

**ASME International
Technology & Society Division
Executive Committee Meeting
August 13, 2003 - by teleconference
9:05 a.m. – 10:40 a.m. (EST)**

Minutes – APPROVED September 03, 2003

Meeting Leader and Secretary:

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

Hiroshi Honda	H.Honda@asme.org	Vice Chair	Present
Robert Kennedy	kennedyr1@asme.org	Secretary	Present (except 9:10 – 10:00)
Tommy Gardner	gardnert2@asme.org	Treasurer	Present
Byron Newberry	newberryb1@asme.org	At-Large	Present

Other Attendees:

(none)

Minutes Attachments:

- Conference Venue Status Report (Attachment 1)
- New Stand Alone Conference Thoughts (Attachment 2)
- ExCom Transition and Op Plan through Sputnik Weekend (Attachment 3)
- ExCom Operating Guide Draft (Attachment 4)

I. APPROVAL OF MINUTES:

Meeting Secretary reported that all attendees had approved the T&S ExecCom Meeting 073003 Minutes, with one minor editorial change by Hiroshi.

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: **Tommy to send personal invitation by Friday, August 22**

02 October Meeting

03.02.01 **ACTION:** Hiroshi to send Robert his air travel plans in order to facilitate logistics planning at earliest convenience

STATUS: **DONE**

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, Aug. 15. Presentation to occur Friday evening, October 3.

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

STATUS: Robert sSubmitted proposed Friday / Saturday weekend agenda to committee for comment. Final arrangements forthcoming.

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

STATUS: Ken and Tommy to propose allowable budget for Congress and October meeting by Friday, August 29 after review of division finances

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: Tommy and Hiroshi to provide to Ken by Friday, August 22

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 for comment by Friday, August 15

03.04.02 ACTION: Ken and Robert to discuss project requirements by phone before 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

05 EC Member Transition

03.05.01 ACTION: EC members to read substantially all materials previously sent by Ken before next EC meeting

STATUS: DONE

- 03.05.02** **ACTION:** Ken to discuss potential EC roles with Tommy and Byron week of July 28 by phone
STATUS: DONE
- 03.05.03** **ACTION:** Ken to develop EC role assignment process and transition schedule and present at next EC meeting
STATUS: DONE
- 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

III. NEW BUSINESS:

06 Division Committee Structure

- 03.06.01 DISCUSSION:** Ken reviewed by-law granted authorities for creation and disbandment of committees and committee chair appointments as summarized in Attachment 4.
- 03.06.02** **ACTION:** EC to review division organization structure and leadership appointments by October 4
- 03.06.03 DISCUSSION:** Ken indicated that the division's List Serve / Division Roster access privileges are now held by Robert (for sending e-mails) and Tommy (for performing market research). Larry Russell, Professional Development Committee Chair, now has temporary access in order to complete marketing efforts for PD course.
- 03.06.04 DISCUSSION:** Ken indicated that the EC needs to place reservations for seven meetings to be held at Congress by Thursday, August 14, as follows:
- General Committee – at least 1 hour
 - Executive Committee w/ E&TM VP (closed session) – at least 90 minutes
 - Program Committees (five separate meetings) – at least 1 hour

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

07 External Relations

03.07.01 DISCUSSION: Byron/Robert shared their proposal on how to organize our liaison relationship structure and accountabilities with IEEE/SSIT
<<http://radburn.rutgers.edu/andrews/projects/ssit/default.htm>> .
Byron agreed to serve official liaison, Robert to provide contacts and assistance as required.

03.07.02 ACTION: After consultation with the Committee, Chair appointed Byron Newberry to serve as liaison to the Society on Social Implications of Technology (SSIT) of the Institute of Electrical and Electronics Engineers (IEEE) with a one year term expiring after SAM 2004

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.

03.07.04 ACTION: Ken to inform SSIT president of T&S division's liaison appointment and provide contact details by Friday, August 15

08 Stand Alone Conference

03.08.01 DISCUSSION: Byron discussed some initial thinking around different approaches the division might take in developing its own stand alone conference, as described in Attachment 2. The committee agreed that the idea merits further investigation, and that this item should be discussed in more detail at October 4 meeting.

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.

03.08.03 ACTION: Ken to provide SAC volunteer recruitment guidance and resources to Byron by Friday, August 22

03.08.04 ACTION: Byron to begin SAC (SAC) activities by Friday, September 5

03.08.05 ACTION: Ken to arrange meeting between SAC and appropriate ASME staff, to be held by Friday, September 12

03.08.06 ACTION: Byron to present initial SAC study results at October 4 meeting

09 Conference Participation

- 03.09.01 DISCUSSION:** Ken presented current status of T&S content delivery venues, as prepared by conferences and professional development committee chairs and present in Attachment 1. EC agreed to make efforts to pull together a track of session abstracts by the August 31 deadline, but only to submit such abstracts if we have sufficient confidence that we can deliver a quality program. Hiroshi also noted that he is a member of a IDETC committee and can provide contacts if needed.
- 03.09.02 ACTION:** Hiroshi to contact his network of volunteers and determine if there is any interest by Friday, August 22
- 03.09.03 ACTION:** Robert to contact his network of volunteers and determine if there is any interest by Friday, August 22
- 03.09.04 ACTION:** Ken to contact program committee chairs and determine if existing volunteers have interest by Friday, August 22
- 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

10 Online Short Course Pilot

- 03.10.01 DISCUSSION:** Robert received request to send mass e-mail advertising new 'inviting disaster' short course from Larry Russell.
- 03.10.02 ACTION:** Robert to send mass e-mail advertising 'inviting disaster' short course by Friday, August 15