

ASEE WIED Teleconference Meeting minutes

August 31, 2022

3:30 pm- 4:30 pm Eastern Time

Meeting URL: <https://ufl.zoom.us/j/91438623264>

Meeting ID: 91438623264

Attendees: Kristi Shyrock, Brian Kirkmeyer, Idalis Villanueva, Sarah Jayasekaran, Jenahvive Morgan, Janet Callahan, Lily Gossage, Claire McCullough, Darcie Christensen, Rachelle Reisburg

Excused: Lily Wang, Krystel Castillo (quorum)

1) ASEE WIED – Kristi

- Minutes of the May 19th and business meeting on June 27th were approved
- **Talking Points:**
 - Update the website with new member information
 - Webmaster to the web manager
 - If an officer does not complete the term
 - Discussion on looking for an internal lead and further discussion was made to include a process in the bylaws if an officer can't complete their term
 - Add the first-year program to our social
 - Decided between committee that no additional division will be included in the FYEE program social
- **Actions to Take:**
 - Need to update bylaws if a member cannot complete term- draft to be created - Kristi & Sarah Jay

2) Treasurer's Report – Lily

- **Talking Points:**
 - Update on Budgets and updates
 - Discussion on changing the name of the award to an honorarium and adding a description- make a website update and modify the bylaws to reflect the same during the annual business meeting
 - This team is responsible for the best paper award, honorarium certificate, and Mara H Washburn grant
 - Reimburse Graduate panel through honorarium
 - Look at the wordings - call for papers
 - Monthly newsletter
- **Actions to Take:**
 - Modify Travel grant to honorarium with new wordings- update bylaws

- Look at the wordings -call for paper and newsletter- Kristi

3) ASEE Conference – Brian / Idalis

- **Talking Points:**

- New ASEE System Updates
 - Testing the new system and getting feedback from people, user testing for two weeks, one on one interview testing
- Document management system currently Dropbox
 - Discussion on finding a sustainable document management system that works well with the committee
 - Upload some key documents onto the HUB
- Annual Social
 - Our year to put into social
 - Coordinating with other divisions
 - Lily to buy swag items; we will have a list in the next meeting, review, and vote in the next meeting

- **Actions to Take:**

- List of swag items to buy- lily
- Documents management system and access will be given to all-Kristi

4) Diversity, Inclusion, and Equity – Claire / Rachelle

- **Talking Points:** No major updates

- Next meeting DEI on 20th October, updates through email, will pass them along
- Conference planning by CDIE group
- WYE volunteered for booth time

- **Actions to Take:** N/A

5) Awards – Jessica

- **Talking Points:** Budget and Business Meeting

- **Actions to Take:** N/A

6) Elections – Jenahvive

- **Talking Points:** Update the website

- With pics and contact information of new officers

- **Actions to Take:** N/A

7) Web manager's Report – Krystal / Darcie

- **Talking Points:** Update the website

- Need to change the title from Webmaster to Web manager
- New pics of officer/update names

- **Actions to Take:** N/A

- Update the website with new member pics and contact names
- Webmaster to Web manager

8) Other

- **Talking Points**

- Membership council at the executive level if any member from WIED would like to serve
- ASEE 2022 papers available

- **Actions to Take:**

- Lily will send out information about the council; if interested to volunteer, contact lily

Meeting adjourned