

**ASME Design Engineering Division Executive Committee Meeting
Meeting Minutes, September 29, 2002
Salon 7, Sheraton Hotel, Montreal, CANADA**

Present: S. Azarm, T. Chase, P. Doepker, F. Goldfarb, K. C. Gupta, H. Hamidzadeh, R. Hirsch, K. Jacobson, K. Kazerounian, M. McCarthy, A. Parkinson, B. Ravani, S. Segalman, A. Shabana, S. Sinha, L. W. Tsai, J. Vance, S. Velinsky, K. Waldron, J. Wesner

[Some of the visitors in the executive committee meeting were in attendance to provide details related to an agenda item of relevance to them. Whenever there were written reports, a very brief summary of key items from these reports is also included in the minutes.]

The meeting is called to order by Tom Chase (Chair) at 12:30 PM.

Minutes of March 17, 2002 (Chicago) are approved.

Chair's Report (Chase): The Division is overall in very good health. ASME HQ has requested that all ASME divisions support their financial ventures with a business plan. Accordingly, Vice Chair Bahram Ravani will report in the meeting on a draft strategic plan for the Division. Several new Committee Chairs for 2002-2003 are announced. The National Design Engineering Conference continues to experience changes. The Division lost money last year and has to be careful with respect to (wrt) the spending this year. The Division will benefit by refining its new journal relationships. [Written report submitted.]

Vice Chair/Treasurer Report (Ravani): For the first time in recent memory, the DED Custodial account dropped in value in FY02. The total value of DED accounts on June 30, 2002, excluding endowed award accounts, was \$319,379. [Written report submitted.]

A draft of a Strategic Plan for comments is presented. According to the plan, DED is viewed as an enterprise and should have no financial losses but produce gains of 15%, become active in more areas rather than passive, etc. The proposed working mission statement is: "The DED is an agile and engaged professional engineering organization which is involved in rapid changes in engineering knowledge, technology, and global and societal needs. It leads in fostering and promoting the art and science of (Mechanical) design engineering..." Bahram also gave a history of the division: started in 1945 as part of General Engineering; name changed to DED in 1966; became part of Systems and Design Group in 1981; one of the largest division in ASME with 13,000 primary and over 24,000 secondary members. Bahram presented other components of the Strategic Plan and promised that everybody will have a chance to give additional inputs & comments wrt its content. [Power point slides to be submitted.]

Immediate Past Chair's Report (Segalman): Appointed to chair the nominating committee for the next DED Executive Committee member. Several nominations have been made so far with the election anticipated to be held by late October or early November. Certificate of appreciation was given to a past chair of TCVS: Dr. H. Merchant, for his significant contributions to the V&S committee. Also, as chair of the advisory committee, Dan will provide a checklist document listing the elements of the division's recurrent schedule. [Written report submitted.]

Liaison Report- ASME HQ (Goldfarb): ASME has concluded that in order to stay in business, its volunteers and staff have to accurately forecast costs for projects, conferences, events, etc., including an estimate of staff salaries on various event assignments, etc. COE has requested that all activities be budgeted so that they return a profit of 15%. There are some staff updates at ASME including those for engineering programs. Summarizing: all divisions have to have a strategic plan including a business plan for all projects, events, conferences, etc. before they are approved by ASME. [Written report submitted.]

Liaison Report- Systems and Design Group (Velinsky): Strategic plan will benefit the division. ASME is a bottom-up organization and leadership has to provide support for entrepreneurship and the idea to run profitable business is important. Division activities have to have input from technical committees. Several action items are mentioned: membership continues to decline. Hence, within DED as soon as a new member joins the chair needs to generate a Welcome letter. In terms of financial independence of the Division, DED may want to separate itself from IMECE which has been operating very inefficiently. In contrast, IDETC organization and operation have been successful. DED may not want to contribute to conferences/events where they do not have control in their organization.

Technical Conferences (Sinha et al.): With respect to IDETC 2002 (Montreal)- Kazem Kazerounian, General Conference Chair, reports that everything is going ok. 469 papers are to be presented and as of today there is a projected income of \$182,000, expenses of \$198,000, and thus a projected deficit of \$16,000. However, the prediction is that we will break-even with on-site registration. The Chair and attendees thank Kazem for putting together such a fantastic conference. Thanks a lot Kazem! With respect to IDETC 2003 (Chicago)- Ahmed Shabana, General Conference Chair, reports that everything is going according to the plans. The conference will be held during Sept 3 – 6, 2003. Web link: <http://www.me.uic.edu/detc2003>. With respect to IDETC 2004 (Salt Lake City) – Alan Parkinson, Larry Howell and Spencer Magleby gave a short presentation. The contract has been signed with Hilton. The conference is scheduled for Sept 29 – Oct 2, 2004. With respect to IDETC 2005 (Long Beach, CA)- Hamid Hamidzadeh, General Conference Co-Chair (David Lee Co-Chair), report that organizing committee, advisory committee, deadline plans, etc are in place. The conference will be held in Long Beach Hyatt with the convention center next door. The conference dates have yet to be determined. With respect to IDETC 2006, there was an impressive proposal from Clement to hold the conference in Quebec City. However, there is a concern in Mechanisms Committee that 2006 is too close to IDETC 2002 in Montreal and perhaps the location should be changed. As such, IDETC 2006 is not final yet and not ready to vote on. With respect to IDETC 2007, a ‘letter of intent’ from TCVS (Ray Han et al.) submitted to hold the conference in China. However, the committee felt that IDETC is not ready to be held overseas in China at this time, and a motion was made and approved to examine future IDETC at overseas locations. With respect to IDETC 2008, there is a ‘letter of intent’ from Mistree et al. to hold the conference in Atlanta. [Written reports submitted.]

Technical Committee Operations & IMECE (Gupta/Ravani): With respect to IMECE 2002 in New Orleans, initially there were 23 sessions allocated to DED, although our request was for 30 sessions. In the end, we were able to have a total of 29 sessions: DFM (4); Vehicle Design (4); RSAFP (4); Design Education (5); TCVS (12). Several problems were encountered in coordinating the activities of the Division with IMECE. First, IMECE planning committee allocates sessions based on the original allocation from the previous year rather than actual number of sessions at the congress. The other problem is that the technical committees do not pass on proper information to new chairs and their IMECE organizers. A joint IDETC and IMECE workshop will take place in Montreal on Sept 29, 2002 4:00-5:30 PM to guide committee chairs and IMECE coordinators through the requirements and

organizational process. IMECE 2003 will be held in Washington D. C., November 16-21, 2003. ASME Web-based conference tool will be used for IMECE 2003. [Written reports submitted.]

NDEC (Hirsch): As a background, many changes are reported. In particular, there has been a new agreement in that ASME assumes full financial responsibility for NMW and will supply a minimum of 40 sessions that reflect Design, Plant Eng, Automation, and IT shows. As of now, there has been commitments for 15 sessions: DED (8); Management (4); T&S division (3). Also, MED has 12 almost firm sessions and plant engineering has 12 but not firm. If this continues, we need more cooperation from technical committees. In short, we need more sessions from DED.

Constitution and Bylaws (Vance): The Constitution and Bylaws Committee has approved a few changes to Bylaws and Operating Procedures and requests a vote of the DED General Committee wrt these changes when it meets on Tuesday October 1. Briefly these changes are to do with appointment of an alternate representative to IMECE, and clarification of the time and nomination steps of the Technical Editor. [Proposed changes submitted.]

Chair Tom Chase brought up a related issue regarding Technical Editor nomination. Currently, according to Part II of Article VI of Bylaws: "...the Technical Editor shall submit for approval the name of a candidate Technical Editor to the Executive Committee." There was a discussion that the TE nomination should be broadened: e.g., in addition to the current editor, technical committees, and other individuals should have a chance to provide nominations. An Ad Hoc committee was formed in that: Ravani, Sinha, Vance, and Azarm (Chair) will serve to examine whether or not the role of Technical Editor nomination should be changed. This committee will also examine the 'impact' of DED's journals and propose solutions to improve them. Finally, this committee will re-examine the role and level at which DED should position itself wrt two current associated journals: JCISE and IEEE/ASME Mechatronics.

Old Business: None.

New Business: 1) Associate editor nominees to V&A are approved, and 2) few items wrt IEEE/ASME Mechatronics: i) Jorge Angeles is approved to be the DED's new member in the management committee for IEEE/ASME Mechatronics, and ii) our financial situation with IEEE/ASME Mechatronics in terms of sharing revenue has to be resolved.

The meeting adjourned at 4:00 PM.

Respectfully submitted,

Shapour Azarm
Secretary