

**ASME International  
Technology & Society Division  
Executive Committee Meeting  
September 15, 2003 - by teleconference  
9:05 a.m. – 10:25 a.m. (EST)**

**Minutes – APPROVED September 29, 2003**

**Meeting Leader and Secretary:**

Kenneth Horne	khorne@asme.org	Chair	Present
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**Other Committee Members:**

Hiroshi Honda	hondah2@asme.org	Vice Chair	Present
Robert Kennedy	kennedyr1@asme.org	Secretary	Present
Tommy Gardner	gardnert2@asme.org	Treasurer	Present (departed at 10:10)
Byron Newberry	newberryb1@asme.org	At-Large	Excused

**Other Attendees:**

(none)

**Minutes Attachments:**

- (none)

**I. APPROVAL OF MINUTES:**

Meeting Secretary reported that all attendees had approved the T&S ExecCom Meeting 090303 Minutes as submitted.

**II. OLD BUSINESS:**

02 October Meeting

- 03.02.02**      **ACTION:** Hiroshi to give 30 – 60 minute talk to local student section entitled “Economy and Engineering: Challenges and Opportunities for Students and Young Professionals”  
**STATUS: READY**
- 03.02.03**      **ACTION:** Robert to arrange local transport, tours, meet and greet activities and business meeting logistics  
**STATUS: Robert to provide final agenda to Ken by Friday, September 26 – to report status at next EC meeting**
- 03.02.04**      **ACTION:** Ken and Tommy to determine budget, if any, for meeting (not travel) expenses  
**STATUS: DONE - Tommy proposed, and the committee agreed, to a budget of ~\$400 for the October 4 meeting, to cover food and incidental expenses.**
- 03.02.05**      **ACTION:** Ken to lead development of business meeting agenda, TBD.

**STATUS: Ken to propose business meeting agenda to committee for final comment by Friday, September 26 – to report status at next EC meeting**

### 03 General Administration

**03.03.02 ACTION:** Hiroshi to work with ASME staff to get his alias working.

**STATUS: Currently the alias hondah2@asme.org is active. Hiroshi would like h.honda@asme.org. Ken will report at next meeting on progress, on Hiroshi's behalf, to make this change.**

**03.03.04 ACTION:** Committee members to provide one page biographies and electronic photographs to Ken by Friday, September 05

**STATUS: DONE**

**03.03.05 ACTION:** Ken to update executive committee page on T&S website with EC member contact details, photos, bios, meeting minutes, etc by Friday, September 19

**STATUS: Ken reported that ASME staff has been slow to respond to Ken's website update requests. Ken to report further progress at next EC meeting**

### 04 Governance Documents

**03.04.01 ACTION:** Robert to provide level 1 plan/schedule for division governance document recreation project at next EC meeting

**STATUS: DONE**

**03.04.03 ACTION:** After consultation with the Committee, Chair created Governance Ad Hoc Committee and appointed Robert Kennedy as Chair. The committee will be sunset after a) COE ratifies final bylaw revisions; and b) EC adopts division operating guide. Goal is to complete a) and b) by SAM 2004.

**03.04.04 ACTION:** Robert to contact Kate Ingle and begin committee activities

**STATUS: DONE**

**03.04.05 ACTION:** Robert to provide EC with 'final' bylaws document by Friday, September 26

**STATUS: Robert to report at next EC meeting**

### 05 EC Member Transition

**03.05.04 ACTION:** Committee agreed by general consent to provisionally adopt five committee Focus Areas (Volunteers, Content, Planning, Oversight and Customers), Officer accountabilities and committee oversight assignments, as defined by Attachment 4, with further review / final approval to occur on Saturday, October 4.

- 03.05.05**      **ACTION:** Committee agreed by general consent to approve final EC operating guide on Saturday, October 4
- 03.05.06**      **ACTION:** Committee agreed by general consent to adopt transition plan and committee operating plan through October 4
- 03.05.07**      **DONE**

07 External Relations

- 03.07.03**      **ACTION:** Byron to prepare job description for liaison role, including reporting frequency, and submit to committee for approval back to committee by October 4.
- STATUS:** **Committee agreed to provisionally accept proposed role description (per attachment 1), with re-consideration to occur at October 4 meeting**
- 03.07.04**      **DONE**

08 Stand Alone Conference

- 03.08.02**      **ACTION:** After consultation with the Committee, Chair created T&S Stand Alone Conference Ad Hoc Committee (SAC) and appointed Byron Newberry as Chair. The committee will be sunset after it delivers a final recommendations the EC to proceed, or not, with executing a stand alone conference.
- 03.08.05**      **ACTION:** Byron to begin SAC (SAC) activities by Friday, September 5
- STATUS:** **DONE**
- 03.08.07**      **ACTION:** Byron to present feasibility study and proposed conference scope at October 4 meeting
- STATUS:** **Byron to report at next EC meeting**

09 Conference Participation

- 03.09.02**      **ACTION:** Hiroshi to contact his network of volunteers and determine if there is any interest by Friday, August 22
- STATUS:** **DONE - No response to initial contact.**
- 03.09.03**      **ACTION:** Robert to contact his network of volunteers and determine if there is any interest by Friday, August 22
- STATUS:** **Robert to provide contact details of interested IEEE member to SSIT liaison (Byron Newberry) - DONE**
- 03.09.04**      **ACTION:** Ken to contact program committee chairs and determine if existing volunteers have interest by Friday, August 22

**STATUS: DONE - Ken has contacted all chairs – no interest in participating at this time.**

**03.09.05 ACTION:** EC to evaluate strength of potential volunteer participation and make go/no go decision to submit abstracts by Wednesday, August 27

**STATUS: DONE – due to lack of interest, no participation indicated at this time.**

#### 10 Online Short Course Pilot

**03.10.03 ACTION:** EC to monitor progress of short course

**STATUS: Hiroshi reported that five members have signed up so far for the short course. Hiroshi to report updated status at next EC meeting.**

#### 11 Division Labeling

**03.11.03 ACTION:** Ken to inform E&TM VP of EC division labeling decision.

**STATUS: Ken to report at next EC meeting - DONE**

**03.11.04 ACTION:** Committee to reconsider question at October 4 meeting.

#### 12 Five Focus Area Progress Review

**03.12.02 ACTION:** Committee to complete transition items, as identified in ‘EC Transition Plan’ document

**STATUS: Ken to report progress at next EC meeting**

**03.12.03 ACTION:** Focus Area 1: Volunteers

**STATUS: Ken to report progress at next EC meeting**

**03.12.04 ACTION:** Focus Area 2: Content

**STATUS: Hiroshi to report status at next EC meeting**

**03.12.05 ACTION:** Focus Area 3: Planning

**STATUS: Tommy to report status at next EC meeting**

**03.12.06 ACTION:** Focus Area 4: Oversight

**STATUS: Robert to report status at next EC meeting**

**03.12.07 ACTION:** Focus Area 5: Customers

**STATUS: Byron to report status at next EC meeting**

#### 13 Committee Oversight Review

**03.13.01 DISCUSSION:** Ken reported that Sarah Nguyen, current chair of the SE Program Committee, has resigned her position due to conflicting personal and professional obligations, effective

immediately. She plans to remain a member of the committee. Ken reported that a new volunteer had emerged as a candidate to replace Sarah. Committee agreed to consider candidate after reviewing input from existing committee members received before Friday, September 05.

**03.13.02 ACTION:** Byron to report back to EC on receipt of any input from SE committee members (via Ken) and to recommend a candidate for the chair position.

**STATUS:** **Ken reported that no active committee members had stepped forward to indicate an interest in the chair position. One new, not yet active, member (R. Ciocci) did indicate an interest, but the committee agreed that since this member did not have any more committee experience than the existing candidate, the existing candidate (T. Marquez), having been identified first, shall have first consideration for this role. However, the committee noted that Mr. Ciocci would appear to be a strong candidate for the Vice Chair role.**

**03.13.03 ACTION:** After consultation with the committee, the Chair appointed Timo Marquez to the position of Chair of the Sustainable Engineering Program Committee (and therefore also as member of the General Committee) for a two year term to expire SAM 2005. The committee also agreed that Mr. Marquez should be urged to consider appointing Mr. Ciocci as Vice Chair of this committee.

#### 14 Congress Activities

**03.14.01 ACTION:** Hiroshi to place reservations for the following meetings on either Tuesday or Wednesday of Congress and report back to EC on final arrangements

**STATUS:** **DONE – Hiroshi reported that meetings had been scheduled and will be posted on the T&S website (DONE)**

**03.14.02 DISCUSSION:** Tommy/Hiroshi agreed to investigate whether the division can sponsor an advertisement in the Mechanical Engineering magazine for the division's program at the Congress. Hiroshi also agreed to submit an article on behalf of the division to the E&TM Group newsletter editor for near term publication. Ken agreed to craft a brief e-mail to all division members, to be sent by Robert in the near term.

**03.14.03 ACTION:** Tommy/Hiroshi to identify options for publishing Congress program advertisement in Mechanical Engineering magazine

**STATUS:** **report at next EC meeting**

- 03.14.04**      **ACTION:** Hiroshi to report on status of E&TM newsletter article advertising T&S program for Congress  
**STATUS:** **report at next EC meeting**
- 03.14.05**      **ACTION:** Ken / Robert to report on status of mass e-mail advertising T&S Congress program  
**STATUS:** **report at next EC meeting**

### 15 Financial Review

- 03.15.02**      **ACTION:** Ken and Tommy to conduct telecon with ASME Controller to answer remaining questions  
**STATUS:** **DONE - Tommy reported that himself and Ken met with Controller and resolved several outstanding questions. Tommy noted that Ken had challenged three line items dating back to 2002 Congress, resulting in a favorable reversal of an estimated ~\$1,400 in expenses (to be reflected in the August statement). Tommy reported that additional information remains to be identified with Controller's assistance before a full financial status can be completed.**
- 03.15.03**      **ACTION:** Tommy educate EC on overall division financial transaction business process  
**STATUS:** **Tommy to report status at next EC meeting**
- 03.15.04**      **ACTION:** Tommy to identify calculation method, amount and timing of annual division operating subsidy allocation.  
**STATUS:** **Tommy to report status at next EC meeting**
- 03.15.05**      **ACTION:** Tommy to prepare income statement forecast through end of SAM 2004, including estimated income and expenses.  
**STATUS:** **Tommy to report status at next EC meeting**

### **III. NEW BUSINESS:**

#### 16 Committee Structure

- 03.16.01 DISCUSSION:** Committee discussed future disposition of functional committees that have no current members and/or chairs and/or significant ongoing activities, including: External Affairs, Membership Development, Newsletter and Website. Committee concluded that External Affairs, Newsletter and Website functions could be centered in a single individual each. Committee agreed that if volunteers could be found to perform these duties, that they be made at-large members of the General Committee, rather than committee chairs. Committee also agreed that function of Membership

Development is to be undertaken by EC—particularly the Chair—and that this committee should also be sunset.

**03.16.02 ACTION:** After consultation with the committee, the Chair sunset the External Affairs, Membership Development, Newsletter and Website committees and thereby removed the chair positions, if filled, for those committees. The Committee also agreed to remove committee members, if any, for those four committees.

**03.16.03 ACTION:** Ken to remove these committees and related information from the division website

**STATUS:** **Ken to report status at next EC meeting**

**03.16.04 DISCUSSION:** Committee observed that former chair of Membership Development Functional Committee (J. Carson) had made several important contributions to the division and agreed it was desirable to retain his participation on the General Committee in the position of Member At Large

**03.16.05 ACTION:** The committee voted by general consent to appoint Joe Carson as Member at Large of the General Committee with a one year term to expire SAM 2004.

**STATUS:** **Ken to report Mr. Carson's disposition to the appointment at next EC meeting**

**03.16.06 DISCUSSION:** Hiroshi proposed creation of new Publications Functional Committee with a mission to disseminate division technical content through documents that are disseminated through newsletter, website, conference proceedings and ad hoc channels. Committee concurred, observing that consolidation of all document publications would streamline division structure. Hiroshi also agreed to take the lead in recruiting a Chair and Vice Chair for this committee.

**03.16.07 ACTION:** After consultation with the committee, the Chair created the Publications Functional Committee with a mission as stated above.

**03.16.08 ACTION:** Hiroshi to propose candidates for Chair and Vice Chair of the Publications Functional Committee

**STATUS:** **Hiroshi to report status at next EC meeting**

## 17 Communications Plan

**03.17.01 DISCUSSION:** Committee determined that it would be desirable to provide communication guidelines to all division volunteers along the lines of a code of conduct to help align expectations and ensure all division members have a voice, as they desire and as appropriate, in division activities

**03.17.02**      **ACTION:** Robert to prepare first draft of division volunteer 'code of conduct' addressing communication protocol to be submitted to EC for review by October 04.

**STATUS:** **Robert to report status at next EC meeting**

**IV. NEXT MEETING:**

**Committee agreed to meet early in the week of September 29 with agenda limited primarily to final preparations and logistics for October meeting.**