

Minutes
Systems& Design Group Operation Board Meeting
Wednesday, July 10, 2012, 12 pm ET to 1:20 PM ET

Attendeens

David Lee
Subhash Sinha
James Cheng
Shapour Azarm
Gamal Refai-Ahmed
Eric Barth
Nariman Sepehri
Mary Jakubowski
Stephen Crane
Lashion Pettiford

Approval of the June minutes

- Reviewing the minute of June meeting. The approval of the minutes moves to Aug meeting, so the members will have the chance to review it
- Discussion on archiving the minutes in ASME server under the S&DGOB website rather than on Google document server.
 - Action: Move the minutes to the ASME server

Group Ledaer Report

See Appendix-1- for the detail report

- 2012-2013 S&DG Calendar
 - The proposed Exec com meetings in the below table

2012-2013 Group Calendar: ExComm

ExComm Meetings:

(S&DG ExComm = Technical Group Leader (TGL), Deputy TGL, all Members-at-Large (MALs) and ASME Staff)

Planned: 2nd Wednesday of each month @ 9 AM Pacific/12 Noon Eastern – Will confirm with availability poll

Agenda & Minutes Sent 1 week prior

Reports Due Via E-Mail: 2 days prior

(Draft) Meeting Minutes: 1 week later

Scheduled Dates	E-Mail Reports	MAL/Rep Lead	Division	Special Topic	Notes
Wednesday, July 11, 2012	07/09/2012	Board Operations	FPST		
Wednesday, August 15, 2012	08/15/2012	Conferences	DED/CIE		@ IDETC/CIE (Chicago)
Wednesday, September 12, 2012	09/10/2012	Strategic Planning	(all)		Group Operating Board Meeting (Summer)
Wednesday, October 10, 2012	10/08/2012	Publications and Communications	MEMS		
Wednesday, November 14, 2012	11/12/2012	Honors and Awards	(all)		Group Operating Board Meeting (Fall)
Wednesday, December 12, 2012	12/10/2012	Division Operations	ISPS		
Wednesday, January 09, 2013	01/07/2013	Board Operations	DED		
Wednesday, February 13, 2013	02/11/2013	Strategic Planning	CIE		
Wednesday, March 13, 2013	03/11/2013	Conferences	(all)		Group Operating Board Meeting (Winter)
Wednesday, April 10, 2013	04/08/2013	Publications and Communications	FPST		
Wednesday, May 08, 2013	05/06/2013	Honors and Awards	EPPD		
Wednesday, June 12, 2013	06/10/2013	Division Operations	(all)		Group Operating Board Meeting (Spring)

2012-2013 Group Calendar: OpBoard

Operating Board Meetings

(S&DG Operating Board = TGL, MALs, Division Representatives (2 per division), Liaison Representatives, Immediate Past TGL)

4 meetings, once per quarter

Official yearly face-to-face: COD/LTC

Scheduled Dates	E-Mail Reports	MAL Lead	Special Topic	Notes
Wednesday, September 12, 2012	09/10/2012	Strategic Planning	S&DG Plan	Group Operating Board Meeting/Division Plans
Congress of Divisions/IMECE	11/12/2012	Honors and Awards	TGL Election	Nominating Committee
Congress of Divisions/LTC	03/11/2013	Conferences	Division Collaborations	2013-2014 Planning
Wednesday, June 12, 2013	06/10/2013	Division Operations	Division Reviews	Group Operating Board Meeting/Transition Meeting

- 2012-2013 S&DG Members
 - David Lee, Group Leader
 - Subhash Sinha, Deputy Group Leader
 - Members- at-large

- Shapour Azarm, Division Operations
 - - Gamal Refai-Ahmed, Board Operations
 - - James Cheng, Strategic Planning
 - - Jim Allen, Honors & Awards
 - - Nejat Olgac, Conference Planning
 - - Subhash Sinha, Publications & Communications
- The 2012-2013 Divisions representation in the S&DGOB
 - CIE: 2012-13 Chair: Ram Sriram
 - DED: 2012-13 Chair: Vijay Kumar
 - DSC: 2012-13 Chair: Huei Peng
 - EPPD: 2012-13 Chair: Jianmin Qu
 - FPST: 2012-13 Chair: Nariman Sepehri
 - ISPS: 2012-13 Chair: No-Cheol Park
 - MEMS: 2012-13 Chair: C. Channy Wong
- Correction on conferences. EPPD, Interpack conference will be Jul 2013 not July 2012.
- Reminder will be sent to the divisions to send their Custodial Account Summary by July 17, 2012.
 - Action: Reminder will be sent by David
- Draft modified S&DG Bylaws and Division bylaws
 - Reviewing the new by-law of the divisions and ensuring the proper language and policy have been adopted.
 - The concern was raised on the equal representation of the large and small divisions in the S&DGOB. David addressed the concern and the rational to have equal representation is to give a statutes to the Group.
 - This year three divisions will revised their bylaws
 - Action: Gamal and Fred work together to close the S&DG by laws
 - Action: Gamal and Fred to follow up with the divisions on their revision activities for their bylaws

●

ASME Staff's update

ASME began the process of combining Institutes, K&C and Events Management into one ASME staff unit called Engineering Research and Technology Development (ERTD). Therefore, it began reconstructing the staff organization to align with its customers' needs and to help ASME's reach its bright future.

The Rational of this new process is two-fold, and focuses on building technical and locally relevant content while providing rich networking opportunities for its communities. And, in an era where there is increased government scrutiny on non-profit organizations, we also must play a critical role in assuring we follow federal laws and our governing documents.

Mary Jakubowski sent the attached report, Appendix-2. This report explains the new process and also the new org of the ASME staff who will support the different divisions.

Member at Large Reports

- Divisions operations:
 - CDOT completed annual 2013 plan. The plan was sent to all divisions in order to be completed by Jul 17, 2012.
 - Action: David to follow up with the chair of the divisions
- Board Operations:
 - The Divisions at risk, who have membership less than 300 (MEMS and ISPS), will have the priority to be reviewed.
 - Plan of action will be put as part of the reviewing process by the divisions based on the S&DG feedback .
 - The S&DG will mentor the progress of the plan of action of each division and assist them to move forward in the plan.

Update Divisions Activities-FPST Division

- Eric and Nariman submitted the FPST division update report (Appendix-3)
 - There is a concern on the financial health of the FPST custodial account.
 - It was suggested that the FPST will do more joint sponsor activities (such as panels and sessions) with other divisions in IMECE. This will help to generate more income
 - The question was raised on the membership
 - The division present the idea of sending email to the ASME members, who do not have in their profile any technical divisions, to invite them to FPST
 - It was expressed the view to have this email more general to the divisions of the S&DG
 - Action:
 - David will issue email to be distributed to the ASME members who do not have tech div in their profiles.
 - Eric and Nariman will draft a section on this email to introduce the FPST.
 - Other divisions will also draft an introduction section to the division activities and send it to David.

Next Meeting

- Next meeting will be on Aug 15 during IECC conference meeting. It was suggested to be around 9 am CT instead of 11 am CT.
 - David will send the call for the meeting

Appendix-1



2012 July - S&DG ExComm Meeting.ppt SDGBoardMembershi pRoster2012-13.xlsx 2012-2013 S&DG Calendar - version 20

S&DG ExComm Meeting
Telecon



David E. Lee
Systems & Design Group
11 July 2012

Appendix-2

Background

Last year ASME began the process of combining Institutes, K&C and Events Management into one ASME staff unit called Engineering Research and Technology Development (ERTD). We began reconstructing the staff organization to align with our customers' needs and to help ASME's reach its bright future. Our purpose is two-fold, and focuses on building technical and locally relevant content while providing rich networking opportunities for our communities. And, in an era where there is increased government scrutiny on non-profit organizations, we also must play a critical role in assuring we follow federal laws and our governing documents. We understood the key to our success relies on creating a synergistic partnership between staff and volunteers built upon open communication and trust. Historically, we have been hindered by limited and precious resources. Therefore, in order for this staff-volunteer partnership to achieve maximum success, we need to clearly define our roles and responsibilities to parlay the strengths each partner brings to the table. So, we started by defining what should be the overall roles of ASME's ERTD staff, which include:

- Facilitating individual and group participation and content creation, with much more emphasis on asme.org,
- Enhancing existing products and expand into additional related products and services,
- Identifying, validating and incubating emerging technologies and opportunities,
- Collaborating and coordinating with other business units across the organization in business development cycle,
- Ensuring conformance with ASME policies and procedures,
- Providing tools, training and administrative support to Society units,
- Developing and communicating success metrics, and
- Cultivating a culture of customer service and mutual respect

With this in mind, ASME identified existing staff competencies and identified current gaps in key areas, which included:

- Project Management
- Process Management
- Product Development
- Product Quality Assurance
- Policy Assurance
- Financial Reporting
- International Business Acumen
- Communications - Internal and External

Division Changes

Currently, Divisions are a significant resource for the organization and our members, but they also contain untapped reservoirs of technical content and market opportunities. Obviously, we will continue to provide support to these units, but now in a more meaningful way, which reflects the competencies staff and volunteers bring to the table. We have assigned a Technical Unit Manager and an Administrator, who will work as a team to provide increased service to each Division. The Technical Unit Program Manager will be assisting the division in areas such as program development and management, budgeting, and guidance with ASME policies and procedures. Each brings extensive event planning experience and skills, which should prove invaluable with each Division's planning. A significant part of this transition is centralize all our conferences through the use of our Event Planning Tool or EPAT.

As our core product has traditionally been conferences and events, each Manager is a professional meeting planner, who can assist in handling meeting logistics and help ensure ASME policy adherence, allowing our volunteer Engineers to focus on enhancing technical programs. Yet, more than that, the strength of our volunteers/members is that they also understand their market's needs. For that

role, we now have Randy Reagan, Director, Engineering Knowledge, F&O, Engineering Research & Technology Development who will be working with the Divisions and the staff to help better serve specific industries. This is a new concept for units that are used to a great degree of independence and self-sufficiency. However, as ASME strives to break away from its current steady state and reach for significant growth metrics, we cannot afford to do business as usual. We must be more focused on our customer and our approach must be more strategic and businesslike, harnessing the power of a unified staff and volunteer team. These changes have required some current staff to transition into new roles while maintaining oversight of existing projects. As a result, unfortunately, we simply cannot just flip the switch and announce an immediate changeover. The best way forward is to allow some staff to complete their current obligations before assuming others. We are currently transitioning over and would appreciate everyone's patience and consideration. The following chart contains the staff assigned to each Division and when we anticipate the changeover to occur.

DIVISION ASSIGNMENTS

DIVISION	PROGRAM MANAGER	ADMINISTRATOR	DATE
Pressure Vessels and Piping	Melissa Torres	Jacinta McComie-Cates	August
Dynamic Systems & Control	Melissa Torres	Jacinta McComie-Cates	November
Applied Mechanics	Melissa Torres	Jacinta McComie-Cates	Immediate
Tribology	Melissa Torres	Jacinta McComie-Cates	November
Materials	Melissa Torres	Jacinta McComie-Cates	Immediate
Safety Engineering	Melissa Torres	Jacinta McComie-Cates	Immediate
Noise Control	Melissa Torres	Jacinta McComie-Cates	September
Technology & Society	Melissa Torres	Jacinta McComie-Cates	Immediate
Non-Destructive	Melissa Torres	Jacinta McComie-Cates	Immediate
Design Engineering	Mary Jakubowski	Jovita Frederick	September
Computers and Information In Engineering	Mary Jakubowski	Jovita Frederick	October
Advanced Energy	Mary Jakubowski	Jovita Frederick	August
Aerospace	Mary Jakubowski	Jovita Frederick	October
Materials and Energy Recovery	Mary Jakubowski	Jovita Frederick	Immediate
Fluid Power	Mary Jakubowski	Jovita Frederick	November
Solar Engineering	Mary Jakubowski	Jovita Frederick	August
Nuclear Engineering	Erin Dolan	Abraham Hassan	Immediate
Heat Transfer	Erin Dolan	Abraham Hassan	August
Manufacturing	Erin Dolan	Abraham Hassan	October
Fluids Engineering	Erin Dolan	Abraham Hassan	August
Environmental	Erin Dolan	Abraham Hassan	October
Internal Combustion	Erin Dolan	Abraham Hassan	Immediate
Management	Erin Dolan	Abraham Hassan	Immediate
Power	Stephen Crane	LaShion Pettiford	August
Bioengineering	Stephen Crane	LaShion Pettiford	July
Electronic Photonic Packaging	Stephen Crane	LaShion Pettiford	August
Plant Engineering	Stephen Crane	LaShion Pettiford	Immediate
Process Industries	Stephen Crane	LaShion Pettiford	Immediate
Rail Transportation	Stephen Crane	LaShion Pettiford	Immediate
Information Storage	Stephen Crane	LaShion Pettiford	July
MicroElectroMechanical	Stephen Crane	LaShion Pettiford	Immediate
Materials Handling	Stephen Crane	LaShion Pettiford	Immediate

Appendix-3

Fluid Power Systems and Technology (FPST) Division

Recent Activities

Wednesday, July 10, 2012

ASME's new EPAT process, Bath FPMC Conference

1. Status: Forms for the Bath conference are at ASME legal. We are still waiting for Co-sponsored agreement.
2. No problems with Copyright or review process.
3. Waiting for approval from ASME so that the FPMC Bath conf. can be announced on the ASME website under FPST.

Koski Medal Update

1. Nomination was sent to ASME COH in March.
2. This year's nominee is Professor Siegfried Helduser.
3. Will be presented at Bath Conference in September

Bylaws

1. Fred Proctor at ASME has reviewed the new Bylaws. Some standard ASME items were added.

Roadmap Task Force on the Direction of FPST

1. 7 div in Sys and Des. Group
2. FPST has 709 members
3. Current FPST account total: \$38K
4. Our revenue (\$6069 last year) comes from membership
5. All divisions are periodically reviewed.
6. Our next review is July 2013.
7. For the review, we will need a strategy document.
8. Roadmap taskforce to be formed to brainstorm and write a strategy document.

Problems Identified:

1. FPST seems stagnant. We should grow because of NSF funded center (CCEFP) and other new activity with potential for many new members.
2. No new FPST Exec. committee members recently.
3. No revenue source other than membership (could rev share with DSCC).

Responsibilities of Task Force:

1. Meet (Bath Conf.)

2. Mostly Teleconference.
3. Create a strategy document.

Purpose:

1. Determine if we are we serving our members well.
2. How well are we interfacing externally with the industry? Our div has strong industry membership.
3. Inject more life into the division.
4. In 2013, a strategy report is needed for ASME.