

**ASME International  
Technology & Society Division  
Executive Committee Meeting  
September 03, 2003 - by teleconference  
9:40 a.m. – 11:15 a.m. (EST)**

**Minutes – APPROVED September 10, 2003**

**Meeting Leader and Secretary:**

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

Hiroshi Honda	hondah1@asme.org	Vice Chair	Present
Robert Kennedy	kennedyr1@asme.org	Secretary	Present
Tommy Gardner	gardnert2@asme.org	Treasurer	Present
Byron Newberry	newberryb1@asme.org	At-Large	Present – departed at 9:55 a.m.

**Other Attendees:**

(none)

**Minutes Attachments:**

- SSIT Liaison Role Description (Attachment 1)
- COE Reorg presentation – duplicate (Attachment 2)
- ExCom Operating Guide draft – duplicate (Attachment 3)
- ExCom Transition Plan – duplicate (Attachment 4)
- Don Westbrook biography – duplicate (Attachment 5)
- E&T Program Committee Operating Guide proposal (Attachment 6)
- Division Activities Overview – duplicate (Attachment 7)

**I. APPROVAL OF MINUTES:**

Meeting Secretary reported that all attendees had approved the T&S ExecCom Meeting 081303 Minutes as submitted.

**II. OLD BUSINESS:**

01 Dr. Hinder Travel

**03.01.01 ACTION:** Hiroshi to determine if Dr. Hinder prefers to stay at Marriott or stay at Tommy's home; if latter, Tommy to send personal invitation

**STATUS: DONE**

02 October Meeting

**03.02.02 ACTION:** Hiroshi to give 30 – 60 minute talk to local student section on appropriate subject; to send Robert past publications list to help decide topic

**STATUS:** **Robert will notify Hiroshi of final selected topic by Friday, September 05.**

**03.02.03 ACTION:** Robert to arrange local transport, tours, meet and greet activities and business meeting logistics

**STATUS:** **Robert to provide draft agenda to Ken by Friday, September 05.**

**03.02.04 ACTION:** Ken and Tommy to determine budget, if any, for meeting (not travel) expenses

**STATUS:** **Pending completion of financial review – see new business.**

**03.02.05 ACTION:** Ken to lead development of business meeting agenda, TBD.

**STATUS:** **Ken to propose business meeting agenda to committee for comment by Friday, September 5**

### 03 General Administration

**03.03.01 ACTION:** Tommy and Hiroshi to provide Ken with their @asme.org alias e-mail addresses as soon as practical

**STATUS:** **DONE**

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

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

**03.03.03 DISCUSSION:** Ken proposes that committee members post a one page professional biography and photograph on the T&S website

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

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

**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 to report 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:** **Robert to provide to committee by Sunday, September 14**

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

**03.04.05**      **ACTION:** Robert to provide EC with draft bylaws document by Sunday, September 14  
**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, as described in Attachment 3.

**03.05.07**      **ACTION:** Committee to meet by e-mail between now and next EC meeting to begin work on the five focus area tasks  
**STATUS:** **see new business**

06 Division Committee Structure

**03.06.02**      **ACTION:** EC to review division organization structure and leadership appointments by October 4  
**STATUS:** **see new business**

**03.06.05**      **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:** **see new business**

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**      **ACTION:** Ken to inform SSIT president of T&S division's liaison appointment and provide contact details by Friday, August 15  
**STATUS:** **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.
- 03.05.04**      **ACTION:** Ken to provide SAC volunteer recruitment guidance and resources to Byron by Friday, August 22  
**STATUS: DONE**
- 03.05.05**      **ACTION:** Byron to begin SAC (SAC) activities by Friday, September 5  
**STATUS: Byron to report at next EC meeting**
- 03.05.06**      **ACTION:** Ken to arrange meeting between SAC and appropriate ASME staff, to be held by Friday, September 12  
**STATUS: DONE**
- 03.08.06**      **ACTION:** Byron to present feasibility study and proposed conference scope at October 4 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: No response to initial contact; Hiroshi to report on further inquires at next EC meeting**
- 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)**
- 03.09.04**      **ACTION:** Ken to contact program committee chairs and determine if existing volunteers have interest by Friday, August 22  
**STATUS: H&S, SE, E&T committee chairs (or chair candidates) contacted. IP and EPP still to be contacted– Ken to report at next EC meeting**
- 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: Hiroshi to report on conference committee activity at next EC meeting**

10 Online Short Course Pilot

- 03.10.02**      **ACTION:** Robert to send mass e-mail advertising ‘inviting disaster’ short course by Friday, August 15

**STATUS: DONE (via Larry Russell)**

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

**STATUS: Hiroshi to report progress of PD committee at next EC meeting**

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

#### 11 Division Labeling

**03.11.01 DISCUSSION:** Committee to make initial determination of division label, in accordance with COE reorg plan, in time for COE conference call on September 10, at which time E&TM Group VP will report T&S Division status. Ken suggests that “cross cutting engineering” (see slide 13 in reorg slide show document, attachment 2) is the only choice that seems relevant to T&S.

**03.11.02 ACTION:** Committee agreed by general consent to provisionally adopt “Cross Cutting Engineering” as the T&S Division label, pending further study and review before final EC vote prior to November Congress

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

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

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

#### 12 Five Focus Area Progress Review

**03.12.01 DISCUSSION:** Committee members will report progress and issues for their primary focus area, as identified in the exec com operating guide draft, slide 10 (attachment 3) and the ‘transition plan’ task document (attachment 4)

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

**STATUS: Each item was reviewed: all items expected to be complete or substantially under way by end of October 04 meeting – Ken to report progress at October 04 meeting**

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

**STATUS: Contact and update of volunteers to be delegated to program committee chairs. Leadership structure and volunteer recruitment plan to be discussed at October 04 meeting- Ken to report progress at October 04 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 – to arrange conversation with Ken prior to 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 received by Ken from existing committee members 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:** **Byron to report at next EC meeting**
- 03.13.03 DISCUSSION:** Tommy proposed Don Westbrook to chair the Ethics & Technology Program Committee. Tommy reported he had reviewed Westbrook’s biography and had spoken at length with Westbrook by phone. He feels that Westbrook has the experience, motivation, leadership capability and impartial objectiveness to effectively lead the committee volunteers and manage the committee’s agenda. Robert reported that he had reviewed Westbrook’s credentials and supported his appointment. Ken reported that he had also spoken with Westbrook at length. He feels that Westbrook demonstrated strong enthusiasm by creating a draft operating guide for the committee and also possesses strong management background and desire to gain additional volunteer management experience, suggesting he will succeed in building the activity level of the committee and facilitating accomplishment of objectives by recruiting and working through other volunteers, rather than just ‘going it alone.’ All committee members were impressed with Westbrook’s “knows what he’s getting into but still willing to do it anyway” motivation.
- 03.13.04**      **ACTION:** With concurrence from the Committee, Ken appointed Don Westbrook to Chair the Ethics & Technology Program

Committee (thereby becoming a voting member of the General Committee) for a two year term to expire at SAM 2005.

#### 14 Financial Review

**03.14.01 DISCUSSION:** Tommy reported he had completed preliminary review of financial records, including receipt of Hiroshi's fax of detailed transaction records. Division appears to have limited income and minor expenses, resulting in projected operating deficit. Initial recommendation is to be very careful with spending discretionary money until additional income sources can be obtained. A number of clarification questions remain.

**03.14.02 ACTION:** Ken and Tommy to conduct telecon with ASME Controller to answer remaining questions

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

#### **IV. NEXT MEETING:**

**The committee agreed to meet next at 9:00 a.m. on Monday, September 15.**