

**ASME Design Division Executive Committee**  
**Meeting Minutes, March 17, 2002**  
**ERF 1043, University of Illinois at Chicago**

**Present:** T. Chase, P. Doepker, F.M. Goldfarb, K.C. Gupta, K. Kazerounian, J. Liu, F. Mistree, B. Ravani, D. Segalman, A. Shabana, S. Sinha, J. Vance, K. Waldron

[Some of the visitors attending the Executive Committee Meeting were in attendance to provide details related to an agenda item of relevance to them]

[Whenever there were written reports, I have tried to include very brief summaries of key items of interest within these Minutes]

The Meeting was called to order by Dan Segalman (Chair) at 9:10 AM.

Minutes of the September 9, 2001 Meeting (Pittsburgh) were approved.

**Chair's Report (Segalman)**

The Division's business in Pittsburgh was conducted under challenging circumstances due to the unfolding of 9-11-01 national tragedy.

Future issues facing the Division relate to finances (loss of revenue from NDEC), internal organization, and changes at ASME (new staff and reorganization talks). Technical Committee Chairs should be involved more in Division affairs and one possibility is to have an orientation session for new Technical Committee Officers during the Spring meetings.

**Vice Chair/Treasurer's Report (Chase)**

The "custodial" account balance, as of 3/16/02 (yesterday!), is \$242,500. The combined value of the "custodial" account and all of the "attached" committee accounts (#404-14-50XX for committees and certain awards, etc.) is \$326,363. These amounts exclude the "endowed" award account (#600-XX-XXXX) balances for Machine Design, Triodyne - Safety, and Spira - Educator Awards; however, new account numbers for the Spira Award need to be reconciled.

Growth of the custodial fund has slowed and that will limit some allocations such as those for award matching (\$10,000 last year; \$7,000 this year). Committee funds should now be used for routine items for which Division funds were requested previously (certificates, etc.). The Design Education Committee should use its discretionary funds in future for supporting student travel to the Congress. Annual fund allocations to Committees do not roll over to the next year

[Allocations for 2002-03 are included in the Minutes of the General Committee Meeting].

The one-time excess income distribution model for IDETC 2000 was repeated for IDETC 2001—it double weighted the number of DTM papers. Waldron presented the report of the **Ad-hoc Committee on Distribution of Funds**. It recommended that IDETC funds be distributed according to the choice(s) indicated in the conference registration form; it was approved. In future, other factors may be considered, for example, number of papers, acceptance rates, etc. Another recommendation was that general allocations from custodial funds should be made only to standing or administrative committees. Requests for seed money and project specific funding may be considered from Technical Committees (TCs). The DED Chair and Treasurer will still need to sign-off on expenditures of funds that are at the discretion of TCs, but this will be done routinely if funds are available and there are no policy violations. In case of financial exigency or termination of a TC, the sub-account funds may be reallocated by the Executive Committee.

For budgeting purposes, 8% of the closing net balance of the main custodial account is used for the operational budget for the next year. The planned operating budget for 2002-03 is \$18,000.

### **Fred Goldfarb (ASME Headquarters)**

Larry Kovarovic has replaced Jim Reffelt as the new Director of Engineering Programs. A replacement for the retiring ASME Executive Director David Beldon will be announced soon. The new Web-Based Conference Management Tool is ready to go. Due to reduced revenues from the sale of Codes and Standards, ASME is becoming more cost conscious and is now requiring business plans for events. Some ASME staff time will also be charged to the divisions.

### **NDEC 2002 (Chase/Hirsch)**

Status of NDEC 2002 was reviewed. Publicity efforts included e-mails, telemarketing, and postcard mailing. Liu from ASME HQ reported that an MOU has been signed for NDEC 2003 and several ASME divisions, including the Design Division, are expected to be involved in NDEC 2003. ASME HQ will be coordinating the future NDECs. Hirsch submitted a written report on the history of NDEC.

### **COE & System and Design Group Activities (Doepker)**

Steve Velinsky is replacing Larry Hoberock as the new Vice President. Members-at-large are T. Bennet and C. Radcliffe.

### **IDETC Reports (Sinha)**

IDETC 2002 (Montreal) – A written report containing conference details and budget summary was circulated. The budget is based upon 455 full registrations, 25 one-day registrations, and 75 nominal fee (\$75) paying students. Revenues of \$252,150 and surplus of \$3,558 are projected. Four largest expense categories are ASME Service

(\$99,635, including CD-ROM proceedings), Food and Beverages (\$54,747), Audio-Visual Equipment (\$32,175) and Announcements – Call-for-Papers/Advance Program/Final Program (\$24,496). There was some confusion created by the initially uncoordinated presence of two web pages: one by the conference organizers: <http://www.caip.rutgers.edu/ASME2002/index.html> ,

and another by ASME HQ:  
<http://www.asme.org/conf/detc02/index.htm> .

IDETC 2003 (Chicago) – Ahmed Shabana distributed general and contact information about the conference:  
<http://www.me.uic.edu/DETC2003> .

IDETC 2004 (Salt Lake City) – no additional information

IDETC 2005 – Joint proposal with CIE on holding the conference in Seattle, WA was presented. There was an extensive discussion on the site and timing options.

[**Update:** In August, 2002, Long Beach, CA was approved as the conference site]

IDETC 2006 – A very impressive and enthusiastic proposal by Clement Gosselin to hold the conference in Quebec City remains the only proposal on the table. Some comments were made about accessibility. A final decision will be made at the next meeting.

IDETC 2007 – no information

IDETC 2008 – no concrete proposals

### **Technical Committee Operations and IMECE (Ravani)**

There has been some e-mail and phone correspondence among Luscher, Gupta, Ravani and Hales on reactivation of the Fastening and Joining Committee.

IMECE 2001 (New York) – Session allocation for the Division went up from 22 to 30. While the increase is desirable, a significant jump in session allocation at the last minute does pose planning and organizational problems. There were also problems, hopefully of a transient nature, in entering session data into the web-based system.

IMECE 2002 (New Orleans) – Division requested 31 sessions but has received 26 sessions so far. These are distributed as follows: DFM (4), Vehicle Design (4), RSAFP (4), DE (5), TCVS (9). Requests are also pending for additional sessions: DE (3), TCVS (4).

### **Advisory Committee (Waldron)**

Procedure for nominating new Executive Committee members should be formalized to avoid last minute confusion and controversy. Issues related to nomination pool and area balance should be sorted out in advance of the election. It would be desirable to complete the election process by the approximate time frame of the annual IMECE, but if it is delayed, the period between mid-December to early-January should be avoided.

## **Journals**

An advisory resolution for JVA and JMD was approved: Technical Editors can change Associate Editors if they are inactive and lax in their editorial duties.

Some editorial and management details related to IEEE/ASME Mechatronics journal are still pending.

## **Honors and Awards**

Ravani presented the recommendations on the restructuring of the H&A Luncheon. Mistree and others joined in the discussion. Issues related to the integration of H&A presentations with an IDETC Luncheon, event master of ceremonies, time allotment, and presentation of society level awards at IMECE vs IDETC. Following recommendations were approved:

The DED H&A Luncheon should be an integrated part of the IDETC program. The Chair of the H&A Committee needs to work out the details with the General Conference Chair on the appropriate date and venue for this Luncheon. It can be joined with other conference luncheons.

The General Conference Chair should remain the Master of Ceremonies for this Luncheon and should allow sufficient time in the luncheon program for the H&A Chair to handle the awards. At an appropriate time, the General Conference Chair would introduce the H&A Chair, who would then take over and handle the award portion of the ceremony.

A document titled, “*DED Honors and Awards Luncheon – Guidelines for Scripting the DED H&A Luncheon, Dated 3-12-02,*” dealing with the entire luncheon, was discussed and debated. It was decided that discussions continue among Ravani, Mistree, Sinha, Segalman and others after the meeting.

[A revised document titled, “*Guidelines for Scripting the DED H&A Function at the IDETC, Dated 3-18-02*” was received few days after the meeting. It deals with scripting only the 1.5-hour award presentation portion of the luncheon and makes H&A Chair, or a person designated by the DED (IDETC) Executive, responsible for conducting the award portion of the ceremonies].

[*I have summarized and/or paraphrased the information in the H&A section from lengthy documents and discussions during and after the meeting. If you see any misinterpretations on my part, let me know and I will double check with the documents and notes that I have*]

## **Bylaws**

Vance presented recommendations for modifying *Constitution* Article V.3 and *Operating Procedures of the Executive Committee* Articles I.12 and V.8. These clarify the roles of the Chair and Secretary with respect to IMECE representation and alternate.

**Old Business – None**

**New Business – None**

The meeting adjourned at 12:00 Noon.

Submitted,

Krishna Gupta  
Secretary

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