

WIED Teleconference Minutes

August 25, 2020

1:00-2:00 pm EST

Meeting via Zoom:

<https://ufl.zoom.us/j/94171131782?pwd=UTM0V1oyWUIYbFZReVduQXNsMXBrZz09>

Meeting ID: 941 7113 1782

Passcode: ASEE WIED

Present (in alphabetical order by last name):

Bethany Brinkman, Janet Callahan, Lily Gossage, Brian Kirkmeyer, Angela Lueking, Jenahvive Morgan, Jessica Perez, Rachelle Reisberg, Kristi Shryock,

Absent: Krystel Castillo, Sandra Eksioglu, Claire McCullough, Malini Natarajarathinam

Excused: n/a

1) Approval of May 2020 Teleconference Minutes (led by Janet):

- **Talking Points:** The May 2020 minutes were shared via Dropbox and email to the officers for viewing and comments.
- **Actions to Take:** Fix the minutes and re-submit for approval in the September 2020 meeting

2) WIED Bylaws Report and Award Call (led by Janet):

- **Talking Points:** The bylaws were shared with the officers and were encouraged to review the document on their own and provide feedback at ASEE Hub (aseehub.asee.org) as well as in September's next meeting. Janet mentioned that as a group, we could be considered for the **ASEE Constituent Diversity, Equity, and Inclusion Award** given the track record of the group (e.g., increased papers and participation).
- **Actions to Take:**
 - Janet would like to include a new bullet to the next agenda called "How do we make ASEE WIED more inclusive to people of color, including men?"
 - Angela added some language from the ADVANCE solicitation into Zoom to consider into the bylaws regarding their focus on women but per Janet's comment, to also define gender in the bylaws. As a group, per Lily's concerns, there will be a focus on including "people of color" and their treatment in the bylaws

- In response to Jenavive’s comment, a bullet point has been added to the next agenda to begin to discuss sub-agenda items about potential out of conference activities
- In response to Angela’s comment about the succession plan for ASEE MIND, a bullet point has been added in the agenda under Janet’s section
- In response to Brinkman’s and Brian’s comments, a talking point has been added to the agenda
- An adhoc committee composed of Jessica, Lily, Idalis, and Brian will propose language changes to the bylaws for the next meeting; they will have a separate meeting to update the bylaws language and bring up to the group for approval on the next meeting
- No consensus was determined for the award talking point; a bullet has been added to the next agenda

3) Awards Report (led by Lily):

- **Talking Points:** This past year we had six awardees who each received \$500 to reimburse their registration fees (with receipts) along with a \$100 stipend. She wanted to know if we can increase the number of awardees by next year.
- **Actions to Take:**
 - In response to the comments, Lily will replace the number “six” with “multiple” for the next call of awardees to leave this number open due to unclear budget panoramas for next year; Lily will provide this change to Bethany to change on the website

4) Treasurer Report (led by Angela):

- **Talking Points:** Angela mentioned we had about \$25k (end of Sept 2019) and \$28k (available now) that includes one Wasburn reimbursement. She indicated we are ahead relative to last year but thinks we could tentatively add more awardees, with further evaluation.
- **Actions to Take:**
 - Revisit budget evaluation and add a bullet in the agenda regarding a ASEE WIED “advocacy” panel event

4) Webmaster Report (led by Bethany):

- **Talking Points:** The website and everything related is up to date. She indicated that we should expect to have job listings pickup shortly and encouraged officers that if they know of jobs or have changes to the awards writeup or have issues, to let Bethany know
- **Actions to Take:**
 - The call for papers will be sent by Kristi to Bethany before the deadline

5) Elections Report (led by Jenavive):

- **Talking Points:** Nothing to report; she is looking for breakout activities on topics and discuss it as a group that everyone could get everything from it and develop relationships
- **Actions to Take:**
 - Resolved: Janet sent an email to Tim Manacom to ask for Lily access to the Hub for editorial purposes and Lily will make changes to the hub

6) Diversity, Inclusion, Equity: Claire was not present

7) Call for Papers (led by Kristi):

- **Talking Points:** She will add the Call for Papers in the Dropbox folder and indicated she will begin the process of lining up reviewers. She reminded officers that the solicitation opens September 8 and closes October 12.
- **Actions to Take:**
 - Kristi will look at the statement about duplicate submissions and will add it to the call for proposals

8) Other Items (led by Janet and Idalis)

- **Talking Points:** Janet mentioned a request from the ASEE Environmental Engineering Division and Janet asked if we should continue to a newsletter for now and eventually migrate to ASEE Hub. Idalis inquired about future meeting times and indicated she will send a calendar poll soon.
- **Actions to Take:**
 - Include the ASEE Environment Engineering Division Email
 - Idalis will send a calendar poll
 - A bullet point about the transition to ASEE Hub to the weekly newsletter was added
 - Revised May 2020 meeting notes as well as the August 2020 meeting notes will be included on the next meeting for approval
 - Bylaw original documents and drafts will be included for the next meeting

9) Adjourn