

**ASME Design Engineering Division Executive Committee Meeting
Minutes of the Teleconference on
Wednesday, December 4, 2008, 15:00-16:30 EST**

Present: William Clark, Hamid Hamidzadeh, Kazem Kazerounian, Vijay Kumar, Zissmos Mourelatos, Ahmed Shabana, and Judy Vance,

1. **Call to order.** K. Kazerounian called the meeting to order at 15:03.
2. **Approval of minutes.** The minutes from the August meeting will be approved during the regular Spring meeting.
3. **New By-Laws (Kumar)**

Kumar reported that the new by-laws have been approved by the General Committee (25 yes votes, 1 abstention, 8 no responses).

4. **Election of New Members to the Executive Committee (Kazerounian)**

The ExCom discussed the process for nomination. J. Vance is the chair of the Nomination Committee.

Action Items:

1. Kazerounian will appoint the members of the Nomination Committee according to the procedure established in the by-laws.
2. Vance will prepare a call for nominations in consultation with the members of the Nomination Committee and circulate to ExCom for review.
3. Kumar will help disseminate the call for nominations to all general committee members.

5. **Technical Committees (Clark)**

1. Clark circulated the list of 11 requests for matching funds for awards made by MSND, DAC, DTM, MR, TCVS, and MNS. Despite reminders, DEC has not submitted a request although they indicated strong interest at the Fall meeting. 2 of the 11 requests are for new awards – the DAC Young Investigator Award and the MNS Innovator Award. All requests for matching funds (total of \$48,000) were approved unanimously (see attached).

2. The RSAFP Technical Committee has forwarded the name of Toshiyuki Sawa as the chair of The RSAFP Technical Committee for approval. Unfortunately Sawa's name has already been advertised on the DED website for some time. Sawa has also been unresponsive to email requests. The need to have all TCs submit names for the chairs for approval before the Spring meeting was noted.

Action Item: Clark will contact TCs and remind them that they need to propose TC chairs for approval before the Spring meeting.

3. The DFM committee proposes to broaden its focus to include research in Design for the entire Life Cycle of products. They would like to officially change the name of the DFM technical committee to DFMLC (Design for Manufacturing and the Life Cycle) to be consistent with the conference name and to reflect the increased importance of the

design for the life cycle field. The DED will vote on this proposal after consulting the DAC executive committee to make sure there are no serious objections.

Action Item: Mourelatos will contact DAC about the proposal before the Executive Committee votes on this proposal.

6. Funding Request (Shabana)

1. The MNS committee requests a one-time special funding of \$5,000 from the Division to support some the committee's efforts in enhancing the quality of the MNS conference at the IDETC. Specifically, the requested special funding will be used to cover the honorarium for the MNS conference keynote speaker, the costs associated with the publicity of the conference and the certificates of appreciation to recognize the MNS symposia organizers. The Executive Committee approved the request.

2. Kurt Anderson and George Flowers request funding to provide up to 100 students with scholarships of approximately \$100 each, which will be used toward IDETC/CIE 2009 registration. The goal is to promote student involvement and interest in IDETC conferences. The Executive Committee found the proposal to be unconvincing. It is unclear that subsidizing the registration fee for students will necessarily increase student participation.

Action Item: Kazerounian will contact Anderson and Flowers and have them submit a revised proposal taking into account the concerns expressed by the Executive Committee.

7. Standing Committee on Broadening Participation of Women and Minorities

J. Vance reported on the activities of the Committee on Broadening Participation of Women and Minorities consisting of Janis Terpennis, Deborah Thurston, Gloria Weins, Achille Messac, Judy Vance and Vijay Kumar. Vance sought feedback on goals and missions and the committee's need for support from DETC to increase involvement of women and minorities. The committee proposes a workshop on negotiation for approximate 50 participants. They need support to underwrite the travel costs and fee of the consultants and lunch for the participants. The ExCom felt that this was a good idea and looked forward to hearing more details of the proposed workshop and the request of support from Vance at the next meeting.

8. IDETC/CIE Report (Hamidzadeh)

1. IDETC/CIE Conferences

- *2008 IDETC/CIE:* The conference revenues exceeded expenditures by the mandated surplus of 15%. It was judged to be a successful conference.
- *2009 IDETC/CIE:* The conference will be held in August 30 - September 2, 2009, at the San Diego Convention Center in conjunction with the Omni San Diego Hotel.
- *2010 IDETC/CIE:* The conference is scheduled for August 15-18, 2010. The contract for the conference has been signed with the Queen Elizabeth Fairmont Hotel in Downtown Montreal. The conference committee has not received the budget even though Kazerounian has signed the budget nearly two months ago. Vibration and Sound wants to join the conference and this is causing difficulties with the hotel arrangements.

- *2011 IDETC/CIE*: N. Jalili is developing a proposal for 2011 and is considering one of three cities: Washington DC, Atlanta and Chicago
- *2012 IDETC/CIE*: After the proposal from M. Stanisic and J. Schmiedeler in August 2008, there has been no further communication.

2. Conference Organization

ASME has prepared guidelines for conference chairs with requirements for MOUs and approval processes. IDETC/CIE chairs must comply with the new requirements and forms.

9. Adjournment (Kazerounian)

With no further business, the meeting was adjourned at 16:30.

Respectfully submitted,

Vijay Kumar
Secretary of the Design Engineering Division