

**WIED Teleconference Agenda,
September 8, 2017**

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

Meeting link:

<https://rowan.webex.com/rowan/j.php?MTID=m80717159e49bd79984444e4d162c8b2f>

Meeting number: 646 525 001

Meeting password: YJHKJ577

Minutes to be taken by Malini Natarajarathinam

Present: Beena S., Malini N., Jenahvive, M., Brian K., Rachelle R., Barbara B., Jodi P., Lily G., Sandra E., Janet C.,

Absent: Beth H., Claire M.,

- 1) Approval of minutes from August teleconference. Minutes are on Dropbox.
- 2) ASEE conference schedule. New conference scheduled was sent to you earlier.
- 3) Annual Conference 2018 – Sandra
 - a. Call for Abstracts
 - b. Paper format
 - c. Panel Ideas – WIED History Panel (Beena and Janet), other panels
 - d. Distinguished lectures – send it to Sandra

Call for abstracts sent twice. Paper format remains the same. If you have ideas for panels, please email Sandra.

Beena and Janet will organize women in engineering history panel. Past WIED members invited (5-year gap between presidents used as rule of thumb)

Sara Rahala and Donna Lovelynn have agreed to be on the panel.

Business meetings to be scheduled on Tuesday

Updates for 2018 Annual Meeting

-Workshops scheduled for Sunday morning

-Saturday K-12 workshop is on hold

-If you want a printed program, you would pay \$10

-Non-member registration fee DOES not include registration

Typically 5 abstracts for technical sessions

- 4) Diversity Conference update – Beena, Beth

Conference call yesterday. Conference is now called ConneCD . April 29th to May 1st in Arlington. Bev will send call for abstracts to the committee and will be sent out to the committee next week.

Lily will help with fundraising. Tracks for the conference will be decided after submissions. Jenahvive volunteered to review.

- 5) Treasurer's Report – Brian
 - a. Sponsorships for events
 - b. Sponsorships for conference awards
 - c. Ideas for fund raising

Nothing major about the finances going on. Brian has checked the discrepancies and now all is accounted for.

- 6) Webmasters' Report – Barbara and Claire
 - a. New website
 - b. Updates to the website including present officers
 - c. Submission of job openings (automated system)
 - d. Newsletter

Need to make sure the incoming Webmaster has experience in managing the website. Send any information that needs to be included on the website to Barbara.

Malini to send draft of email to invite undergraduates to a panel at ASEE.

- 7) Awards Committee - Lily
Lily got disconnected by then.

- 8) Nominating Committee – Jenahvive
Has discussed with Brian to get details.

- 9) Delegate to Diversity Committee – have sent names to Teri (Brian and Malini)

Sent nomination to Teri, Need to follow up with Teri to see if the nomination was accepted.