LEAD Meeting Minutes
December 17, 2015
10am – 11am CST

Attendees:
Ron Bennett, Division Chair
Steve Klosterman, Program Chair
David Niño, Treasurer
Rebecca Komarek, Secretary
Gregg Warnick, Nomination Committee
Mike Erdman, Program Committee
Simon Pitts

Meeting begins 10:05 am CST

- Review technical program and other sessions - Steve Klosterman
    o Over 40 abstracts submitted
    o Accepted 27 papers, 3 pleads for reconsideration
    o Choose 20 papers to present from the 30 submitted
    o Drafts due on Feb 1
    o Reviewers – 62 volunteers, much easier process this year because of larger number of members
    o 4 tech sessions, 1 workshop, invited to co-sponsor 4 other sessions
    o Time of business meeting in New Orleans – Steve will send out
- ByLaw changes - Ron Bennett
    o Bylaw changes went through
    o Secretary and treasurer one year
    o Program Chair/Chair Elect – 2 year term, moves on to become Chair
    o Chair, two year term – Ron is in his 2nd year, will be done in June
- Website - Rebecca Komarek
    o Becky will work with Steve to get presentations from 2015 posted
    o Becky will update web to include paper submission date date
    o Becky will gather info on shared Drive and distribute to team
    o Link to ASEE website for 2015 papers
- Nominations - Gregg Warnick
    o Program chair/chair elect, secretary, and treasurer are up for election
    o Solicit nominations via email; vote takes place at the meeting, can take additional nominations at the meeting
    o Written ballot at meeting
    o Appropriate to spread it out to the entire membership; have a bio, statement of intent
    o Gregg will put together a proposed timeline for nominations
    o Reconsider changing the process of elections? Written elections at the meeting is a challenge. Discuss how to run these more smoothly at next business meeting
- Program liaison with COMPLETE
    o Will be Simon Pitts
    o Mike Erdman will be the backup
    o David Niño involved as well
- Awards - Julie Little-Wiles (Julie was not able to join the call)

- o Awards other than best paper?
    - ▪ Award for engineering leadership?
  - o What do we give our awardees?
    - ▪ How to fund it?
  - o Awards committee – Program Chair, Chair, Secretary comprise the awards committee
  - o Best paper rubric borrowed from another division
- Status of survey for database of programs - Mike Erdman
  - o 15 responses
  - o Responses are not representative of all of the most established programs
  - o Reasons: Many other surveys are out there, initial email link was buried in an email, 2nd solicitation was better
  - o COMPLETE conference attendees at Penn State are being urged to complete the survey
- Strategic plan status - David Niño
  - o David will work with Becky to get storage up and running on website
  - o 6 people on the committee
  - o Agreed on a process – outlined by Execution Primer, balanced scorecard approach to strategic planning
  - o 2 meetings – identify a vision, statement of values, then move down the framework and assess strategic issues that we face
  - o Looked at some of the other divisions to see what they have – we will be a stand out because others don't have a vision statement or strategic plan
  - o No requirement to have a mission or vision to have a division
  - o Stakeholder map – David wants list of everyone who is a member of the division to figure out who is in the division (how many industry, for example)
  - o Steve will share list and strip down data to remove email addresses of people to prevent spam
- Social event status - Simon Pitts
  - o In email discussion with Megan at Lockheed Martin to determine how we can do something together
- Other
  - o Plan another call for after the draft paper submission on Feb 1
  - o Next meeting – will try for Feb 26 ~1pm eastern, Ron will send a Doodle

Meeting adjourns 9:57 am CST