

Minutes (Draft)
COMMITTEE ON EARLY CAREER DEVELOPMENT (CECD)
ANNUAL MEETING 2008 – SATURDAY, JUNE 7, 2008
Orlando, Florida

Meeting Room: Pelican 2, 8:30am – 5:00pm

1: Call to Order & Introductions

Committee Members: Jen Jewers, Aaron Ryan, Loretta McHugh, Brian Gin, Eduardo Barrientos, Julie Bachmann, Julie Maupin, Elizabeth Schwartz, Ruth Tan, Scott Waters, Robert Camp, Jessica Hibbard (Special Invitee), Anita Rebarchak (Alternate member)

Guests: Webb Marner, Candice Bauer, Bob Jeffers, Dave Soukup, Bob Luna, Warren Leonard, Judith Kearney, Terrell Yon, C. Sahay, Bill Coleman, Brian Dietz

2: Approval of the Agenda/IMECE 2007 Minutes

The Annual Meeting/CECD meeting agenda and the IMECE 2007 minutes were approved as modified.

3: Chair's Comments, "The Norms"/Outstanding Action Items

Jen introduced Anita, and Jessica; reviewed meeting norms and how the day was going to flow. No outstanding actions were reviewed. A formal centralized report needs to be established.

4: ASME Planned Giving

(Warren Leonard outline the *Foundation* and Judith Kearney discussed *Planned Giving* at ASME)

- a. The ASME Foundation has three pillars; (1) Fund Raising (200,000+ annual endowments), (2) Honors & Awards, (3) Grant Program (focus on technical literature, pre-college, early career and advocacy programs)
- b. Annually \$260,000 are granted and the different amounts can range from \$20,000 to \$100,000
- c. Advocacy program includes the Federal Fellows which the ASME Foundations funds
- d. Ways in which ASME fundraise; capital campaign, planned gifting, Will/Annuities, Archimedes Club (currently has 54 member) – The club is away to recognize those that provide sustainable gifts to the engineering profession which represents the contributors life
- e. Looking for early-career members to join the planned gifting advisory committee; learn how to by contacting Warren or Judith; go to the website for more information
[<http://foundation.asme.org/Giving/>]

5: Updates since May Conference Call

- [Early Career Forums](#)
- [ME Today](#)
- ECD Series – The Early Career Development Series has been integrated into the Early Career Forum to take place on Sunday, Nov 3, 2008 in the afternoon from 2:00 PM – 5:30 PM. There will be 3 technical sessions; Energy renewable and alternative, Nanotechnology, and General Design.
- Early Career Technical Conferences – Beat Practices manual is forthcoming and it will be modeled after the first ECTC that took place at ICONE; Nuclear Early Career Technical Seminar. Thirty-seven (37) participants came from one company. Additional information will be forthcoming from Loretta.

EXECUTIVE SESSION

9:35 – 5:00

- 6: The CECD shifted into executive session conducting a SWOT (Strengths, Weaknesses, Opportunities and Threats) Analysis covering Early Career Programs/Resources/Cross Sector Collaboration. This session was facilitated by the Candice Bauer.
- 7: The CECD had lunch with the Old Guard Committee discussing the [needs of early career engineers](#). Each table was asked to discuss the following questions:
 1. How do we globally expand?
 2. How do we expand domestically?
 3. What skills are ECEs lacking and how can we provide a service to fill that void?
 4. What should we focus on (or what is missing)?

See the [discussion notes](#) and the individuals that participated.

8: **Strategy Development, Path Forward Plans with Timeline**

Initially the CECD executive leadership will review the SWOT raw-data captured from the CECD AM meeting, recap and send out to the CECD by August 8, 2008 which at that time the discussion will commence on the August 13, 2008 Conference Call as to how we plan to move forward.

Loretta reported that the Early Career Initiative (ECI) has been re-activated. The ECI (18 month ago) involved market research and analysis (with member/non-member surveys). From that a roadmap was created, approved by the BOG and objectives were trickled down to the various ASME sectors through the Balance Score Card (BSC). The ECI will now be orchestrated through the ASME Marketing & Sales organization.

9: **Action Items from AM:**

Although each project team has their own action items list, overall Action Items will be recorded in a centralized one document for the CECD to review status.

- a. Results (surveys, evaluation forms, research) from the Early Career Forum over the past 2 years will be shared with the CECD, upon receipt from the marketing department.
- b. ECF project team to write proposal for the possibility to hold an ECF at the IGTI in Orlando, FL, June 2009.
- c. Loretta to send out survey results on the latest asme.org research conducted this past February 2008.
- d. Jen to send PPC final SWOT analysis to CECD
- e. Any CECD member that has recommendation, comments, concerns for the ASME Peerlink send an email to Loretta, Julie B., Eduardo or Jen and it will be forwarded on to the advisory committee.
- f. Talk to ASME - IT contacts about RSS feeds for ME Today (Cheryl)
- g. Develop a centralized document for milestone action items (Jen)

10: Meeting Adjournment at 5:00 PM.

Next CECD Telecon: Wednesday, July 16, 12:00pm-1:00pm EDT
Next CECD Meeting: IMECE 2008, November 1st (or October 31st) – Boston, MA