

**ENGINEERING & TECHNOLOGY MANAGEMENT GROUP MEETING  
DRAFT MEETING MINUTES  
SUMMER ANNUAL MEETING  
Atlanta Hilton, Atlanta, GA  
Sunday, June 15, 2003**

**Attendees**

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|--|--|
| Robert Simmons                               | E&TM Vice-President  |
| John Bozewicz                                | Management Division Chair  |
| Ken Horne                                    | T&S Division Chair   |
| Steve Nichols                                | E&TM Operating Board Member-at-Large                                       |
| Susanne Jones                                | E&TM Operating Board Member-at-Large                                       |
| Steve Long                                   | E&TM Operating Board Member-at-Large & Group NNC 1 <sup>st</sup> Alternate |
| Bill Doerr (Via Teleconference)              | SERAD Vice Chair & E& Operating Board Member-at-Large                      |
| Wolf Yeigh                                   | Management Division 1 <sup>st</sup> Vice Chair                             |
| Hiroshi Honda (Part Time)                    | T&S Division Vice Chair & Group NNC Representative                         |
| Stephen Lustig                               | Management Division  |
| Yohei Yamamuro                               | Management Division  |
| Catherine Le                                 | Management Division  |
| Joe Carson                                   | T&S Division   |
| Erik Worrell                                 | Region IX Small Business Chair   |
| Niel Leon (via Teleconference)               | Management Division & Group NNC 2 <sup>nd</sup> Alternate                  |
| Jovica Riznic (Part time via Teleconference) | ASME Liaison to ASEM   |
| Mark Lengsfeld                               | Incoming Leadership Development Intern to Board of Governors               |

**1. CALL TO ORDER**

- A. E&TM Group VP, Robert Simmons, called the meeting to order at 4:30 pm (Bill Doerr, Jovica Riznic, and Neil Leon) participated via teleconference. Introductions were made.
- B. Quorum was established with the following voting members present (or via teleconference): John Bozewicz, Ken Horne, Steve Nichols, Susanne Jones, Steve Long, and Bill Doerr (via teleconference).
- C. It was noted that Bill Doerr had a written proxy (Bob Simmons also had a copy) from Bryan Gore, SERAD Chair, authorizing Bill to cast the SERAD vote.

**2. APPROVAL OF THE MINUTES OF THE IMECE 2002 MEETING**

- A. Minutes from IMECE 2002 (November 2002) were reviewed and approved.

**3. REVIEW AND APPROVAL OF THE AGENDA**

- A. Agenda was reviewed and approved

**4. REVIEW OF ACTION ITEMS FROM THE IMECE 2002 MEETING**

- A. There were no Action Items from the IMECE 2002 meeting.

**5. COE ITEMS OF GROUP IMPORTANCE**

- A. VP Simmons requested all Divisions update their by-laws by early fall such that they can be approved by the Operating Board and COE at IMECE 2003. Bob confirmed with COE By-Laws Chair (following this meeting) that COE did indeed need to approve any division by-laws revisions.
- B. Electronic Meetings – In response to questions about whether electronic meetings were permitted, VP Simmons indicated that the updated bylaws will specifically cover these, however, until that time we are specifically covered by a 1994 COE Policy on teleconferences. This policy is now posted on the web.
- C. Reconstituted Operating Board
  1. VP Simmons reported that the ASME records contained erroneous names and had all terms expiring 2003. Accordingly, he has corrected the records to properly reflect the correct E&TM Operating Board.

2. The reconstituted Operating Board with correct names and terms (confirmed by voting members at IMECE 2002) is:
  - a. Voting Members
    - i. VP – Bob Simmons (term expires in 2006) – elected by ASME membership
    - ii. Division Representatives & Alternates – appointed by VP
      - a. Management - John Bozewicz (Chair) & Wolf Yeigh (Alternate as 1<sup>st</sup> Vice Chair of EC). John's term expire 2003. Wolf will become Chair at completion of SAM and will need to name candidate alternate to VP – Wolf's term to expire in 2004 unless reappointed by VP)
      - b. T&S - Ken Horne (Chair) & Hiroshi Honda (Alternate as At-Large Member of EC). Ken's term expires in 2004 (reappointed to 2<sup>nd</sup> year as Chair by VP). Hiroshi's term also expires in 2004 unless reappointed by VP.
      - c. SERAD – Byran Gore (Chair) & Bill Doerr (Alternate as 1<sup>st</sup> Vice Chair of EC). Bryan's term to expire in 2003. Bill will become Chair at completion of SAM and Mike Stamelatos as 1<sup>st</sup> Vice Chair will become alternate – both terms to expire in 2004).
    - iii. Members-At-Large – elected by Operating Board (this slate was approved by COE on Tuesday, June 17<sup>th</sup>).
      - a. Ted Aanstos – term to expire in 2004 (will need to elect replacement at IMECE 2003)
      - b. Steve Nichols – term to expire in 2003 (will need to elect replacement at SAM)
      - c. Tom Davis – term to expire in 2003 (will need to elect replacement at SAM)
      - d. Bill Doerr – term to expire in 2005 (but will need to elect replacement at SAM, since he is moving up to division chair)
      - e. Susanne Jones – term to expire in 2004 (will need to elect replacement at IMECE 2003)
      - f. Steve Long – term to expire in 2005 (may have to consider replacing since he becomes NNC Representative after SAM – 2 year term).
  - b. Non-voting Members – appointed by VP (may also require confirmation by COE)
    - i. Past VP – Since Jeff Rode not available, Bob has requested Arnold Rothstein to continue as a Consultant
    - ii. Three members to NNC – Member (Hiroshi Honda – term to expire 2003, Steve Long – 1<sup>st</sup> Alternate, Neil Leon – 2<sup>nd</sup> Alternate). Steve will become the Group Representative following SAM, Neil Leon will move up to 1<sup>st</sup> Alternate, and Dave Pyatt will become the 2<sup>nd</sup> Alternate.
    - iii. ASME Representative to ASEM (confirmation required by COE) – Jovica Riznic – term to expire in 2004
    - iv. ASME Representative to Health, Safety, and Environmental Education of Professionals (confirmation required by COE) – George Stanton – do we want to continue this appointment?
    - v. Group Representative to IMECE – Hiroshi Honda – term to expire in 2004
    - vi. Group Newsletter Editor – Mike Ambrose – term to expire 2004
    - vii. Technical Planning Committee – John Bozewicz is current Group Representative to this COE Committee – term to expire in 2004.
3. Bob reported that he would soon constitute a Nominating Committee to name candidates for the open Member-at-Large positions. (Following the meeting, Bob contacted three individuals to serve on the Nominating Committee for the E&TM Operating Board At-large members.)
4. A discussion of electronic signatures ensued and Niel Leon will report on some freeware that might permit secure electronic signatures. (Niel reported later that the "freeware" is no longer free, but will cost ~\$50. Below is the information Niel provided:

*PGP Personal for Windows 8.0*

URL: [http://reviews.cnet.com/4505-3514\\_7-20756518.html](http://reviews.cnet.com/4505-3514_7-20756518.html)

Ever since its introduction in 1991, PGP has reigned as the preferred method for encrypting e-mail and files. Many versions and improvements later, PGP Personal for Windows 8.0 is now a full-featured encryption suite that integrates with Windows XP and most popular e-mail programs. This version includes features such as PGP Mail, which encrypts and digitally signs e-mail messages, as well as the new PGP Disk feature, which allows you to set aside an encrypted area of disk space for storing your sensitive data. Although PGP can be daunting for those unfamiliar with Public Key Infrastructure (PKI) programs, it remains the de facto standard in encryption technology. Whether you choose the free version or the \$50 Personal edition, PGP 8.0 is a must-have for anyone who is truly serious about keeping data and e-mail communications private).

6. **DIVISION ANNUAL REPORTS '02-'03/PLANS '03-'04**

- A. Annual Reports (old format) no longer required, but utilize format to develop forward-looking plans.
- B. Updates from Divisions – including names for their Executive Committee to take effect after SAM.
  - 1. T&S Division reported that their new Executive Committee to take effect following SAM 2003 will be: Ken Horne (Chair – EC term to expire 2004), Hiroshi Honda (Vice Chair – EC term to expire 2005), Robert Kennedy (Secretary – EC term to expire 2006), Thomas Gardner (Treasurer – EC Term to expire 2007), and Byron Newberry (Member-at-Large – EC term to expire 2008). This makeup of the T&S Division Executive Committee was approved by the Operating Board. (This slate was also approved by COE on Tuesday, June 17<sup>th</sup>.)
  - 2. SERAD reported that their new Executive Committee to take effect following SAM 2003 will be: Bill Doerr (Chair – EC term to expire 2004), Mike Stamelatos (1<sup>st</sup> Vice Chair – EC term to expire 2005), Robert Navarro (2<sup>nd</sup> Vice Chair – EC term to expire 2006), and Bilal Ayyub (3<sup>rd</sup> Vice Chair – EC Term to expire 2007). The final position of Secretary will be filled at IMECE 2003. The Operating Board approved this slate of the SERAD Division Executive Committee. (This slate was also approved by COE on Tuesday, June 17<sup>th</sup>.)
  - 3. Management Division – **Wolf Yeigh, incoming Chair, will forward their Executive Committee shortly for Operating Board approval.**

7. **MEMBERS-AT-LARGE**

- A. In response to a question, VP Simmons indicated that the revised by-laws will not specify specific job responsibilities for each Member-at-Large. Rather they will have overall responsibility for Group and Division operations and activities and may be assigned specific responsibilities by VP as appropriate.

8. **STATUS OF CONGRESS PREPARATIONS**

A. **2003 Symposium**

- 1. Hiroshi reported that our 17 sessions for IMECE are well developed. He briefly reviewed the Congress sessions and meeting schedules. He also reported that Ted Aanstoos, the Engineering Business Track Manager, has 10 sessions planned, most of which came out of E&TM.
- 2. Marketing for the Congress – we will work with the ASME staff to improve our marketing.
- 3. Other Congress issues – Revenue Sharing – Bob reported that COE would debate and probably revise the revenue sharing scheme to put more weight on the attendance at sessions. (This was approved by COE on Tuesday, June 17<sup>th</sup> and changes the

B. **2004 Symposium**

- 1. Selection/Confirmation of a division program coordinators – Hiroshi agreed to serve one more year as the Group Representative to IMECE. Bob will contact Ted to see if he desires to continue as the EBM Track Manager. (Ted has agreed tentatively to continue as the EBM Track Manager). Frank Spanitz will continue as the T&S Division Representative. **Management and SERAD need to identify their representatives soon. Bob has to report by June 25<sup>th</sup>.** (Bob will submit Steve Long – Management and Jon Young as placeholders until confirmed).

9. **AWARDS**

- A. Fellow Grade – Steve Nichols reported that Bob Simmons had been elected to Fellow Grade. **Bob and Steve requested that each Division Chair identify candidates for promotion to Fellow Grade.**
- B. Group Leadership Award – Bob has selected an awardee and the Operating Board enthusiastically endorsed this selection – award will be presented at IMECE 2003.
- C. Dedicated Service Award – Bob has selected an awardee and will request assistance from the appropriate Division Chair to prepare the award. This award will also be presented at IMECE 2003.
- D. Ken Horne has been selected the recipient of the Old Guard 2003 Young Engineer's Award. He will receive this award at IMECE 2003.
- E. Joe Carson recently received the NSPE Ethics essay award. Possibly reproduce this in the Newsletter.

10. **OLD BUSINESS**

- A. E&TM Newsletter Schedule – next newsletter will be published this fall, just before IMECE 2003. Discussion surrounded ways to improve the newsletter, including publishing on web to permit expanded pages, post cards to announce the publication, more technical content, etc. This discussion was tabled until IMECE 2003 – the Division Chairs will investigate alternate means of delivery and report back at IMECE 2003.
- B. Staff Report – Richard reported that the Group financial status of the custodial funds was in excess of \$32,000.

- C. VP Report – Bob thanked everyone for their efforts this past year. We have seen a marked growth in the number of active members, our programs are effective and demonstrating a vitality, and we are definitely heading in the right direction! Additionally, our efforts to reach out to CMA units (RACs, sections) is working and hopefully will result in even more interaction this next program year. John and Bob attended the Train the Trainers Program at this SAM and it was most worthwhile. Additionally, we are getting positive surplus' from both IMECE 2002 and NMW 2003. Keep up the good work!

**11. NEW BUSINESS**

- A. National Manufacturing Week, DETC, PVP Conference, Electric Power Conference, etc. (Other Opportunities?)
  - 1. National Manufacturing Week – will be in late February 2004 – ASME is negotiating the terms.
  - 2. DETC – SERAD will provide 3 papers during DETC and Management and T&S will provide one tutorial session following DETC. Surplus from tutorials to flow back to divisions.
  - 3. PVP 2004 – SERAD will provide 6 papers at the PVP Conference in LaJolla in July 2004
  - 4. Electric Power Conference – will be in March 2004 in Baltimore. Both Management and T&S are considering participating.
- B. RACs, Section Meetings? – hopefully our efforts to interact with CMA units will continue.
- C. TEC – will be held in Pittsburgh, March 4-6, 2004
- D. SERAD ASME Foundation Request – was enthusiastically approved by the Board and Bob will take to COE on Tuesday. (COE enthusiastically approved this foundation request – Bob will forward to Dave Soukup at ASME.
- E. On-Line Course on “Inviting Disaster” – Joe Carson has done yeoman work in pulling this together. He will work with ASME staff to pursue a low-cost web-interaction. The Board approved this action.
- D. COE Reorganization Workshop – COE workshop on reorganization, in follow-up to the Council of Divisions, will occur at SAM. Results will be forwarded up to BOG and to Divisions. Bob will provide copies to the Divisions.

**12. NEXT MEETING**

- A. We will meet on Tuesday afternoon or evening, November 18<sup>th</sup>. Divisions are requested to conduct their Executive Committee meetings before that if at all possible.

**13. ADJOURN**