

ASME Design Division Executive Committee
Meeting Minutes, September 9, 2001
Le Bateau Room, Hilton, Pittsburgh

Present: B. Balachandran, L. Bergman, T. Chase, P. Doepker, F.M. Goldfarb, K.C. Gupta, C. Hales, H. Honda, L. Howell, K. Jacobson, P. Larochele, S. Magleby, D. Mook, A. Parkinson, L. Postyn, B. Ravani, T.S. Sankar, D. Segalman, A. Shabana, S. Sinha, L.W. Tsai, J. Vance, S. Velinsky, K. Waldron, J. Wesner

[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 2:00 PM.

Minutes of the March 5, 2001 Meeting (Chicago) were approved.

Chair's Report (Segalman)

The Division remains healthy and vibrant. However, there is a need for better communication between the Executive Committee and the Technical Committees. At least one Executive Committee member should be present at each of the Technical Committee meetings. NDEC/Reed problems and negotiations are continuing. IMECE session allocation process and approval delays remain a source of frustration. F. Mistree has gotten a good handle on the honors and awards, although more needs to be done to streamline the overall process. It is also important for the Division to preserve its "knowledge-base," and one approach would be to develop handbooks or guides for all positions or offices. (Oral/Written Report)

Vice Chair/Treasurer's Report (Chase)

The main custodial account balance, as of 6/30/01, is \$254,878.80 (after known encumbrances, the net balance is \$224,788.80). The combined value of the "custodial" account and all of the "attached" accounts (#5XXX for committees, awards, etc.), as of 6/30/01, is \$292,459.97. Some money transfers are still pending.

In addition, the "endowed" award account (#6XXX) balances are as follows: Machine Design, \$30K; Triodyne - Safety, \$54.5K; and Spira - Educator, \$30K.

Division shares 50% of the IDETC excess income with the participating Technical Committees (TCs). For IDETC 1999, the distribution, on a one-time basis, was in proportion to the number of papers contributed by the participating TCs. For IDETC 2000, a proposal was made to account for the paper acceptance rates--that the papers from TCs with less than 50% acceptance rates be double-counted (-weighted). For the

record, DTM was the only TC with less than 50% acceptance rate at IDETC 2000. After an extended discussion, it was decided to apply this formula for IDETC 2000 only. A previously established **ad-hoc committee**, consisting of Chase, Hales, Velinsky, and Waldron, was re-charged with the task of developing a general policy for distributing funds from tutorials and conferences.

The Spring NDEC has provided, on average, 48% of Division's annual revenue (the low was 22% for 1997-98; the high was 93% for 1996-97). Thus, the Division faces a significant loss in revenue that will require replenishing, including that from the alternative that emerges for the Spring NDEC. [More on NDEC later]

For several committees (Mechanisms, TCVS, DA), the "attached" accounts will be streamlined to separate discretionary funds from award funds. The TCs can now tap funds in their sub-accounts, use their annual approved allocations, and/or use ad-hoc funds approved for special projects.

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 (~ 8% of \$224,788.80). Requested allocations will be discussed at the March, 2002 meeting (Chicago).
(Oral/Written Report)

Past Chair's Report (Waldron)

Paperwork needs to be completed for the endowed Orr - Material Failure Award.

Fred Goldfarb (ASME Headquarters)

Thomas Loughlin has replaced Charles Beardsley. Many things are currently under review and more reorganizations are possible. The web-based conference management will be used in future. Interested people should attend IMECE 2001 (New York) Operating Board and Nomination meetings.

COE & System and Design Group Activities

John Wesner reported on COE Task Force goals.

Steve Velinsky is the new Vice President. A congratulatory motion was made and approved.

Phil Doepker mentioned that several new nominations are needed for consideration at IMECE 2001 (New York). Nominations for Dedicated Service Award are also due.

IDETC Reports (Sinha)

IDETC 2001 (Pittsburgh) - Dean Mook reported that the projected registration is 550. A LCD projector was made available in each of the meeting rooms (16+). The conference is estimated to have a surplus of \$4,099.16. (Oral/Written Report).

John Wesner mentioned that the local Pittsburgh Section was unhappy due to the cancellation of the social programs for IDETC 2001. It was pointed out that the cancellations were necessary due to low advance sign up numbers. Mook, Sinha and Wesner will send an official "Letter of Thanks" to the local section in appreciation for its planning efforts.

IDETC General Discussion - In the light of the problems with Spring NDEC, there was some discussion on the planning of future IDETCs. One possibility is to move IDETC to Spring from Fall. However, quite a bit of advanced planning is required for IDETCs. A motion was made and approved to not shift from the current Fall schedule before IDETC 2005. For IDETC 2005 and later, all scheduling options will be evaluated.

IDETC 2002 (Montreal) - A written report containing contact details, conference web page information (<http://www.caip.rutgers.edu/ASME2002/index.html>), and Call for Papers was circulated. (Written Report/Kazerounian)

IDETC 2003 (Chicago) - Ahmed Shabana reported on the arrangements with the Downtown Chicago Marriott and on the unusual dates for the conference: Tuesday, Sep 2 - Sat, Sep 6, 2003; Registration on Tue; Conf Sessions on Wed, Thurs, Fri; Tutorials on Sat. The web site address is <http://www.me.uic.edu/DETC2003>. (Oral/Written Report)

IDETC 2004 (Salt Lake City) - Alan Parkinson reported that the conference would be held at Down Town Hilton, Salt Lake City. The dates are not set yet, but the conference will definitely be in Fall. [Consolidating discussion from two different times]

IDETC 2005 - Joint arrangement with CIE and many conference sites (San Francisco, Santa Clara, San Diego, Seattle, Phoenix, Portland, Vancouver, etc.) are under consideration.

IDETC 2006 - A very impressive bound-volume proposal was circulated from Clement Gosselin to hold the conference in Quebec City. It included official letters of invitations to the Division from the Prime Minister of Canada, Premier Ministre of Quebec, Mayor of Quebec City, Rector of Universite Laval, and other dignitaries. IDETC 2006 will be in Quebec. (Written Report/Gosselin)

IDETC 2008 - The Mechanism Committee is developing some proposals. An informal individual proposal for Atlanta was mentioned, but the discussion for IDETC 2008 was deferred until concrete and formal proposals were at hand.

Technical Committee Operations and IMECE (Ravani)

A motion was made and approved to require written reports from the Committees. The March reports should focus upon budget allocations, award endowments, etc. and the September reports should focus upon conference proposals, expense reports, etc. A standard report template/form may also be developed.

Executive Committee members should try to attend Technical Committee meetings.

The Fastening and Joining Committee needs some help and guidance so that it can become an active committee again. Krish Gupta will contact the current committee Chair (Anthony Luscher), and Bahram Ravani and Crispin Hales may follow up too.

IMECE 2001 (New York) - A total of 30 sessions, including 2 Industry Highlight sessions, have been approved so far. ASME practice of holding back sessions is complicating session planning by authors and organizers. Additional sessions may be approved, so be ready with session plans and details.

IMECE 2002 - The Conference Chair is "tough." People who have requested sessions in the past, but have failed to deliver, will have a hard time in future allocations. (Oral/Written Report)

An Extra Item

Lauren Postyn was invited to the meeting. A vote of thanks was approved for her skillful management of IDETC 2001.

She also reported briefly on staff changes at ASME Headquarters, web-based conference management system, and on-line submission and review process. There will be demos for the on-line submission/review process at IMECE 2001 (New York), and it will be tried for IDETC 2003.

The **Advisory Committee** (Waldron, Char) will meet at 7:30 PM. It will discuss issues related to local section involvement, communications within the Division, preservation of Division's institutional memory and experience, and any other items of interest.

NDEC 2002 (Chase)

Details for NMW/NDEC 2002 are up in the air. Complex negotiations are underway involving the Division (Chase, Hirsch), ASME (Reffelt, Falcioni), and Reed. Division may have to ask David Belden to get involved.

Options for future NDEC (actually, it will have to be called something else as Reed owns the NDEC name) include developing a parallel Spring conference in Chicago, a rotating Spring conference held at various university sites, tie up with another Spring industry show, tie up with Intl. Machine Tool Show (IMTS) in Chicago in September, changing IDETC scheduling, and finally, canceling Spring NDEC. The general sentiment was to continue the NDEC-type of industry oriented conference activity in some manner.

An **ad-hoc committee** was established to look at the future of NDEC: Chase (Co-Chair), Hirsch (Co-Chair), Lucy King (from Design Education), and a DFM member to be named.

DED Student Home Page (Larochelle)

A demonstration of the new Design Division Student Homepage followed. The web site is very dynamic and it has high energy background audio. The target audience is the younger generation of engineers. Link to the site can be found at:

<http://www.asme.org/divisions/ded/index.html> . If you have a newer computer with current multi-media features, you can also try the direct link:
<http://www.asme.org/divisions/ded/student/asm.html> .

Old Business - None

New Business

Bahram Ravani brought up the issue of the requirement of several years of continuous ASME membership for nomination for the Fellow grade. A specific case was discussed, but it will be checked whether the Division has any say in the matters of eligibility requirements for the Fellow grade.

Dan Segalman announced several **appointments**:

K.W. Wang - new DED Newsletter Editor

Judy Vance - Chair, Constitution and Bylaws Standing Committee

Kathy Jacobson - Special Committee on K-12 Outreach

The meeting adjourned at 5:43 PM.

Submitted,

Krishna Gupta
Secretary

KCG082902