

LEAD Conference Call
Meeting Minutes
6/9/16
12 pm CDT

Attendees: Ron Bennett, Mike Erdman, Steve Klosterman, Rebecca Komarek, David Niño, Simon Pitts, Gregg Warnick

Ron – Greeting and summary of attendees

1. Review LEAD sessions and papers – Steve
 - 20 papers, 4 sessions, 1 just withdrawn
 - Will send verification to presenters, ask for the preferred number of minutes they would like to present to try to organize sessions accordingly
 - Facilitators – have them for all the sessions, Bruce is running the panel
2. Best paper award – Julie (could not make call; Ron led)
 - Winner has been chosen and nominated for best conference paper
 - Recommend plaque over certificate since there is no cash prize this year; plaque should cost around \$100
 - David to connect with Julie to discuss purchasing the plaque and the plaque's specifications, (e.g. ASEE branding)
3. Mailing of program schedule to members – Rebecca
 - Add list of authors, paper titles, and facilitators to the second page
 - Ron will distribute this document to email list in pdf form
4. Review nominations – Gregg
 - Sent out attachment to exec committee which included ballot, bios, and information on floor nomination process
 - There have been a couple of nominations withdrawn
 - Nomination period is now over, on site, 5 signatures will be needed for floor nominations
 - The bylaws call for written ballot for elections; this will be present at elections in paper form
 - Steve will run elections because Gregg is unable to make the meeting: handing out ballots, facilitating nominations, counting ballots
 - Ron will work on procedure for floor nominations
5. Status of strategic plan – David N.
 - Committee finished strategic plan last month, convened smaller group to put together final version of the plan, 5 pages long, main substance goals, mission, vision, context, appendices with details

- On June 20th committee will report out, by Thur or Fri of that week, could have something available to the entire division, right before the conference
- Ron will send finished document to the listserv
- Agenda for business meeting in New Orleans; 90 minute meeting
- Currently, there are 4 people heading up portions of the plan moving forward, David will be prepared to get signups of those who want to participate

6. Social event – Simon

- Spring Hills Suite downtown, Sunday 6/26, 6 pm, Cypress Room and Magnolia Room
- Finger food and cash bar
- Invite LEAD division, add special info to the invitation describing COMPLETE; goal of event is to meet the authors, include COMPLETE group, and get COMPLETE members and LEAD members together
- Becky will create “invitation” to add to LEAD event announcement

7. Budget status – David N.

- We have \$658
- Lots of staff turnover on finance side of ASEE
- We believe we will not lose funds at end of fiscal year because money is in BASS account and not in operating fund
- Discussion of including membership fee for LEAD and/or sponsorship of the division
- David N. says the MIT professional education department wants to sponsor our division; another way to raise funds, we should discuss at business meeting
- Simon: rather would raise money through sponsorship than through paying to become a member
- We can tie sponsorship into strategic plan, sponsorship dollars would support specific action
- We could create sponsorship recruitment documents that spell out how sponsors will be recognized at events and on website, etc
- Does ASEE have limitations on sponsorship? Technical sessions can be sponsored.
- David will gather more information on the sponsorship; line on business meeting agenda
- We could create a corporate sponsorship committee which falls under the treasurer

8. Agenda for June 28 Business Meeting

- Parliamentarian – to keep things in order – Mike Erdman would do it, will to discuss with Ron how to tackle this
- Balloting procedure – Steve and Gregg will discuss, vote counters from among the group
- Discussion of strategic plan – David will do it; recruit participants for 4 subcommittees
- Reports: program chair, treasurer – from Steve, attendance etc; David will discuss sponsorship potential

- PIC II chair report from Marjan Eggermont
- Best Paper Award – earlier in the meeting
- Update on membership – currently at around 700
- Discussion on ABET, deadline for input is June 30: we (the division) submitted request to the ABET committee to include the word leadership in the criterion; shared news with LEAD members; received 2 push back emails
- Sent Patsy Brackin, committee chair, from Rose Hulman from ABET committee extra note and volunteered to come to criteria committee to make our case; Ron will share this document with the group
 - Patsy’s advice was to offer specific wording, reason why every engineer should have some kind of leadership education
 - Diane Rover from Iowa State is the co-chair of this committee

9. Regional Divisions of ASEE

- Often highlight student work

Meeting adjourned at 12:52 pm CDT