

LEAD Business Meeting Minutes

Tuesday 6/27, 2017

6:15 pm

Garfield Room, Hyatt Regency, Columbus, Ohio

Attendees:

Dave Bayless, Mike Erdmann, Kyle Gipson, Roger Gonzalez, Meg Handley, Megan Kendall, Mike Klassen, Steve Klosterman, Rebecca Komarek, Serhiy Kovalchuk, Dena Lang, David Nino, Simon Pitts, Jeff Plumblee, Doug Reeve, Bill Schell, Greg Warnick, Ebonee Williams

1. Welcome – Steve
 - a. Congrats to Gregg on the program so far
2. Review agenda – Steve
3. State of the Professional Interest Council PIC II
 - a. PIC = professional interest council, originally used to link similar divisions together
 - b. 5 PICs in ASEE, 12 divisions in PIC II
 - c. PIC chair acts as advocate for rooms and tech sessions for divisions
 - d. New incoming PIC II chair – Peter Schmidt, replacing Marjan Egermont
 - e. In our PIC: 337 business social and panel sessions, 322 tech sessions, 1606 published papers, 57.4% of abstracts were submitted as papers
 - f. List of divisions in PIC II: Biomedical, DEED, LEAD (1049 members), Engineering Technology, Environmental, Materials, Military & Veterans, Multidisciplinary (1362 members), Nuclear & Radiological (disbanded because too small), Ocean and Marine, Software, Systems
 - g. ASEE membership is decreasing over the past 10 years
 - h. \$77,000 listed in our BASS account, need to talk to ASEE to better understand
 - i. We get \$1 per member and was used for the social event, award
4. State of the Division
 - a. Conference is going well, 35-40 people per session
 - b. Membership: 2014 – 280; 2016 860; 2017 1049
5. Program Chair Report – Gregg Warnick
 - a. 24 abstracts submitted; 17 accepted, 2 withdrawn, 5 rejected, 12 paper submitted, 2 rejected
 - b. 2 tech sessions; 2 panel sessions; 1 workshop
 - c. Social event at Brewcadia

- d. Business meeting
 - e. Looking for additions to the Program Committee to help with reviewing and paper management
 - f. Thanks to authors, moderators, panelists, attendees, etc
 - g. We get size of rooms based on submission numbers, they look at participation at the sessions, too
 - h. Paper numbers are down, but that is true for most other divisions
 - i. For review, an element of academic rigor was required
 - j. The general consensus is for quality of papers rather than quantity
 - k. In the future, the Program Committee can decide whether to accept works in progress – either encourage to submit next year, or have them go to a poster session
6. Treasurer Report – David Nino
- a. ASEE has been going through turmoil in controller's office
 - b. Divisions have had trouble getting some bills paid, they are still reconciling acct balances from a couple of years ago
 - c. No real material impact on us because we don't spend a lot, we spend close to the balances that we have
 - d. Workshop this year was paid for by various leadership programs: \$1200 for internet
 - e. Last info had \$860 in this year's account. Social was \$532, \$130 for award, not much else, Simon Pitts/Northeastern paid for the banner
7. Secretary Report – Rebecca Komarek
- a. Check out website at lead.asee.org
 - b. Send photos to Becky to be put onto the website:
Rebecca.komarek@colorado.edu
 - c. Send anything you want to put up on website
8. BEST PAPER Award – Steve Klosterman
- a. Leading from the Bottom Up : Mike Klassen, Doug Reeve, Serhiy Kovalchuk
9. New Business – By-law recommendations – Gregg Warnick
- a. Changes to by-laws: input
 - b. Need either two-thirds of those in business meeting, or can send to whole division
 - c. Changes stem from desire to engage and involve additional individuals
 - d. Give officers enough time to learning responsibilities and have enough time to actually execute

- e. 4 new positions, 1 is a modification
 - i. Nominating Chair becomes Nominating Chair/Membership Chair - elected
 - ii. Director of Scholarly Activity – continue moving division forward, create collaborations in the scholarly space - appointed
 - iii. Director of Strategic Planning – lead and coordinate those committees and provide accountability - appointed
 - iv. COMPLETE Liaison - appointed
- f. Change term of Treasurer from 1 year to 2 years
 - i. Look into possibility fundraising
- g. Secretary – now includes marketing, website
- h. Vote was called – over 2/3 of people present voted to change bylaws

10. New Business – discussion on charging dues

- a. About PIC II 5-6 of 12 charge some level of dues, though most others are more established than us
- b. We could use money for cash award for best paper or to sponsor a student
- c. Right now, we use the money to pay the bills
- d. Pros: gives us money
- e. Cons: we have the potential of negatively impacting our membership numbers
- f. Members who are willing to pay are really interested
- g. Will our member level even affect our number of papers and attendees?
- h. Benefits of having a large membership: we send out our emails to this entire list, sponsors may be more likely to give money to a large division
- i. We will spend the next year relying on active leadership programs to subsidize our activity and we will spend the next year gathering data
- j. We spend about \$2000 (+- a couple of hundred dollars) per year and
- k. Simon Pitts is taking on the task of finding \$2000 among our group
- l. We thought that for every \$1 that we charge, some percentage goes to ASEE but at the PIC meeting they said that's not the case
- m. Engineering Management and Economics charge \$5-10 and their membership is in 250 range
- n. Group determines that keeping our numbers for another few years is the best bet
- o. Treasurer will make effort to identify the ASEE rules and determine how we can raise money

11. Election of Officers

- a. Program Chair, Chair, and Past Chair are continuing for another year; they are linked
 - b. Nominations
 - i. Voted to suspend rules regarding the need for 2 nominations for each position
 - c. Voted to “white ballot” the nominees in each category
 - i. Treasurer – Ebonee Williams
 - ii. Secretary – Rebecca Komarek
 - iii. Membership/Nominating Committee Chair- Megan Kendall
12. State of Strategic Initiatives - Simon Pitts, Mike Erdman, Kyle Gipson, David Nino
- a. Group determined that since this was covered in one of the sessions on Tuesday, June 27, it would not be covered in this meeting
13. Miscellaneous – Steve Klosterman
- a. Congratulations on a great conference.
 - b. Any recommendations for call for papers for next year – Gregg
 - i. It should include strategic objectives, get people more aligned with them
 - ii. Next year is the 125th anniversary of ASEE and we could do a session about what leadership is needed for the next 125 years
 - iii. Would like to see a workshop on coaching next year
 - c. Many leadership papers are embedded in other divisions like systems and engineering management
 - i. Search leadership papers and see if the authors are part of our membership
 - d. We need to help funnel collaboration
 - e. We will plan for another social event next year
 - f. Provide feedback on conference to PIC chair
14. Adjourn 7:15 pm