ASEE LEAD Meeting Minutes
October 22, 2018
1PM EDT

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

1) 2019 ASEE Program – David Niño
   a. 27 submissions through ASEE website (6 are works in progress).
   b. Good mix of returning and new authors.
   c. 2 submitted late via email. Patty can add them on behalf of authors to ASEE system.
   d. Will be discussing with the committee this week to connect reviewers with abstracts for review.
   e. Do we want to do social in same timeframe as in past? Consensus is yes, Monday, June 17 from 6-8 PM works well.
   f. Discussion that we move business meeting into a technical session slot to allow more time for engagement. Many felt that we would lose participation due to competing technical sessions. Meeting will likely be held Tuesday, June 18 at 5pm, not conflicting with technical session.
      i. Options to maximize engagement with other members:
         1. Extend by 30 minutes if no conflict
         2. Table some other business items to engage new members. Potentially provide a handout from committees rather than full updates.
   g. Bill Schell to provide email to committee on best practices from FIE regarding paper format, length, and presentation formats.

2) Bylaw Voting via Newsletter – Gregg Warnick
   a. Only 9 votes on bylaws thus far, due on Oct 26.
   b. Gregg to send out final reminder to the Division to allow further voting.

3) Awards Committee Discussion – Beth Koufteros
   a. Beth compiled all ASEE National and Society Awards into document that was shared with the team- is there anyone we want to nominate? Names and award recommendations needed by November 2.
   b. Do we want to have Division awards? No final consensus yet.
   c. Ebonee to help with awards committee decisions
   d. Do we need funding for them if we do have division awards? If we do, finding sponsorship would be ideal. Ebonee to find out rules on sponsorship.
   e. Beth to investigate how to nominate members as fellow.

4) Funding/ Social
   a. Need to do social affiliated with conference (to allow for posters and to do best paper award)
   b. Informal event after social? Host event in hotel suite?

5) Website Updates – Jeff Plumblee
    a. All requested changes made. Additional feedback requested.
6) FIE – Bill Schell
    a. 4 Engineering Leadership papers presented- all well received.
    b. Workshop held and also well attended.
7) Next meeting Nov 26 at 1 PM ET.

Meeting adjourns 1:58PM EDT.