

**ASEE LEAD Meeting Minutes**  
**May 2, 2018**  
**2 p.m. EST**

Attendees: Steve Klosterman, Ebonee Williams, Mike Erdman, Becky Komarek, Gregg Warnick, Meagan Kendall

1. Conference planning – Gregg
  - 14 final papers, 1 will be in a poster session
    - 2 tech sessions with 4 papers, 1 with 5
  - 2 workshops
  - 2 panel sessions
    - Need bios for each panelist
  - Business meeting
  - Social event
    - Keeping in mind vegetarian options
  - All papers have been finalized
  - LEAD schedule on the ASEE website session locator
  - Best Paper decision has been finalized
    - **Steve is taking care of getting the plaque** – he will look into what we did last year
  - Meagan putting together flyer to put out at division mixer, working on stickers, things to have at table
    - How are we paying for swag? Meagan will look into it.
2. Treasure report – Ebonee
  - Learning how to get reimbursed efficiently
  - Talked to ASEE representation to understand BASS workshop fee which seems erroneous
  - Started with \$1000; now \$850
  - \$600 budgeted for social; \$150 budgeted for plaque
3. Elections – Meagan
  - Working on nominations for Program Chair
  - Multiple nominations for Secretary position
4. Misc
  - Great compliments on the newsletter
  - Univ of Toronto Director position potentially highlighted in newsletter
5. COMPLETE - Mike
  - Mixer – been trying to engage Big10+ schools in LEAD and hasn't gotten strong response
  - Ebonee put time for Mike to talk about ASEE LEAD at the COMPLETE meeting
  - What is the true link, positioning between COMPLETE and ASEE LEAD?
    - Form "affinity" groups among LEAD (e.g. Big10 schools/large public schools; engineering leadership + business; engineering leadership + entrepreneurship)
6. Closing – Steve
  - Another meeting in 4 weeks – June 13

Meeting adjourns 3 p.m. EST