

WIED Teleconference Agenda,

November 10, 2017

2:30 pm | Eastern Daylight Time (New York, GMT-04:00) | 1 hr

Dial In: [208-426-7347](tel:208-426-7347) PIN: 248924

Present: Sukumaran, Beena; Brian Kirkmeyer , Debra Friedrichsen , Jodi Prorise, Sandra Eksioglu, Rachelle Reisberg, Malini Natarajarathinam, Janet Callahan, Lily Gossage

Absent: Jenahvive Morgan, Beth Holloway, Barbara Bernal, Claire McCullough,

Minutes to be taken by Malini

1) Approval of minutes from October teleconference. Minutes are in Dropbox.
Meeting minutes approved

- 2) Annual Conference 2018 – Sandra
 - a. Number of abstracts
 - b. Reviewer needs
 - c. Panels, Distinguished lectures

58 abstracts submitted. Sandra read all the reviewers' comments. Based on that, she rejected 1 abstract. Still waiting on 10 abstracts for reviewers' comments. 100 reviewers signed up.

3 panels – all WIED panels. We still do not have a Distinguished lectures. The person under consideration was Laura Bottomley. If a division were to support our lecture, they worry that their attendance will be thin due to a tech session going on at the same time. Laura suggested that we contact Pre-K division for sponsor and Pre-K was not willing WIED is co-sponsoring 2 distinguished lectures. We also have a poster session and social with other divisions.

Update from Beena: History of the division panel will write a paper.

- 3) PIC IV Special Project Funding

PIC IV Special funding ideas were discussed last meeting. The idea to support new members to attend Webinars (which are about \$25) has been submitted

- 4) Diversity Conference update – Beena

CONECD conference – all abstracts accepted. They have a program committee now. List of volunteers from WIED was contacted. They are asking how they can help with the conference. If you have any questions about this conference or contacts to increase diversity, please let Beena know.

- 5) Treasurer's Report – Brian

Brian has not yet integrated the recent ASEE report. It was not sent to him directly. It was sent to Beena and Malini. The report shows updates to expenses and revenues. The report

also reflects expenses for website design (about \$305). Right now, our balance is \$0.02 less than \$15,000.

- 6) Webmasters' Report – Barbara and Claire
 - a. Updates to website and web traffic
 - b. Submission of job openings (automated system)
 - c. Newsletter

Barbara and Claire not on the call. The website still has the 2016 officers. We still don't have no statistics on the web traffic. Claire has been posting the jobs. She also was looking for material from Newsletter.

- 7) Awards Committee - Lily

Debbie will add Lily to the drop box. Lily will discuss with Debbie where she would send the edits to the website. Beena suggested Lily should send it to Barbara. Debbie said that the templates for email are on the drive. Debbie says that it is generally sent to WIED. Lily wanted to see if she can send it to other divisions, WEPAN..Debbie said that applicants can be from anywhere.

- 8) Nominating Committee – Jenahvive

Jenahvive not in attendance

- 9) Diversity Committee – Debbi

Entire committee meets quarterly (next week). The subcommittees meet each month. Will have more updates after quarterly meeting. There was discussion if the delegates will have voting rights. The president appoints committee members and they have a term. Debbie's term will be up this upcoming conference.

There is a Diversity committee newsletter in the works. If there are any early engineering education efforts or relevant news, Debbie will get it included in the email

Beena suggested that Lily could send some relevant information with Debbi.

Brian: The committee is trying to streamline the operations so that they can finalize the committee members and delegates by the next conference.

Beena will ask Jenahvive to include attending the monthly conference call to the responsibilities of the officers. WIED meets every second Friday from 2:30 – 3:30 EST.