

# American Society of Mechanical Engineers Safety Engineering and Risk Analysis Division

## Executive Committee Meeting Wednesday, July 16, 2008

Executive Committee 2008 – 2009		
<b>John Etherton</b> <b>Chair</b> Research Safety Engineer Center for Safer Solutions 241 Waitman St Morgantown WV 26501 T: 304-282-0723 F: 304-285-6047 E: <a href="mailto:jre@saferjobs.com">jre@saferjobs.com</a>	<b>Enrique A. Susemihl</b> <b>1<sup>st</sup> Vice Chair</b> Research Program Manager FM Global 1151 Boston-Providence Turnpike Norwood, MA 02062 T: 781-255-4907 F: 781-255-4024 E: <a href="mailto:enrique.susemihl@fmglobal.com">enrique.susemihl@fmglobal.com</a>	<b>Chinh T. Bui</b> <b>2<sup>nd</sup> Vice Chair, Treasurer</b> Manager of Product Safety & Reliability Hamilton Sundstrand Company 1 Hamilton Road Windsor Locks, CT 06082 T: 860-654-3028 F: 860-660-3051 E: <a href="mailto:chinh.bui@hs.utc.com">chinh.bui@hs.utc.com</a>
<b>Curtis Smith</b> <b>3<sup>rd</sup> Vice Chair, Secretary</b> Advisory Engineer Idaho National Laboratory Idaho Falls, ID 83415-3850 T: 208-526-9804 F: 208-526-2930 E: <a href="mailto:Curtis.Smith@inl.gov">Curtis.Smith@inl.gov</a>	<b>open</b> <b>4<sup>th</sup> Vice Chair, Secretary</b>	

### 1. Attendees:

- Executive Committee: Peter Prassinos, John Etherton, Chinh Bui, Curtis Smith
- Other: Vitali Volovoi (TPC Vice-Chair)

**2. Call to Order:** The meeting was called to order at 11:46 am EST. Meeting was via conference call. The out-going Chair, Pete Prassinos, introduced the new Chair, John Etherton, who thanked Pete for his dedication and the successful year by SERAD.

### 3. Action Items List:

- Pete to make the approved changes to the SERAD bylaws.
- Chinh to set up \$500.00 donation to the VT Memorial Scholarship fund.
- Pete to send members an email with information on possibility of supporting the Global Management Conference.
- Chinh to follow through on financial accounting for both SERAD account and the Student Design account.
- Enrique to verify that room is reserved for the IMECE SERAD dinner.

- John to contact Jacinta about getting SERAD account access and signature authority.
  - IMECE session chairs to remind reviewers about review deadline. Also note that author acceptance/rejection due one week following July 21, 2008, review deadline.
  - John to contact Jacinta about getting Curtis access to the SERAD account and the financial reporting system.
4. **Meeting Minutes:** The meeting minutes from June 9<sup>th</sup>, 2008, was discussed and approved.
  5. **Treasurer's report:** The Division year-end balances were obtained, but the amounts do not appear correct. Chinh will follow through to obtain correct financial information.
  6. **IMECE 2008:** Vitali Volovoi gave an update to SERAD sessions for IMECE08. The reviews are coming along. Some issues have been raised about the website usability, but Vitali has guidance text to assist reviewers if needed. The author acceptance/rejection due one week following the July 21, 2008, review deadline. If a review is not complete, the session chair or topic chair will need to review the paper. It was believed that the room for dinner has been reserved by Enrique, but will need to verify. Also, organizers need to start to consider session chairs. Professor George Apostolakis has been formally invited and accepted as speaker for the SERAD dinner. The preregistration deadline is August 28<sup>th</sup>, 2008.
  7. **Next EC Member:** Pete will propose a NASA person as a new 4<sup>th</sup> Vice-Chair of the SERAD Executive Committee. The EC will vote on the new member at the next meeting.
  8. **Other Business:** John indicated that we may wish to have discussions related to "Congress of Division" activities such as Technical Group Operating Boards (TCOB) and Engineering & Technology Management (E&TM) as part of the SERAD telecom.
  9. **Next Meeting:** The next EC meeting (telecom) will be held on August 27, 2008 at 11:45 EST.
  10. **Meeting Adjournment:** The meeting adjourned at 1:05 pm (EST).