

American Society of Mechanical Engineers Safety Engineering and Risk Analysis Division

Executive Committee Meeting April 6, 2010

Executive Committee 2009 – 2010		
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Attendees:

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

1. **Call to Order:** (E. Susemihl) The meeting was called to order at 8:35am (EST). Meeting was conducted by teleconference.
2. **Review/adoption of minutes from Feb 9, 2010:** (J. Harris) Latest draft minutes were approved as written.
3. **Treasurer's report:** (J. Lyver) (Note: J. Lyver sent detailed email to EC on 4/5/2010 discussing SERAD financial balances and IMECE 2010 Awards Banquet)
 - T. Wendt will continue to check with Ken Hunt on combining SERAD general and student design contest accounts.

- Profit sharing from IMECE 2009 has not shown up in accounts yet --- could be a couple of months.
 - **Action Item: J. Harris (future Treasurer) or J. Lyver (current Treasurer) needs to contact Bill Doerr at FM Global (William.Doerr@FMGlobal.com) in early August regarding invoice.**
 - **Action Item: T. Wendt will check SERAD financial statement line items 3613 and 3604 regarding contributions.**
- 4. Review of action items list** (E. Susemihl) (Note: E. Susemihl sent Action Item spreadsheet in email on 4/4/2010)
- For IMECE 2010, tutorials can be handled as a full session. **Action Item: C. Bui will talk to Bill Byrd and Pete Prassinis about tutorials.**
 - We need to get Stephen Crane at ASME any IMECE 2010 SERAD Awards Event information by the end of April so that registration can be a part of IMECE registration. The EC approved for J. Lyver to work with Stephen Crane on lunch plans for IMECE 2010. **Action Item: J. Lyver to finalize IMECE 2010 SERAD Lunch with Stephen Crane at ASME.**
 - C. Bui will be meeting with Ward Baun concerning the SERAD newsletter.
- 5. Selection of the EC 4th Vice-Chair:** (J. Harris)
- **Action Item: J. Harris will email voting results to all EC.** Voting was a 3/2/1 weighted system (3 points for 1st choice, 2 points for 2nd choice...)
- 6. Leadership Training Conference (LTC) and Congress of Delegates (CoD):** (C. Bui and J. Harris)
- C. Bui and J. Harris both reported that this was a worthwhile event. C. Bui suggested that next year's SERAD poster have contact information.
- 7. Development plan update:** (E. Susemihl)
- E. Susemihl presented the Development Plan in early March to Pete Prassinis. ASME wants to use the SERAD plan template for other divisions. There will be a teleconference on how ASME can help with training. C. Smith and C. Bui would like to join E. Susemihl on call.
 - SERAD By-Laws may need renewed. **Action Item: E. Susemihl will check with Pete Prassinis to see if action has been taken.**
 - The Technical Review and Blog will need ASME assistance but we could begin collaborating with other groups (e.g. IEEE reliability group) on our own.
- 8. IMECE 2010:** (B. Byrd) *B. Byrd could not attend. This was skipped.*
- 9. Awards event (IMECE 2010):** (J. Lyver) *(already discussed with other business)*
- 10. Student contest:** (B. Brady) *(This was discussed at beginning of the meeting so that B. Brady could be excused).*

- May 20 is submittal deadline. Only 2 or 3 groups have inquired about the contest. Typically 5-6 groups enter the contest.
- Jacinta is checking on sponsors and then there will be an email on sponsors.
- **Action Item: E. Susemihl will contact Bill Byrd to get a volunteer to shadow B. Brady.**
- 4-5 reviewers will be needed to evaluate the student contest entries. **Action Item: B. Brady will send reviewer list to EC.**
- **Action Item: J. Harris will follow-up with B. Brady regarding potential NIOSH contribution to student contest.**

11. Update on other ASME committees: (All) – No updates.

12. Other business: (All) none

13. Next SERAD EC teleconference: (All) 06/29/2010 8:30-10am EST

14. Adjourn: Meeting adjourned at 9:50am EST.