

**ENVIRONMENT & TRANSPORTATION TECHNICAL GROUP
OPERATING BOARD MEETING**

Friday, March 4, 2005
1:00 PM – 2:00 PM and 7:00 PM – 9:00 PM
Wright A
Pittsburgh Airport Hyatt Regency Hotel
2005 TEC, Pittsburgh, PA

MEETING MINUTES

1. CALL TO ORDER AND INTRODUCTIONS

K. Moore called the meeting called to order and introductions were made. She noted that this was an abbreviated meeting scheduled in two parts. The list of attendees is shown in [Attachment A](#).

2. APPROVAL OF AGENDA

The meeting Agenda was approved as distributed.

3. APPROVAL OF MINUTES

The [16 November 2004 meeting minutes](#) were approved as posted on web. It was noted that the website version contains the correct SWPD report by P. Napoli.

4. NOMINATIONS & APPROVAL OF ACTING E&T GROUP LEADERS

K. Moore requested a vote on the “acting” E&T Group Leader to replace her as she steps off to become the VP of Technical Communities in FY’05 as we transition to the new K&C structure. She noted that John Robinson has agreed to serve as the interim E&T Group Leader for one year in FY’05 (July 1, 2005 to June 30, 2006).

It was then,

VOTED: To approve J. Robinson for a one-year interim term as an E&T Group Leader starting on July 1, 2005.

By June 30, 2005 the E&TG is to vote on two nominees to be the E&T Group Leader for a term starting in FY ’07. This is being done one year in advance. Therefore, by April 30, 2005 the nominees are to submit a package with supporting material to this E&T Group for voting by the Operating Board and Division Executive Committees. The ASME Nominating Committee will then select the E&T Group Leader from among the nominees.

K. Moore requested at least two nominations for E&T Group Leader in FY’07, who are to send their nomination packages by April 30, 2005 to E. Manes. It was then,

MOVED: To nominate J. Robinson, M. Hightower and R. Marboe for E&T Group Leader in FY’07.

ACTION ITEM: K. Moore to send the nominees the Group Leader job description and nomination package.

A question was raised as to whether Group Leader will get travel reimbursement. K. Moore noted that it is

unknown at this time, but has been proposed.

H. Scarton noted that nominations are needed for E&T 1st and 2nd Alternates to the Nominating Committee (currently open). It was then,

MOVED: To nominate N. Darien for E&T 1st Alternate to the NC.

E. Manes noted that nominations were also needed for E&T Member-at-Large (MAL) positions. It was,

MOVED: To re-appoint R. Marboe for a second, two-year term as E&T MAL
To nominate N. Egosi as E&T MAL (replacing S. Buckley)
To re-appoint H. Scarton for E&T Technical Coverage & Bylaws.

Nominations were then closed.

5. REPORT ON IMECE'05 GROUP SESSIONS

R. Marboe highlighted from written report (see [Attachment B](#)), noting that the E&TG has a total of 52 sessions at IMECE '05: AERO – 28; NCAD-12; RTD-8; EED-4.

ACTION ITEM: E. Manes to inform L. Kielasa (IMECE Tracks Chair) that P. Napoli is interested in chairing a panel discussion on WTE at IMECE '05 on Tuesday AM (it was very successful at IMECE'04)

K. Moore reported IMECE '04 revenue share: AERO - \$2655; EED - \$285; SWPD - \$114; RTD - \$1428; NCAD - \$1885. She also noted that she has proposed that if division does not actually put on a session at IMECE, then they should net receive revenue share.

6. OTHER/NEW BUSINESS

K. Moore discussed the new K&C structure, which is intended to better align resources and be more entrepreneurial. L. Grillo remarked that the SWPD might be better under the Energy Group instead of E&T as it would be easier to identify synergy opportunities. K. Moore remarked that a division does not have to necessarily change its reporting structure to do that, noting TEC as the place to interact with other divisions. She added that the true value of putting divisions under a particular group is the exchange of best practices and lessons learned, not necessarily having common technical (programming) interests.

K. Moore reported that there would be approximately 10 people on K&C Technical Communities Board, which consist of eight (8) Group Leaders, plus Chairs of Conference and Events and Technical Publications. E. Manes also explained concept of P&A Board and why having the Events and Publications Committees under it may work best.

K. Moore added that the review of division performance would still be expected of Group Leaders. This includes how divisions are working with sections.

ACTION ITEM: E. Manes to work with K. Moore on revising the existing division annual report format so that there is a consistent reporting format for Technical and Global Communities to assess how K&C “units” (Divisions and Sections) are working together and meeting Balanced Scorecard Objectives.

K. Moore then asked division representatives to provide a quick summary of their division activities.

7. NEXT MEETING

The next E&TG Operating Board meeting will be as a dinner at 6:30 PM on November 8 at the 2005 IMECE in Orlando (provided the Honors Assembly is not scheduled then).

8. ADJOURNMENT

The meeting adjourned at 8:45 PM.

Respectfully submitted,

Elio A. Manes
Secretary for the Board

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1:00 PM – 2:00 PM and 7:00 PM – 9:00 PM
Wright A
Pittsburgh Airport Hyatt Regency Hotel
2005 TEC, Pittsburgh, PA

Attendees

Karen Moore - *	Vice President and Chair
Rick Marboe - *	Member-at-Large
John Austin - *	Member-at-Large
Henry Scarton - *	Technical Coverage & Bylaws
Ajit Roy*	Rep, Aerospace Division
Kathryn Knowles - *	Rep, Environmental Engineering Division
Samuel Williams*	Rep, Rail Transportation Division
Gary Wagner*	Rep, Rail Transportation Division
Nick Darien*	Rep, Rail Transportation Division
Nat Egosi*	Chair, Solid Waste Processing Division
Len Grillo*	Rep, Solid Waste Processing Division
Peter Napoli*	Rep, Solid Waste Processing Division
Elio Manes - *	ASME Staff, Secretary for the Board

- Attended Part I of the meeting from 1:00 PM – 2:00 PM

* Attended Part II of the meeting from 7:00 PM – 9:00 PM

Environment & Transportation Technical Group Operating Board Meeting

Tuesday, November 16, 2004

Hilton Anaheim Hotel, Mezzanine 5/Third Fl.

IMECE 2004, Anaheim, CA

Meeting Minutes

1. CALL TO ORDER AND INTRODUCTIONS

VP K. Moore called the meeting to order at 3:00 PM and introductions were made. The list of attendees is shown in [Attachment A](#).

2. APPROVAL OF AGENDA

The meeting Agenda was approved, as shown in [Attachment B](#).

3. APPROVAL OF MINUTES

The March 5, 2004 meeting minutes were approved as distributed.

4. REPORT & COMMENTS OF VICE PRESIDENT

A. Continuity & Change

C. Velzy asked to address the Group regarding the Continuity & Change initiative. He remarked that the driving force is a misrepresentation of financial issues. The BOG is coming up with an organized process to periodically review/evaluate operations of units (both quantifiable and non). Those that are not being operated efficiently will be either sunset or, hopefully, fixed. It's recognized that a lot needs to be done and that communication about this has not been good. He urged all to speak to leaders of the Society who are driving the re-structure. He also cautioned that, while divisions will not be sunset, performance will be measured against the division's own stated targets (e.g., is it meeting needs of all its members?) VP Moore added that technical group leaders within the Know & Community (K&C) structure would be tasked with working with divisions in developing plans. Divisions will be held accountable and are expected to not just sit on their custodial account funds and only serve a small sub-set of their overall membership. If a division can prove that, it will have no problem passing evaluation. The evaluation might happen at the K&C level, where they will be assessed against resource allocation coming from a higher level in the organization.

She went on to explain that the idea is to remove technical group leaders from much of the current bureaucracy so they can spend more time strategizing with the divisions. She noted that there would be five VPs in the K&C structure, including: Technical Communities, Global Communities, Affinity, Financial, and Programs & Activities. It was noted that while the new structure is more complex, the driving ideas are not just to reduce a budget subsidy, but also remove silos, increase synergy, and facilitate new activity. Divisions need to identify and know who their customers are; e.g., members, industry, students, public, government, etc.

VP Moore added that it is proposed we keep the current grouping of divisions under the Technical Communities unit of K&C. There have also been discussions about consolidating some of the groups to reduce the number down from eight. This presents an opportunity for divisions to move to another group, if they so choose. One suggestion is to disband the E&TG and move the divisions under it to other groups. January 31, 2005 is the final date for division chairs to decide which group they want to go with. If the E&TG is not dissolved and K. Moore goes on to become the VP of Technical Communities, as has been recommended, there will be a vacancy for the E&TG "Group Leader" position, requiring that an interim candidate be nominated. Under the new structure, this position will not be a Society officer.

The feeling among those present was that E&TG should remain as is. The line of reasoning was made that divisions don't want to lose the IMECE sessions allocated to the E&TG and that they could lose their identity if they moved to another group. E. Manes stressed that the grouping of divisions should not be based on IMECE session allocations but on where there will be best synergies. Divisions could simply take their IMECE session histories with them to their new group.

ACTION ITEM: E. Manes to set up teleconference after this meeting to discuss Group Leader nominations.

B. Group Rep to Conferences & Events Directorate

VP Moore solicited a Group Rep for the new Conferences & Events Directorate.

5. DIVISION REPORTS

A. Aerospace

J. Robinson highlighted form written report ([Attachment C](#)). There was also a discussion on the ASME/Boeing initiative and what Boeing is getting out of ASME. In response to VP Moore's question, J. Robinson noted that synergies already exist between AERO and the Materials Division.

B. Environmental Engineering

M. Hightower noted that there are six conferences per year dealing with the environment. The EED had talks with AIChE about sponsoring tracks dealing with sustainability. A track has been set up for 2005 IMECE consisting of 16 sessions between EED and other divisions, such as T&S. The plan is to alternate each year with AIChE. P. Napoli indicated the SWPD is interested in participating in the sustainability track at IMECE'05.

M. Hightower went on to report that the 2005 ICEM would take place in September in Glasgow, Scotland. The EED did a joint conference with SWPD this summer that did not break even. He also noted that EED provided seed money to the International Conference on Combustion, Incineration/Pyrolysis and Emission Control (ICIPEC) in China.

E. Manes added that EED and SWPD agreed to take over the Incineration & Thermal Treatment Technologies Conference (IT3) from the University of Maryland in 2006. Issues surrounding co-location with NAWTEC need to be worked out.

There was a question as to making use of the EED custodial account balance of \$100K. VP Moore suggested M. Hightower contact Gary Benda regarding the DLR Award.

C. Noise Control & Acoustics

S. Grace highlighted from written report ([Attachment D](#)). She raised a question as to what can be done about creating a webpage where people can indicate that they are interested in reviewing a paper (pre-populated with member data). VP Moore suggested creating a community on the COP website to do this.

R. Marboe brought up an idea of developing a database of experts in the field.

D. Rail Transportation

D. Cackovic highlighted from a written report ([Attachment E - exec.comm](#)). He added that there is some interest in doing joint international activity with the IMechE in the UK. VP Moore suggested that RTD and EED work on joint activity on rail haul of nuclear waste and large nuclear pressure vessels. She also remarked that, if there is no interest from the RTD in light rail work, that it might require the formation of

new group. E. Manes concurred, noting that ASME needs to be responsive if there is a proven market need.

E. Solid Waste Processing

P. Napoli highlighted from a written report ([Attachment F, reportplan](#)) on behalf of SWPD Chair, N. Egosi. He indicated that there have been talks about SWPD starting its own conference. He also reported that the track session on Waste-to-Energy at this IMECE had 45 people at the start (30 remained) with good audience participation, which was much better than last year.

6. STANDING COMMITTEE REPORTS

A. Honors

H. Scarton reminded VP Moore that she has a Dedicated Service Award available.

B. Long Range Planning

J. Robinson gave the seven customer-focus questions to M. Hightower that divisions were asked to complete, noting that he will re-send them to everyone. In response to a suggestion that division annual reports and plans be posted on the web to make it easier to find, it was observed that it may not be a good idea to post strategic type of information on the web.

C. Division Performance

ACTION ITEM: VP Moore to develop a new format for the division annual report and plan.

ACTION ITEM: R. Marboe to gather lessons learned from other divisions as part of his role as chair of the Group's Division Performance Committee.

R. Marboe indicated that he would try to extract lessons learned from other divisions at the 2005 TEC and include it in a report.

D. Technical Coverage & Bylaws

H. Scarton noted that, due to the re-structure, all divisions would have to re-write their bylaws. To simplify things, he suggests that reference to the division's group affiliation be removed from bylaws. He will be sending out an email on what needs to be done to complete the revisions.

7. LIAISON REPRESENTATIVE REPORTS

A. Nominating Committee

H. Scarton observed that the Group needed to hold a Nominating Conference. It was then,

MOVED: To temporarily adjourn the Operating Board meeting at 7:00 PM to convene the Group Nominating Conference.

With respect to the Nominating Committee, it was:

APPROVED: To appoint M. Edelson as Group Rep to the ASME Nominating Committee.

There being no other nominations, the Nominating Conference was adjourned and the Operating Board meeting re-convened.

B. Distinguished Lecturers Committee

VP Moore asked all to consider participating in the Distinguished Lectures Program.

C. Board on Research

There was no report.

D. International Congress Program Committee

R. Marboe asked Division Program Reps to attend the Congress Workshops at this IMECE. EED and AERO reps gave R. Marboe their 2005 IMECE session requirements.

E. Committee on Technical Planning

There was no report.

8. NEW BUSINESS

VP Moore reminded all division chairs to send their 2005 TEC delegates to E. Manes and recommended that they consider funding additional delegates from their custodial accounts.

9. NEXT MEETING

The next E&TG Operating Board meeting will be on Friday, March 4, at the 2005 TEC in Pittsburgh, PA.

10. ADJOURNMENT

The meeting adjourned at 7:15 PM.

Respectfully submitted,

Elio A. Manes
Secretary for the Board