

**ASME Design Engineering Division Executive Committee Meeting  
Minutes of the meeting (teleconference) on  
Friday March 9, 2007**

2 pm – 4 pm EST

1 pm – 3 pm CST

12 pm – 2 pm MST

11 am – 12 pm PST

**Present:** S. Azarm, W. Clark, E. Dolan, N. El-Ghobashy, K.C. Gupta, L. Howell, N. Jalili, K. Kazerounian, S. Manoochchri, Z. Mourelatos, J. Rastegar, J. Renaud, A. Shabana, H.S. Tzou, J. Vance

1. **Call to order.** The meeting was called to order by S. Azarm at approximately 2 pm EST.
2. **Approval of minutes.** The minutes of the Executive Committee Meeting on Sunday September 10, 2006 held in Philadelphia, Pennsylvania were unanimously approved.
3. **Chair report.** S. Azarm presented the Executive Committee report (oral and written). A summary of the oral report is as follows:
  - **DED meetings:** The DED General Committee meeting will be held at the IDETC once a year, and the Executive Committee meeting will be held twice a year – one in the fall at the DETC, and the other a teleconference in the spring.
  - **Action Item Reminder.** See written report. Non confidential reports should be posted on web.
  - **Finances.** See written report.
  - **Committees.** There are 12 TC's (correction from written report) in the division. TC's to have bylaws.
  - **NMW.** Thanks to John for his work with NMW. Has also agreed to help Z. Mourelatos get up to speed in the transition.
  - **Newsletter.** Newsletter more expensive than expected. Chin An Tan thanked for work on the newsletter. Jeremy Michalek will be taking over. Discussion about continuing the newsletter resulted in a unanimous decision to continue this year. As costs increase, it may need to be evaluated again in the future.
4. **Vice Chair/Treasurer's Report.** J. Vance presented the Vice Chair/Treasurer's Report (oral and written). A new description and photo has been added to the ASME website and the DED description format is now consistent with other divisions. J. Vance and W. Clark attended the ASME Leadership meeting. Treasurer's report: finances are in good shape. Micro/nano committee account established with \$2K. Still working on getting revenue distributed. Financial reports from ASME are not regular, but did receive one recently. A proposal for matching funds that committees place in award accounts, up to \$5K, was presented and unanimously approved. A discussion on funding the DaVinci Award led to the approval of a proposal to transfer \$10K to the award account (\$5K from committee and \$5K matching). Because of the change in status of the Outstanding Educator Award, funds in that account will be moved to DaVinci Award account.

*Action Item:* J. Vance to transfer \$10K to DaVinci Award account. The Outstanding Educator Award account will be closed with the balance moved to the DaVinci Award account.
5. **Immediate Past Chair's Report.** K.C. Gupta presented the Immediate Past Chair's Report (oral and written). Executive Committee elections, Division Best Practices Group, and ASME/IEEE Mechatronics issues were discussed.
- 6a. **Liaison's Report – Systems and Design Group.** N. El-Ghobashy reported on behalf of K. Waldron. A request for nominations for various committees is forthcoming.
- 6b. **Liaison's Report – Headquarters.** N. El-Ghobashy presented the Headquarters Report (oral). New staff to be hired by July of this year, but there are no immediate changes to staff interacting with the Executive Committee. E. Dolin reported a 17% surplus (\$40K) for IDETC 2006 on revenue of approximately \$240K. The conference books will be closed soon and the funds distributed.
- 7a. **Executive Committee Reports – Technical Conferences.** K. Kazerounian presented this report (oral and written). 2007 on track with a lot of progress since last fall.

- *2007 IDETC/CIE*: Report presented by H.S. Tzou and N. Jalili (oral and written). Conference preparation on track to be record setting in size. Other discussions included the optimal number of papers in each session and how to deal with no-shows, but there was no resolution on these issues. The organizers are working on ways to effectively use funds to ensure a good experience for attendees.
- *2008 IDETC/CIE*: Report presented by J. Rastegar and S. Manoochchri (oral and written). The conference is progressing well. The organizers are preparing for interaction with the 2007 IDETC. Committees need to select their conference chairs and it will be important for IDETC organizers to interact with individual conference organizers at the 2007 IDETC. A call for papers is planned for completion by April. Multiple websites will be avoided. ASME usually does conference websites a year in advance, which makes it difficult to add that web address to the call for papers.

*Action Item*: N. El-Ghobashy and E. Dolan will coordinate with other staff at ASME to see if the IDETC site can be initiated sooner than the earlier than the usual one-year-before-event schedule.

7b. **Executive Committee Reports – Technical Committee Operations.** A. Shabana presented the report (written and oral). New committee chairs were announced. IMECE sessions to be allocated in tracks rather than division by division, with 60% of the income going to divisions.

*Action Item*: A. Shabana to check DED website to see if it lists the new committee chairs, and send new committee chairs' contact information to S. Gooch for upload to the site if needed.

8. **National Manufacturing Week Technical Conference.** J. Renaud presented an oral report. NMW is moving from March to September. This timing change has resulted in a reduction in session proposals. Only 3 ASME sessions have been proposed so far, but 50 sessions were typical in the past. The conference is missing from the event calendar on ASME's website.

*Action Item*: N. El-Ghobashy to check on links from ASME pages to NMW page.

9. **Journal of Mechanical Design.** This item was an executive session with only voting members of the Executive Committee in attendance.

10. **Old business.** Minutes and reports on the website.

- *Cost sharing DED custodial funds.* J. Vance presented a proposal (written and oral) for sharing DED custodial funds to support committee awards.

11. **New Business.**

- *2010 IDETC/CIE*: Written proposal submitted by P. Larochelle and A. Murray. K. Kazerounian discussed importance of making the decision on conference organizers soon. There was some concern about the venue considering that the IDETC was in Montreal not many years ago. It was proposed that P. Larochelle and A. Murray be the 2010 IDETC Conference Chairs, with the request that they consider other conference locations. The proposal received unanimous support.

*Action Item*: K. Kazerounian to inform P. Larochelle and A. Murray of the decision noted above.

12. Meeting was adjourned at approximately 4:05 pm EST.

Respectfully submitted,

Larry L. Howell  
Secretary of the Division