

**APPROVED MINUTES OF THE
MANUFACTURING TECHNICAL GROUP OPERATING BOARD
2000 TEC - Houston Airport Marriott
Date: Friday, March 2, 2000 - Time: 2:00pm - 4:00pm CST**

1. **Call to Order: Introductions: Recognition of Proxies**

- Ming Leu called the meeting to order at 2:20 PM CST. (see attendance list, Attachment "A").

2. **Approval of the minutes:** *All*

- The minutes of the Manufacturing Technical Group Operating Board held on Thursday, November 18, 1999 were approved upon inclusion of corrections to punctuation, spelling and grammar.

3. **VP Report & Comments** *Ming Leu*

- **JOINT ASME/SME CONFERENCE**

- Ming presented the proposal of this joint event to the NAMRI Board of Directors on January 21, 2000. There were some concerns that if the content was too focused it will attract a small group of attendees since they are members of both organizations. The NAMRI board was very receptive to the proposal
- An exploratory committee was formed made up of three members of ASME/MED and three members of SME. This committee was charged with exploring the needs of both organizations and creating a single venue to meet those needs. A business plan is also another item that this committee was charged with producing. A report will be made available by IMECE 2000.
- Some questions were raised, by other members of the board, as to what the specific topics would and which industries this event would target. The exploratory committee will be investigating these and other issues.
- One of the debates that will take place is the technical content to be covered at this joint conference. NAMRC covers very traditional areas such as machining, tools, process, etc. IMECE covers a larger range of topics, less focused. It will be a challenge joining two existing events and satisfying both groups.

- **COE REPORT** *Ming Leu*

- Vice Presidents of various groups (total of eight) met yesterday at the COE meeting
- The meeting discussed the six strategic goals that COE has set forth, they are:
 1. COE to promote service, knowledge and practice
 2. Mechanical Engineers to address societal changes
 3. Mentoring programs for young engineers
 4. Participate in COE programs that benefit members and potential new members
 5. Partnerships established by COE
 6. Provide resources – How to manage these resources

- **ANNUAL REPORT**

- Division annual reports due to Ming Leu by April 1
- Ming Leu's group report to COE by May 1
- ASME to provide a standardized format for division reports to be used. ASME also to provide primary and secondary membership numbers, custodial balances, etc.
- The information captured in these reports will be used to gauge performance, set strategic goals and review results. It will also be used to inform the BOG what the group as a whole is currently doing.
- Some suggestions were made with regards to these reports to include things such as membership demographics (industry, academia, government), reaching the young engineers, etc.

- **MTG RETREAT**

- A retreat will be scheduled during IMECE 2000 on Saturday, November 4 from 2:00 pm to 6:00 pm
- **ACTION ITEM:** A facilitator will be sought for the retreat by Ming Leu

4. **MEMBER-AT-LARGE REPORTS:**

No reports

5. **DIVISIONAL REPORTS:** *All*

Manufacturing Engineering: *John Sutherland*

- There were 130 papers, 25 sessions, two posters sessions, 8 panel sessions presented at IMECE 1999
- The fifth student design competition was held at IMECE 1999
- Bylaws will be submitted for review and approval by COE at SAM
- One session organized at National Manufacturing Week
- Jun Ni is the incoming member from the University of Michigan
- Newsletter scheduled for Winter 2000

Materials Handling Engineering: *Joe Tanchoco*

- There were 2 sessions at IMECE
- Held the Industrial Virtual Reality Symposium on November 1-2 at the University of Illinois at Chicago, 50% of attendees were from industry
- Bylaws will be submitted for review and approval by COE at SAM
- Newsletter scheduled for Fall 2000

Plant Engineering and Maintenance: *Stacey Swisher*

- Coordinated five sessions at National Manufacturing Week, sessions were well attended
- Will attend the IJPGC 2000 event to look for opportunities to develop a program at this event

Process Industries: *Abraham Engeda*

- Will develop a list of PID members to fill in the technical committees, which have been inactive. Abraham Engeda will lead this effort.
- There were 2 sessions at IMECE
- Newsletter scheduled for Summer 2000
- Want to get involved at IJPGC by putting on some sessions

Textile Engineering: *Sabit Adanur*

- Had two meetings at IMECE and at the National Textile Center (NTC) Forum
- Newsletter scheduled for Summer 2000, another one scheduled for Winter 2000
- A workshop will be scheduled for Spring 2001 on Composites, location TBD
- A marketing divisional brochure is scheduled for the near future
- Webpage has been moved to ASME server for better support and uses of its resources

6. **FINAL COMMENTS:**

- Continue the development of newsletters
- Continue the webpage initiative for each division
- All bylaws should be prepared for approval at SAM

7. **Date and Place of next meeting:** The next meeting will be held via a conference call in October, actual date and times to be determined based on board members availability

8. The meeting was adjourned at 4:00 PM

Attachment A

ATTENDANCE	PRESENT	NOT PRESENT
MING CHUAN-LEU	X	
RANDALL MATTISON		X
KORNEL EHMANN		X
KAMLAKAR RAJURKAR		X
MARY LYNN REALFF	X	
JAY LEE		X
JOHN SUTHERLAND	X	
PAT BANERJEE	X	
KERY ELKINS		X
JOHN MITCHELL		X
STACEY SWISHER	X	
ABRAHAM ENGEDA	X	
DAVID PRATT		X
WALLACE CARR		X
SABIT ADANUR	X	
ELIJAH KANNATEY ASIBU, JR.		X
MIKE OHADI		X
ANTHONY OKAFOR		X
THOMAS LANDERS		X
MATTHEW DAVIES		X
JUN NI		X
WILLIAM ENDRES		X
WILLIAM WILSON		X
EDISON AULESTIA	X	
RICHARD FURNESS		X
JOE TANCHOCO	X	