

American Society of Mechanical Engineers Safety Engineering and Risk Analysis Division

Executive Committee Meeting May 11, 2011

Executive Committee 2010 – 2011

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Attendees:

- Executive Committee: Chinh Bui, Curtis Smith, John Lyver
- Other: John Wiechel
- Excused: Jim Harris

1. **Call to Order (Chinh B.):** The meeting was called to order at 11:35 pm (EST). Meeting was conducted via teleconference.
2. **Review/adoption of minutes from March 8, 2011 (all):** Latest draft minutes (v1) were approved.
3. **Treasurer's report (Jim H.):** Jim H. now has full access to Crystal Reports. FINANCIALS HAVE BEEN REDACTED. Jim H. will find out what the increase from Feb. to Mar. 2011 was from.

4. **Review of action items list (all):** The action items from the prior meeting were reviewed and updated. The open Action Items have been incorporated into these minutes, as sub-bullets under their appropriate headings.

Chinh B. will distribute the information provided by ASME on “how to get into the division accounts and administrative information.”

5. **IMECE Technical Coordination (John W.):** John Wiechel is the Track Chair for IMECE 2011. The Vice Chair is Chimba Mkandawire. The call for papers is past. We have received **68 abstract** to date. Three papers have been submitted. We will probably need two days of sessions.

We may want to send some of the more “general” papers over to Pete Prassinis’ Global Engineering session. NIOSH is still planning on presenting a plenary session for 2011 about their National Occupational Research Agenda, involving 2 to 3 people from their Manufacturing Sector Council.

- a. Jim H. will continue to follow up on the potential NIOSH plenary session in 2011 on their National Occupational Research Agenda as it relates to manufacturing. NIOSH is still interested in this opportunity.
 - b. John W. will identify sessions and session chairs over the next month. He will also be asking authors to suggest two reviewers.
 - c. Contact was made with Jennifer Cooper (ASME member in the Denver area) about potentially assisting in SERAD activities during IMECE 2011. Jim will contact Jennifer about assisting for the Awards lunch/dinner. Deadline for the lunch/dinner decision is approximately the 2nd week of June. We also need a list of local ASME members/students.
 - d. John W. will contact ASME to find out when major dinners/events are scheduled during IMECE in order to avoid conflicts with SERAD functions.
 - e. Chinh B. and Curtis S. will be coordinating the awards to be presented.
6. **Student Design Contest (John L.):** Only one response has been received so far. It was decided to send out a second call for papers with revised deadlines. John L. will be modifying the original call.
 - a. Suggestion was made to include in the newsletter a note about the contest and an appeal for donations to support the contest.
 - b. John L. will recommend a budget for the 2011 Student Design Contest.
 - c. It was suggested to state, in the Honors and Awards Committee Charter, that while the Student design competition is under the leadership of the 2nd vice-chair, when a new 2nd VC is seated, their responsibility includes assisting in the current

year's Student Challenge and lead the next year's Challenge. [e.g.: Jim H. becomes 2nd VC in June 2011. He would assist in completion of the 2011 Challenge and be responsible for the 2012 Challenge (a 17 month commitment)].

- d. John L. will work with ASME staff to explore possibilities of publication for the top student papers that are submitted as part of the contest.
- 7. Newsletter and other initiatives (all):** The Q1 2011 SERAD Newsletter has been published and is on the web site. It was suggested that the next newsletter should be published in June 2011. Send Ward Baun input, including an update on the IMECE conference (John W.).
- 8. Update on Other Committees (all):** This item was not discussed during the meeting.
- 9. Other Business (all):**
- The National Occupational Research Agenda (NORA) Symposium ask SERAD if we could co-sponsor their next symposium by using the SERAD logo. This would be a non-financial sponsorship. Chinh B. will check into the ASME process for sponsorships.
- 10. Next EC Conference:** Chinh will select the time and date for the next EC meeting.
- 11. Adjourn:** The meeting adjourned at 12:26 pm EST.

2010 – 2011 SERAD Committee Points of Contact

IMECE Technical Program Committee

Chair: John Wiechel, jwiechel@sealimited.com

Vice-chair: Chimba Mkandawire, cmkandawire@exponent.com

SERAD Newsletter

Chair: Ward Baun, Ward.Baun@UTCPower.com

Vice-chair: Russ Rasnic, rrasnic@ryan-engineering.com

Student Design Contest

Chair: John Lyver, JLyver@NASA.GOV

1st Vice-chair: Don Phillips, nfengineers@aol.com

2nd Vice-chair: Juan Ramirez, jramirez@exponent.com