

**ASME International  
Technology & Society Division  
Executive Committee Meeting  
July 30, 2003 - by teleconference  
9:00am – 10:25am (EST)**

**Minutes – APPROVED August 08, 2003**

**Meeting Leader and Secretary:**

Kenneth Horne                      khorne@asme.org                      Chair

**Other Committee Members:**

Hiroshi Honda	Hondah9876@aol.com	Vice Chair	Present
Robert Kennedy	Kennedyr1@asme.org	Secretary	Present
Tommy Gardner	thomas.a.gardner@navy.mil	Treasurer	Present (arrived at 9:55)
Byron Newberry	newberryb1@asme.org	At-Large	Present

**Other Attendees:**

(none)

**OLD BUSINESS:**

*Decision Items:*

- 1) **Committee agreed by general consent to not fund Dr. Hinder's travel expenses for his attendance at Congress as our invited speaker, in accordance with past T&S practice.**
- 2) **Committee agreed by general consent to hold a face to face Executive Committee business meeting in Oak Ridge, Tennessee on Saturday, October 4, 2003.**
- 3) **Committee agreed by general consent to hold next EC meeting by teleconference on Wednesday, August 13 at 9:00am EST.**

*Discussion Items:*

- 1) (none)

*Action Items:*

- 1) **Dr. Hinder Travel**
  - a) Hiroshi to determine if Dr. Hinder prefers to stay at Marriott or stay at Tommy's home; if latter, Tommy to send personal invitation
- 2) **October Meeting**
  - a) Hiroshi to send Robert his air travel plans in order to facilitate logistics planning at earliest convenience

- b) Hiroshi to give 30 – 60 minute talk to local student section on appropriate subject; to send Robert past publications list to help decide topic
- c) Robert to arrange local transport, tours, meet and greet activities and business meeting logistics
- d) Ken and Tommy to determine budget, if any, for meeting (not travel) expenses
- e) Ken to lead development of business meeting agenda, TBD

### **3) General Administration**

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

## **NEW BUSINESS:**

### ***Decision Items:***

- 1) (none)

### ***Discussion Items:***

#### **1) Governance Documents**

- a) Ken discussed importance of reading COE, E&TM and T&S documents so that EC can a) be familiar with context in which our new documents will be created, and b) understand how the division is supposed to operate and what its constraints are

#### **2) EC Member Transition**

- a) Ken discussed overview of items that need to be addressed by EC going forward.
- b) Ken indicated that EC is not a technical content committee, but that EC members are encouraged to explore their personal interests in other T&S committees that do focus on content. Here, EC members wear the hat of administrator, and we should expect our interactions in the context of this committee to focus on the administration aspects of the division
- c) General high level discussion of some division issues
- d) Ken forecasted some key T&S decisions going forward associated with COE reorganization

### ***Action Items:***

#### **1) Governance Documents**

- a) Robert to provide level 1 plan/schedule for division governance document recreation project at next EC meeting
- b) Ken and Robert to discuss project requirements by phone before next EC meeting

## **2) EC Member Transition**

- a) EC members to read substantially all materials previously sent by Ken before next EC meeting
- b) Ken to discuss potential EC roles with Tommy and Byron week of July 28 by phone
- c) Ken to develop EC role assignment process and transition schedule and present at next EC meeting