

## WIED Teleconference Minutes

October 20, 2020

1:00-2:00 pm EST

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Meeting URL: <https://ufl.zoom.us/j/98141835900?pwd=dEg5ak1lZmNwbzF4Z1dXdXVDbW90UT09>

Meeting ID: 981 4183 5900

Passcode: 030096

**Attendees:** Janet Callahan, Sandra Eksioglu, Lily Gossage, Brian Kirkmeyer, Malini Natarajarathinam, Jessica Perez, Kristi Shyrock, Idalis Villanueva

**Absent:** Claire McCullough, Bethany Brinkman, Jenahvive Morgan

**Excused:** n/a

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

**Talking Points:** The September 22, 2020 meeting minutes were shared via Dropbox and email to the officers for viewing and comments.

**Actions:** Approved on October 20, 2020

### 2) WIED Bylaws, Succession Plan, and Updates (led by Janet):

#### Talking Points:

- The officers looked at the bylaws and proposed additional changes to make sure the language was inclusive to all
- Succession plan was briefly discussed as being important to continue to have an ongoing conversation about
- An email was sent to Fethiye Ozis introducing her to Brian to discuss a potential merge of the ASEE WIED and ASEE Environmental Engineering Division panels, but no response email was received from them
- Brian and Lily, with their co-authors, both submitted a panel on behalf of ASEE WIED on advocacy and intersectionality

#### Actions to Take:

- Idalis and Janet will send an email to Beth Holloway with the recently revised bylaws to assess its compliance to ASEE standards. This email was sent on October 30, 2020. Upon Beth's response, the bylaws will be shared once more with the officers and discussed on November's meeting
- Due to time constraints the discussion of a succession plan and the change of our division name was pushed to a later date and was suggested to be points of ongoing discussions

- No further action is needed for ASEE Environmental Engineering Division request
- No immediate action is needed for the advocacy and intersectionality panels

### **3) Awards Report (led by Lily):**

#### **Talking Points:**

- A blurb was sent out to Kristi about the awards for the newsletter during the first week of November. Lily needs to volunteer to review the awards and papers.

#### **Actions to Take:**

- **Lily will send an email to ASEE WIED** to recruit volunteers and an email to Beth Holloway about the deadline for awards.

### **4) Call for Papers (led by Kristi):**

#### **Talking Points:**

- There were 55 abstracts, 2 panel sessions and 1 poster for a total of 58 submissions with no more than 2 assigned papers for each reviewer.
- The deadline for authors is November 2, 2020
- Kristi requested officers to share positions for the next 2 months and requested access to the Google Drive archive for job postings. A recommendation was made to migrate folders from Google Drive to ASEE Hub.
- A recommendation was made for MIND to host the social mixer in the next ASEE conference

#### **Actions to Take:**

- Kristi will request timeslots for panel sessions and business meeting requests and will coordinate the business meeting scheduling
- Janet will help Kristi gain access to the Google Drive so that they can migrate the folders to ASEE Hub by January 1, 2022. It was agreed that day-to-day items will remain in the ASEE WIED Dropbox folder.

### **5) Other items**

#### **Talking Point:**

- Lily talked about purchasing the swag before the Long Beach conference

#### **Actions to Take:**

- An agenda item will be added in the December 2020 meeting (not November 2020 meeting)

### **6) Adjourn**