

ASME Design Engineering Division Executive Committee Meeting
Minutes of the meeting on
Sunday September 10, 2006, 1:30-4:00
Sheraton Philadelphia City Center Hotel, Salon 5
Philadelphia, Pennsylvania

Present: S. Azarm, J. Davidson, P. Doepker, E. Dolan, N. El-Ghobashy, K.C. Gupta, L. Howell, K. Kazerounian, P. Klasky, V. Kumar, D. Lee, A. Shabana, S. Sinha, J. Vance, K. Waldron

1. **Call to order.** The meeting was called to order by S. Azarm at 1:35 pm.
2. **Approval of minutes.** The minutes of the Executive Committee Meeting on Sunday March 19, 2006 held in Chicago, Illinois, 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:
 - *Finances.* Division finances are in good shape. The IDETC is a primary source of income, and the 2005 IDETC did very well financially.

Action Item: Judy Vance to follow up on S. Azarm's e-mail to Ken Hunt (and El-Ghobashy) concerning the excess rev. for IDETC2006: the amount of \$58,536 has not been transferred to the DED's Acct # 4-0414-0000.

- *Committees.* The division has 12 active technical committees. Technical committees should have bylaws, a plan for leadership succession, and a website. Most committees already have these in place but some still need work. This led to a committee discussion concerning how to influence committees to comply. It was suggested and the Execs agreed that it would be appropriate to push on committees to comply. It was also recommended that we devise a policy statement to which TC committees can respond.

Action Item: S. Azarm to follow up on plan to address this issue.

- *Standing and Special Committees.* The Journal Relations Committee has been created as a new standing committee with the DED Executive Committee Secretary as committee chair. Most standing and special committee chairs have been appointed for the current FY.
- *IMECE.* Concerns have been expressed regarding length, overlap, and non-uniformity in quality of papers. A proposed new name is IERIC. Three separate teams are looking at this at the ASME level. There are still many proposals and be confused by thinking proposals under discussion are approved policy.
- *NMW.* The time of the NMW will be changing. Soon to be the largest show of this sort.
- *Newsletter.* Copies will be available tomorrow in IDETC. Hardcopies are mailed to over 16,000 people, at a cost of about 40 cents per copy. A question was raised concerning whether the hardcopy should still be done in the future. The discussion supported continuing the hardcopy.

Action Item: Shapour will find a newsletter editor.

4. **Vice Chair/Treasurer's Report.** J. Vance presented the Vice Chair/Treasurer's Report (oral and written). Thanks to Shapour for putting the report together. DED finances are in good shape. J. Vance to follow up on IDETC 2005 funds into custodial account. Noha – please copy me on financial e-mails.
5. **Immediate Past Chair's Report.** K.C. Gupta presented the Immediate Past Chair's Report (oral and written). A new journal has been approved, a new committee on micro/nano mechanical systems was started, and a new website was created for the division. The freeze on society-wide awards has affected the division's nomination of a safety award.

Action Item: Shapour to follow up on Barnett-Uzgiris Product Safety award.

Action Item: Kazem to submit candidates for DED representatives for new journal on medical devices. Kazem will be one of them – he will work with Larry to nominate a second.

- 6a. **Liaison's Report – Systems and Design Group.** K. Waldon presented the Systems and Design Group Report (oral and written). K. Waldron presented the Freudenstein memorial resolution. The resolution received unanimous support. As group leader, K. Waldron is able to make one nomination per year for the dedicated

service award. Nominations should be sent to him. There are many proposals on Congress (IMECE) but most are still to be decided. It will probably be broken into two meetings: research and industry related topics. Committee meetings may be separated from technical meetings. DED has responded to the recent questionnaire. A request was made for a list of volunteers to lecture at local sections. Need nominees for committees. There will probably be an increase in IFTOMM dues to \$3600.

Action Item: S. Azarm to look at finding someone to lead lecture list. Consider assigning student affairs division to work on student competition needs.

6b. **Liaison's Report – Headquarters.** N. El-Ghobashy presented the Headquarters Report (oral and written). ASME is working on improving revenue sharing issues. ASME is streamlining and standardizing the position database. Some position titles may need to change for standardization. Encouraged open mindedness. Noha will send Larry additional information and he will send it to the committee. Want a response within a couple of weeks. The changes will affect the bylaws, which will need to be changed. New IDETC management approach. P. Klasky and E. Dolan introduced. Erin Dolan will handle IDETC issues and Noha will handle division-level issues.

7a. **Executive Committee Reports – New Technical Conferences.** K. Kazerounian presented this report (oral and written). The 2006 IDETC has a great management team and has been managed well.

- *2006 IDETC/CIE:* Vijay Kumar presented the report (oral and written) – E. Dolan stepped in for K. Punter and did a good job. Number of papers lower (no extensions and lower acceptance rates). Used tutorials and workshops effectively. Management team had 7 people with targeted responsibility. Tried to keep registration fees low. Too early to see how the finances will work out. Social events were planned for every day of the conference. Shapour – were guidelines helpful? Vijay – talked to former IDETC Chairs instead.

Action Item: K. Kazerounian to investigate IDETC guidelines on the web and suggest revisions, updates, etc.

- *2007 IDETC/CIE:* Written report submitted by H.S. Tzou. Kazerounian reported on status.

Action Item: K. Kazerounian will contact organizers.

- *2008 IDETC/CIE:* Written report submitted by J. Rastegar and S. Manoochehri. Kazerounian and Dolan – hotel identified near Brooklyn Bridge. Hotel \$189, which is good for NYC in 2008. Conference will be in early August, which is a different time than usual. Azarm – will this change be okay? Dolan – this is what works to have it in NYC.
- *2009 IDETC/CIE:* Written report submitted by K. Anderson and G. Flowers. Kazerounian and Dolan – RFP process beginning soon.
- *2010 IDETC/CIE:* Kazerounian – P. Larochelle and A. Murray have submitted a written expression of interest.

7b. **Executive Committee Reports – Technical Committee Operations.** A. Shabana presented the report (written and oral). All but one committee submitted reports. DAC has submitted bylaw changes. Azarm – question about timing of leadership changes. Encourage that everyone in division be consistent in changing in July. Judy – slowly move to help committees with succession plans as needed. Final IMECE: DFM-3, F&J-2 RSJP-6, TCVS-13, VDC-6, MNS-3.

Action Item: S. Azarm will inform DAC, in the General Meeting, that their bylaws should be modified with the following changes: fix the ambiguity in the annual meeting definition, and make change in leadership consistent with division's FY. After changes made and approved by DAC, proposal to be submitted to the DED Executive Committee for approval (vote can be done by e-mail vote to expedite process).

Action Item: S. Azarm to discuss division expectations with committees.

8. **Journal Relations.**

- *Journal of Mechanical Design:* V. Kumar reported for M. McCarthy – many improvements made in journal and they are working on more. Azarm – two audiences of the journal (mechanisms-robotics and design automation, theory, DFM). Waldron – a bifurcation would work better by keeping JMD and starting a new journal.
- *Standing committee:* Howell presented ideas for the new Journal Relations standing committee. Waldron discussed the status of *Mechatronics*.

9. **Matching Fund Program.** J. Vance – One time DED matched one-for-one on awards, then paused the practice. The committee discussed the effects of restarting the practice. The custodial account needs to keep enough money to cover potential losses with IDETC. There was a proposal of one-to-one match up to a specified maximum and some into the Da Vinci Award.

Action Item: J. Vance will propose specific numbers for match.

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

Action Item: K. Kazerounian and A. Shabana will follow up on having the minutes and reports added to the DED website.

11. **New Business.**

- *Institutionalizing Executive Committee Elections.* K.C. Gupta: Election procedures were proposed (see written report). The procedure was approved by the committee.

Action Item: S. Azarm will appoint nominating committee and chair of nominating committee, who will send the procedures to technical committees when requesting nominations. Azarm will send the procedures to the Constitution and Bylaw committee, who will also post on webpage.

- *Format/medium, location/time of DED's spring meetings.* S. Azarm led a discussion on options. It was agreed that the next Spring meeting should be by teleconference and the General Committee meeting will be held once a year during IDETC. This was approved unanimously.
- *2007 DMD Conference.* A. Erdman's request for DED endorsement of the DMD conference was approved.
- *DED description on the ASME web site.* Figure 5 was selected.

Action Item: J. Vance will combine description 1 and 2 and follow up on its posting on the website, with Figure 5.

12. Meeting was adjourned at approximately 4:30 PM.

Respectfully submitted,

Larry L. Howell
Secretary of the Division