

**ASEE LEAD Meeting Minutes**  
**October 1, 2018**  
**1PM EDT**

Attendees: Gregg Warnick, Jeff Plumblee, Beth Koufteros, David Niño, Meagan Kendall, William Schell, Meg Handley, Steve Klosterman, Ebonee Williams, Mike Erdman

- 1) 2019 ASEE Program – David Niño
  - a. Committee meeting every other week
  - b. Getting ready for the abstracts to come in (1<sup>st</sup> one submitted this weekend)
  - c. Will be sending out email reminder of call for papers
  - d. Rapid-fire paper presentations of other programs may be a session.
    - i. Group by conferences (Big 10 as first priority, led by Mike Erdman)
  - e. Can set up as a panel session potentially as program chair
    - i. Ebonee- Maybe a poster session at the social event to encourage better collaboration and networking? Or stickers to facilitate discussion?
    - ii. Meagan- planning to have poster session at social and will get the stickers handled.
  - f. How many submission last year? (Gregg and Steve to look up and create spreadsheet)
- 2) Bylaw Voting via Newsletter – Meagan Kendall
  - a. Meagan sending out next newsletter later this week (Oct 5) and will be doing the voting at that time—David to send Meagan reminder on paper submissions to include in newsletter.
  - b. Will give members 2 weeks to vote.
  - c. Will be highlighting Texas A&M this month.
- 3) Strategic Initiatives Committee – Meg Handley
  - a. Committee does see the importance of the strategic initiatives, thinks they're long-term goals.
  - b. Can be focus for sessions and papers and want to highlight work from members to bring awareness to those that are acting in these areas.
  - c. Slide referenced: "Inform- Develop- Assess" process ties together our 4 strategic initiatives and try to make it less overwhelming and brand what we do.
  - d. Want to break down our multi-year overarching goals into more tangible, manageable pieces and see how we're already doing these—"strategic doing"
- 4) Awards Committee Discussion – Beth Koufteros
  - a. Sent out list of all division and national awards.
  - b. Suggestion that we start small with only a few awards within our division. – Meagan Kendall.
  - c. Some awards come with monetary award.
  - d. For many, nomination deadlines are mid-January.
  - e. Will add as follow-up agenda item for next time.
  - f. If create new awards, do they need to be submitted by a certain date? We do have some flexibility, but we need to set aside funds in our budget if so.
- 5) Website Changes – Jeff Plumblee
  - a. Updated link to last year's papers

- b. Will be updating ASAP:
    - i. People
    - ii. Business meeting minutes
    - iii. Executive committee call minutes
  - c. Strategic plan is good as-is
  - d. COMPLETE—follow-up with Mike Erdman for updates
  - e. Add Newsletters—may be able to combine with careers to eliminate double work.
- 6) Financial Update – Ebonee Williams
- a. Let Ebonee know if you have any budgetary needs!
- 7) Next meeting Oct 22 at 1PM EDT.

Meeting adjourns 2:03PM EDT.