

**Heat Transfer Division Executive Committee  
K-5 Coordinating Committee  
14<sup>th</sup> International Heat Transfer Conference (IHTC 14)  
Thursday, August 12, 2010, 2:00-3:30pm  
Congressional Room, Omni Shoreham Hotel  
Washington, DC, August 8-13, 2010**

**In attendance: V. Carey, L. Gritz, J.F. Klausner, R.E. Hogan, S.A. Sherif, Alex Brown, Yong Tao, Zhuomin M. Zhang, and Sandra Boetcher**

**Call to Order:** The meeting was called to order by **L. Gritz** at 2:05pm.

**Approval of Minutes:**

**Z.M. Zhang's** name was left out from the K-5 meeting at the IMECE 2009. Minutes of that meeting were approved after correcting them by adding **Zhang's** name to the list of attendance.

**Approval of Agenda:**

Agenda was approved after adding a discussion of the K-3 operating procedure under Item 3.2 and adding a discussion of the HTD Homepage content also under Item 3.2.

**Session Coordination:**

**2011 AJTEC: J.F. Klausner** reported on his contacts with the Track Chairs. He reported that he would be sending an email shortly. He is all set to go.

**2011 IMECE: L. Gritz** reported that he is in touch with the K-committee chairs regarding this conference. He said that he would be sending an email regarding this matter shortly. **Dr. Aaron Knobloch** is the Technical Program Chair and will be the one coordinating the topics for IMECE 2011. **Dr. Knobloch's** contact information is given below:

**Aaron Knobloch, Ph.D.**

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**Z.M. Zhang** proposed topics on behalf of K-7. **S. Boetcher** proposed topics on behalf of K-19. **R.E. Hogan** proposed topics on behalf of K-20. **Alex Brown** reported that he would be sending the K-11 topics by email. **L. Gritz** encouraged interdisciplinary topics and those topics proposed jointly with other divisions. He said that revenues would be divided among the co-sponsoring divisions.

### Discussion Items from Committees:

**Executive Committee:** **J.F. Klausner** reported that some members expressed concern over communication from the Division. He suggested re-kindling the Newsletter. Discussion ensued regarding the Newsletter Editor. October 15, 2010 was selected as a deadline for submitting nominations for Newsletter Editor. The EC will strive to have some hard copies of the 2011 HTD Newsletter at the 2011 IMECE in Denver.

**S.A. Sherif** is to ask **Lee Hawkins** to store the EC minutes on the web with password protection.

### Administrative Committees:

#### K-3:

**V.P. Carey** reported that **Y. Bayazitoglu** was willing and able to perform the K-3 business via teleconferencing. **J.F. Klausner** said that other K-3 members may be uncomfortable making award decisions by phone. **R.E. Hogan** indicated that he had no concerns regarding teleconferencing, but would like to give K-3 the flexibility to do their business as they see fit.

A motion was made by **J.F. Klausner** and seconded by **L. Gritzo** stating that the EC does not object in having K-3 members make their selections for HTD awards via teleconferencing (one or more as needed) and/or via face-to-face meetings. Motion passed unanimously.

As an action item, **V.P. Carey** offered to communicate with **Y. Bayazitoglu** regarding the above.

### Website/HTD Homepage:

**Y. Tao** gave a report. He inquired about the EC's expectations of the HTD's Homepage and whether or not the current content is sufficient. He said that at present ASME has 100% ownership of the HTD Homepage and possibly no Newsletter would be needed. **L. Gritzo** floated the idea of combining the Newsletter Editor and the Homepage Editor into one position and suggested a \$4K/year fund to support both activities. This was made into a motion and was seconded by **A. Brown**. Motion passed unanimously.

**J.F. Klausner** moved that **Y. Tao** be appointed the HTD Media Editor for a three-year term effective immediately. The motion was seconded by **A. Brown** and passed unanimously.

As an action item, the HTD Bylaws need to change to reflect the new combined position.

**V.P. Carey** moved that the term for this appointment be set to two years. Motion was seconded by **J.F. Klausner** and passed unanimously. Again, the HTD Bylaws need to be revised to reflect the new position and new term of service.

### Technical Committees:

#### K-15:

The K-15 Committee made a request to the EC to alter the term of their K-committee chair from three to two years. Their rationale was wrapped into the process of how the chair is selected. **J.F. Klausner** also had a desire to reduce the term of service down to two years.

**V.P. Carey** moved to ask the K committee chairs of whether they would be in favor of having the current three-year term of service for their chairs with optional succession, or a two-year term with mandatory succession. Motion was seconded by **J.F. Klausner** and passed unanimously.

Since the current HTD Bylaws require a three-year term for the TC chair, **J.F. Klausner** made an amendment to the above motion as follows: “Would you be in favor of also allowing a two-year term for the committee chair along with a two-year term for the vice chair?” **Y. Tao** seconded the motion, and motion passed.

**K-7:**

**Z.M. Zhang** reminded those present that the 18<sup>th</sup> Symposium on Thermophysical properties will be held in Boulder, CO, in 2012.

The meeting adjourned at 3:25pm.

Respectfully submitted by,

S.A. Sherif  
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