

**ASME Design Division Executive Committee**  
**Meeting Minutes, March 5, 2001**  
**Rm S-503A, McCormick Place, Chicago, IL**

Present: Bala Balachandran, Tom Chase, Phil Doepker, Fred Goldfarb, Krishna Gupta, Crispin Hales, Richard Hirsch, Lucy King, Bahram Ravani, Dan Segalman, Subhash Sinha (via phone hook up), Chin-An Tan, Lung-Wen Tsai, Steve Velinski, Ken Waldron

The meeting was called to order by Ken Waldron (Chair).

Minutes of the September 12, 2000 meeting (IDETC 2000, Baltimore) were approved (available at DED web site).

**Treasurer's Report (Dan Segalman):**

Highlights of the detailed report, with attachments, were presented. The custodial account had the balance of \$209,617.52 on January 31, 2001, and the estimated balance for March 2001, taking into account some pending credits (Machine Design & Triodyne Awards, etc.) and debits, is \$270,516. This year, the custodial account did not benefit from stock market gains, as it did in 1999.

- Attachment A: Report of Special Subcommittee on Funding Division Awards
- Attachment B: Overview of Design Division Assets
- Attachment C: Base Account and Sub-Accounts
- Attachment D: Transaction History
- Attachment E: Committee Allocation Requests

Several sub-accounts have been set up for awards as well as for technical subcommittees. The subcommittees need to formalize goals and plans related to their sub-accounts. In order to fund their own activities, the subcommittees can either ask for modest allocation of funds from the Division custodial account, or use their own sub-account funds with a wider latitude.

The Recommendations of a Special Subcommittee (Ravani, Chase, Segalman; Attachment A) to classify the awards as Division-Division (D-D), Division-Committee (D-C), and Committee-Committee (C-C) awards, and their general funding guidelines were approved.

The Division needs to develop formal policy on splitting the income from conference tutorials and participation in conferences (NDEC, IDETC, IMECE).

Later, the Committee allocation requests (Attachment E) were discussed. The following final amounts were approved for operations and H&A:

Design Automation, \$1,000  
Design Education, \$2,500  
DFM, \$500  
DTM, \$500  
Fastening & Joining, \$500  
Mechanisms, \$1,000  
PTG, \$500  
RSAFP, \$500  
TCVS, \$1,000  
Vehicle Design, \$1,000  
NDEC, \$100  
Fellow Nom., \$50  
International Activities, 1,200  
USCToMM, \$3,000  
Honors & Awards, 1,000  
Membership Dev., \$100  
Student Affairs, \$2,500  
Executive Com., \$1,000  
Communications (Newsletter, DED web site), \$2,000

[These are the final amounts approved after long initial discussions and subsequent revisions.]

Following amounts were approved for award endowments:

For 2 Div-Div award endowments, \$6,000 (Abbot, Da Vinci)  
For 3 Div-Com award endowments, \$4,000 (Den Hartog, Myklestad, Mechanisms\*)

(\* A proposal from the Mechanisms Committee Chair, Lung-Wen Tsai, to set up the Mechanisms Committee Award as a Division-Committee Award was approved, see New Business)

Committees should use their approved allocations (see above) or their sub-account funds for Committee-Committee (C-C) awards, speaker honoraria and Student Design Competition (organized by the Mechanisms Committee).

### **Division Chair's Report (Ken Waldron)**

A copy of the Division's report to the Systems and Design Group was e-mailed to the Executive Committee members ahead of the meeting. This report described the good progress that has been made in the areas of division finances, setting sub-accounts, raising endowment funds for awards, and membership. Two division journals (*JMD*, *JV&A*) are in good health, and so is the joint *IEEE/ASME Trans. Mechatronics*, in which the ASME participates through DED and DSMC divisions.

There are ongoing problems with Reed related to NDEC. There are also some concerns about the allocation of sessions at IMECE.

It was learned at the TEC Conference in Atlanta that ASME is undergoing reorganization. It wants to become a more responsive and knowledge-based organization. A COE task force report is due soon.

### **Past Chair's Report (Crispin Hales)**

The Operating Procedures Manual was handed over to the incoming Secretary (Krishna Gupta, 7/01 - )

Farrokh Mistree, Chair, Honors & Awards, has done a great job, but he needs more help. ASME publishes an Honors & Awards Supplement and it has incomplete information on many Division related awards.

The Division web site has complete rosters of administrative and technical committees. The web site is simple in design, but it provides for speedy communication of information within the Division.

The *Mechanical Engineering* magazine is coming out with another Design Supplement. While some members were contacted on ad-hoc basis for the Supplement, it would be desirable for the Division to be involved more formally.

Issues related to Reed, NDEC and ASME need to be resolved soon.

Consolidating the discussions at two different times during the meeting (Past Chair's and Treasurer's reports): Formal guidelines are needed for the use of custodial funds and sub-account funds. An ad-hoc committee (Waldron - Chair, Chase, Hales, Velinsky) will develop guidelines for the appropriate uses of division-custodial and sub-account funds. It will also address the issue of the distribution of funds from tutorials and conferences (IDETC, NDETC, IMECE). The committee will report at IDETC, Fall, 2001.

### **Systems and Design (Reported by Phil Doepker)**

The Division did well in nominations at the System and Design Group meeting. The nominations for vice-president included Glenn Johnson, Steve Velinsky. Two at-large members are Mary Traffon and Ken Waldron. Two additional at-large member nominations will be needed within six months (IMECE, NY).

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

There have been a couple of staff additions in the Engineering Programs (EP). ASME is making continuous improvements to its web site. Several group and division web sites are being redesigned, including that for Systems & Design Group. It is desirable for all

division web pages to be on the ASME server. Data on Division accounts and demographic breakdowns of ASME membership were also included in the report.

### **Technical Conferences (Tom Chase)**

Starting with IDETC 2001, the Division will be solely responsible for IDETC finances. The Mechanisms Committee will reduce the number of parallel sessions at the 2002 Mechanisms Conference by including poster sessions. (report)

IDETC 2000 (Tsai) - It had more than expected attendees and came under budget (report)

IDETC 2001 (Mook/Balachandran) - Budgeted attendance is 550; registration \$475 (report)

IDETC 2002 (Kazerounian) - Call for Papers is out; web site is up; sponsors on board for tours and receptions (report)

IDETC 2003 (Shabana) - Downtown Chicao Marriott at \$175/day; web site is up; reception cosponsored by UIC & Notre Dame.

IDETC 2004 - Salt Lake City was approved for conference location. Co-chairs will be Alan Parkinson and Larry Howell from BYU.

IDETC 2005 - Some proposals are expected at IDETC 2001 in September.

IDETC 2006 - An intent to submit a proposal was received from Clement Gosselin for Quebec City, Canada.

IMECE 2001 (Ravani) - Be prepared for some extra sessions.

### **Journals**

*Journal of Mechanical Design* (Tsai) - New associate editors have been appointed for Design Automation (Fadel, Renaud), DTM (Wood), and Mechanisms & Robotics (Agrawal, Farhang, Raghavan, Rastegar). In the year 2000, the journal pages published were 588, while the budgeted allocation is 700 pages. The paper acceptance rates have been 52% (1998), 61% (1999), 49% (2000).(Report)

*Journal of Vibration and Acoustics* (Bergman) - Several new associate editors were appointed (Cusumano, Farrar, Ohayon, Wickert) and one was reappointed for the second term (Han). Currently there are 12 associate editors, and four more may be added in the near future to reduce the backlog and workload. In the year 2000, the journal pages published were 473, while the budgeted allocation is 800 pages. The paper acceptance rate was 52% for 2000.

*IEEE/ASME Trans. Mechatronics* (Ravani) - This is the joint IEEE/ASME journal in which ASME participates through its Design and DSMC Divisions. Ravani is finishing a 3-year term as the technical editor for design in April, 2001. The nomination of Dinos (Constantinos) Mavroidis, Rutgers University, as the new technical editor for design was endorsed.

### **NDEC (Richard Hirsch)**

Reed has not signed the agreement for NDEC 2001 as of February, 2001. Of the 48 sessions, ASME is providing 16 sessions (Design - 12, Management - 2, Manufacturing - 1, Technology & Society - 1). The 12 sessions from DED include 8 from DFM, 2 from TCVS and 2 from Design Education. For future, the Design Division should require that the agreement with Reed be signed by April of the year preceding the NDEC. If NDEC is discontinued due to continuing problems with Reed, then our division should explore alternate venues to reach industry engineers.

### **New Business**

For the Mechanisms Committee, Tsai proposed that the Mechanisms Committee Award be classified as a Division-Committee Award. This award has a long and continuous history. The Mechanisms Committee will generate funds for the award from its conference and tutorial revenues, and may also use the funds from Freudenstein-sub-account. This proposal was approved and the section in the Treasurer's Report on providing some endowment funds for under-funded D-C awards was modified to include the Mechanisms\* Award.

Krishna Gupta  
Secretary