

ASEE LEAD Meeting Minutes
April 19, 2019
4PM ET

Attendees: Gregg Warnick, David Niño, Meg Handley, Mike Erdman, Steve Klosterman, Meagan Kendall, Bill Schell, Jeff Plumblee

1. 2019 ASEE Conference Final Program Schedule – David
 - a. 12 total papers in 3 sessions.
 - b. 1 panel.
 - c. Sunday Workshop led by Beth is likely to be cancelled.
 - d. Tentative program sent out by David prior to this meeting.
 - e. Need to group papers by session and name sessions more descriptively.
 - f. Division Best Paper and PIC II
 1. Awards Committee was to lead this, and our Awards Committee chair is leaving.
 2. 2-3 papers are competitive for best paper.
 3. PIC II best paper nominations are due by April 29.
 4. Jeff and Steve to coordinate with David, Gregg to reach out to Beth.
 - g. Division Mixer – Need two people to cover this
 1. Meg will be there in person.
 2. Ebonee, Jeff also may be able to help.
 3. Meagan will help coordinate and may be able to be there.
 - h. Social location – Meagan
 1. 3 options:
 1. Received 3 quotes, likely going to cost ~\$1,200 if we cover food, so we'll need help with funding.
 2. Convention Center with food is cheaper.
 3. Or we do it more informally and attendees pay their own way.
 2. Vote was for off-site location, Meagan to find out how to secure space.
 3. Will put out sponsorship opportunity to executive committee for \$300-400 to hopefully secure extra funds needed.
2. Officer Nominations/Elections – Meagan
 - a. None have been nominated yet.
3. Officer Appointments – Gregg
 1. Awards Committee Chair – Beth notified me that she was stepping away from her role at Texas A&M to pursue other endeavors and would not be able to serve.
 2. Outreach Liaison – Mike will retire from Penn State in December. We will appoint someone to work with Mike effective at the conference and work with him in the transition as desired.
 3. Mike suggests that these be mentioned in the newsletter to determine interest.
4. Potential bylaw changes on officer rotations
 - a. Gregg is proposing a bylaw change that would allow all positions to 1 year positions with the understanding that program chair is a multi-year progression.

- b. David proposes co-chairs for the role.
- c. Executive committee to consider options over the weekend.

Adjourn at 5:06 PM ET