

American Society of Mechanical Engineers Safety Engineering and Risk Analysis Division

Executive Committee Meeting January 5, 2010

Executive Committee 2009 – 2010		
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Attendees:

- Executive Committee: Enrique Susemihl, Chinh Bui, Curtis Smith, John Lyver, Jim Harris
- Other: Bill Byrd, Tom Wendt (ASME – Wisconsin)

1. **Call to Order:** (E. Susemihl) The meeting was called to order at 8:30am (EST). Meeting was conducted by teleconference.
2. **Review/adoption of minutes from Dec 1, 2009:** (J. Harris) Latest draft minutes were approved as written.
3. **Treasurer's report:** (J. Lyver)
 - J. Lyver updated EC on SERAD account balances.
 - **Action Item:** *T. Wendt will email E. Susemihl contact information so that E. Susemihl can request by email that the Student Design Contest account and general account be*

combined to form one general account. E. Susemihl will send J. Lyver a draft of this email so that J. Lyver can fill in balance amounts that should be in the new combined account.

4. Leadership Training Conference (LTC): (C. Bui and J. Harris)

- C. Bui needs IMECE 2009 data from V. Volovoi to update SERAD poster for LTC. *Action Item: C. Bui will send E. Susemihl and J. Harris SERAD poster draft before 1/8/2010 deadline.*
- SERAD is sponsoring J. Harris travel and ASME is sponsoring C. Bui travel.

5. Strategic plan: (E. Susemihl) SERAD strategic plan should be submitted by end of March or April. *Action Item: C. Bui is lead on SERAD strategic plan.*

- Technical Review/Archive: MOTION: E. Susemihl will contact Philip DiVietro at ASME to discuss how ASME can assist in this process. DECISION: Approved. *Action Item: E. Susemihl will contact Philip DiVietro concerning SERAD Technical Review/Archive.* B. Byrd mentioned that he has previous newsletter experience and is interested in helping with the SERAD newsletter.
- Blogs: The EC will wait for the result of Technical Review discussions with ASME before pursuing this.
- Tutorials: J. Lyver will consider incorporating tutorials into IMECE 2010 SERAD content.

6. IMECE 2010: (B. Byrd)

- Technical Vice-Chair: E. Susemihl sent J. McComie at ASME an email to forward to all SERAD seeking volunteers for this position. Any volunteers are to respond to Technical Chair, B. Byrd. *Action Item: T. Wendt will follow up on why email has not been sent to SERAD.*
- Student Contest organizer: J. Lyver will consider coordinating this.
- Dinner organizer: J. Lyver is due to lead this.
- Topics, sessions, chairs, vice-chairs: B. Byrd has 6 volunteers for the proposed topic areas. *Action Item: B. Byrd will draft a one-page electronic flyer seeking SERAD submissions for IMECE 2010.* EC is interested in soliciting submissions from groups outside of ASME (e.g. IEEE, ASSE). *Action Item: T. Wendt will identify ASME personnel that handle inter-association relations.*

7. Other Business: (All)

- *Action Item: E. Susemihl will add an agenda item to future EC meetings to allow EC members serving on other ASME committees to brief EC on activities.*

8. Next SERAD EC Meeting: (All) 02/09/2010 8:30-10am EST

9. Adjourn: Meeting adjourned at 9:56am EST.