director of Positions
 - Director of Awards
 - Treasurer
 - Webmaster Assistant
 - Director at Large

Same positions as 2011, except one. Call for Nominations by Feb 1, submittals by 2/15, submit slate March 1, elections by 4/1.

Action Items

- Beena - WEPAN joint session
- Kristen - Call for Nominations, Membership letters
- Donna - pins
- Adrienne - Panel 1
- Mary/Sandra - website changes

7. Next meeting: February 22, 1p.m. CST