

**ENGINEERING & TECHNOLOGY MANAGEMENT GROUP OPERATING BOARD
DRAFT MEETING
International Mechanical
Engineering Congress & Exposition
New Orleans Hilton & Ernest N. Morial Convention Center
New Orleans, LA
November 19, 2002**

Attendees

Robert Simmons	Member, E&TM Operating Board (Vice President)
Wolf Yeigh	Member, E&TM Group Operating Board (Management Division Alternate)
Ted Aanstoots	Member at Large, E&TM Operating Board
John Bozewicz	Member, E&TM Group Operating Board (Chair, Management Division)
Stephen Long	Member-At-Large, E&TM Group Operating Board & NNC 1st Alternate
Ken Horne	Member, E&TM Group Operating Board (Chair, T&S Division --via telephone)
Mike Ambrose	E&TM Group Newsletter Editor
Joseph Carson	T&S Division
Bill Doerr	Member-At-Large, E&TM Group Operating Board & Member, E&TM Operating Board (Alternate, SERAD)
Bob Jeffers	Board of Governors
Harry Armen	Board of Governors
Hiroshi Honda	Member, E&TM Group Operating Board (Alternate T&S Division) & NNC Representative
Frank Adamek	Senior Vice President
Brian Gore	Member, E&TM Group Operating Board (Chair, SERAD)
Tom Loughlin	ASME Engineering Programs
Richard Ulvila	ASME Engineering Programs

1. CALL TO ORDER

- a. E&TM Group VP, Robert Simmons, called the meeting to order at 11:00am.
- b. Review of the Agenda
Agenda reviewed
- e. Review of the Minutes
Minutes reviewed

2. ADMINISTRATIVE REPORTS

- a. Staff Report
- b. Nominating Committee Report & Appointments
Steve Long will join the Nominating Committee June 2003 replacing Hiroshi Honda. John Bozewicz will contact the First Alternate (Neil Leon) about continuing [confirmed]. A Second Alternate may be needed in the February-March timeframe. Would prefer an alternate from SERAD or T&S for diversity.

Steve Nichols was the recipient of this year's Dedicated Service Award. It was presented at the Management Division's Executive Committee meeting.

c. Review of the 2002 Congress

The Henry Robinson Town Lecture was absolutely superb.

The Entrepreneurship Session was dropped from the program prior to the Preliminary Program. It was the First session Monday and nothing could be done even though the instructors were already at IMECE. Further information is required so that this does not

happen again. This can cost the Society valuable volunteers. [Bob has followed up with the Congress Committee to ensure this does not happen again.

d. Status of the 2003 Congress Symposiums

We will have 17 sessions, the same number we had this year along with 8 or 9 sessions of the Engineering Business Track.

Dan Konig will not be continuing as Track Manager. Bob Simmons is discussing this position with a candidate. Ted Aanstoos has agreed to take on this challenge. The primary function of this position is coordination.

Staff does not have a budget for the 2003 Congress. Was supposed to be submitted to the COE Council on Budgets. This is a problem we must address.

A Group Rep is required at the Congress 2003 orientation tomorrow. Problems with division representative could be overcome with conference call facilities that might encourage non-participating divisions to join in. A Congress 03 Booklet, schedule and an invitation to the multiple Conference Toolbox demos are the primary information to get.

e. Future Congresses

The next Congress is in Washington, DC and after that, Anaheim, CA. The 2005 Congress will be in Orlando, FL.

f. Professional Development

The Management Division will work with Educational Services and Codes & Standards to develop an Engineering Management Certification Program.

g. Other

3. DIVISION & SUBDIVISION REPORTS:

Please keep these brief. Submit written reports!

a. Management

All executive committee positions filled. We can now develop a succession plan. Starting to get active members that will allow planning for operating income. We participate in Congress and will participate in National Manufacturing Week. Hopefully revenues will be better than in the past.

There was a Division Retreat at SAM. Active membership and Revenue generation are the fundamental problems. We worked to identify the core competencies within MD that we can focus on to be the very best until more volunteers join and expand this list. Through Bob, have been invited to participate at the Southeast Michigan Section in January with our Project Management Course. We will offer this at the Design Engineering Conference in September. Will create a Young Manager's Committee. 2 of our members support the Gantt Award. Our News Letter is doing well. We will create a New Member Information Packet on the Web.

b. SERAD

Have identified 3 members for Congress 04. There is an extremely probable opportunity to participate in The Design Engineering Technology Conference. Identified a couple of additional active members. Will continue to present peer-reviewed papers, which our members have found to be extremely valuable for maintaining their professional status. We will significantly broaden our offerings. Funding for the student paper contest has suffered due to the loss of Bridgestone/Firestone. Need to develop a flier to send to university professors to improve awareness of the contest. 2 members of SERAD are senior associates at NASA. They will be proposing a joint sponsorship for NASA, DOD, and ASME International to have a Risk Management Conference in early 2004. Congress has been our big deal. We have to be concerned, going off in these new directions, that we have a good plan. There

are limited volunteer resources. Previous committee members could be a great source for new projects. We need to keep them involved. Paul Glaskow has just submitted a 50-year history of SERAD. Roger McCarthy will scan it and get it added to our website.

c. T&S

We need to have Centers of Excellence and identify Key Activities before finding volunteers so that they will have a specific charge. T&S has limited active volunteers and no steady revenue source just like the other divisions. T&S has an uncertain future, no succession plan and other administrative issues due to a lack of active volunteers. The near term objective is to increase the number of active volunteers. We have identified specific positions or specific roles for volunteers to step up to. The Council on Public Affairs, Board on Government Relations, Committee on Engineering Public Policy is going to be moving lock, stock and barrel to the T&S Division. It is made up of 5 or 10 active volunteers. An immediate injection of people who are already interested in what T&S does. We are very excited about this and will be working on the mechanics of this over the next month. Recently, we have recruited 2 new active members, Joe Carson, who is here today, is one. Over the next 3 months, we expect to fill out the general committee rosters. T&S can reasonably expect to be in good shape by next Congress. We have formed 5 technical committees within our bylaws that will attract volunteers. One is "Intellectual Property" which has created interest of lawyers, many located in the Washington, DC area. There is a lot of interest in Engineering Ethics from many areas.

4. ASME STRATEGIC CHANGE

- a. Highlights of the "ITF" & Proposed Changes for ASME
- b. Strategic Plans
- c. Business Plans for Divisions & events
- d. "P & L" focus
- e. Down the Road

The Strategic Planning process is helping us focus our efforts about what we are all about and what we want to do. If we are going to do something, we will do it well. Many positive responses to our initial inquiries. The most notable from Design Engineering, inviting us to participate at Design

Engineering Technology Conference, September 03 in Chicago. We can run a parallel track. Other Interests are in the sections.

Need to develop plan to work with other non -profit organizations. Virgil Carter has opened the door for developing joint activities.

SERAD provides financial relief for members going to CONGRESS through corporate sponsored Dinners as an example of helping members.

Since the Congress, E&TM has been invited to participate in DETC, the Region XI RAC, and the Region VII RAC. Due to the TEC, E&TM will not be able to participate in the combined Region II, III RAC, and I this year.

At this point Bob Simmons asked for comments. Harry Armen, member of the BOG, spoke. He had come to explain why he had recommended sun setting the E&TM Group. It was all based on reading of the annual report, there didn't appear that much was being done. The group has responded to it very positively.

Collaboration with other sections of ASME International should be included in the Annual Report. The overriding metric as to how well E&TM is doing is what you are doing for the members.

Relating to SERAD and funding problems for The Student Contest, Harry suggested applying for a development Fund as another option for the funding problem created when Bridgestone/Firestone withdrew support. [ACTION: SERAD]
Bob Jeffers, who came to "protect" Harry, having been concerned about a lack of activity, but sitting here, listening, counting the warm bodies and hearing Ken talk about the volunteers he has lined up, Bob indicated that things were looking up.

As our keynote speaker recommended, you have moved outside the comfort zone and are trying new things. He was very pleasantly surprised listening to where the Group is. This is a difficult time for societies. The BOG will be very cooperative and enthusiastic because you are going to help and benefit our members.

Frank Adamek acknowledged that all the groups have the same problem; we must change to become a premier organization that provides premier content for its members. We look forward to the presentations tomorrow. Some groups will be ahead of others tomorrow, some will embrace the challenge, and others will resist the challenge.

Tom Loughlin thanked the group for being here, their support of CONGRESS, their volunteerism outside of this room. Tom said, "The society is all about its membership and the outstanding individuals such as yourself who give of your time in support of the organization." In addition, he thanked Bob and the group for the positive way they responded to Harry's criticism, always taking it constructively. The last point Tom discussed is that ASME is a business. The fact that we are non-profit does not mean we have to lose money. In fact, if we lose money for too long, we will not be in business. The ball is now in your court to tell us where you want to go and staff is there to help you succeed. Much discussion over registration for authors and chairs occurred. The problem was taken under advisement recognizing that we must get control of budgets first and then address the problem of authors talking to authors.

5. OLD BUSINESS

6. NEW BUSINESS

- a. Focus of Group Newsletter from primarily administrative to more technically oriented. Jacinta did a great job on pulling this together. Deadlines work.
- b) Participation in DETC (Chicago - September), PVP (Cleveland - July), Southeast Michigan Section (Detroit - January/February), NMW (Chicago - March), IMECE (Washington, D.C. - November).
- c) Participation with other societies – What do we want to offer?
- d) Financial Status of Groups

7. NEXT MEETING

June 2003

8. ADJOURNMENT