

Student Sections Committee
2006 ASME Summer Annual Meeting
Toronto, Ontario, Canada
June 9-10, 2007

Saturday, June 9, 2007

07.01 SSC Call to Order

Abel Hernandez, Chair, SSC called the meeting to order. Attendees introduced themselves (List of attendees, Attachment A).

During the welcome, SSC Reps were reminded one major part of their responsibilities is communication to the Student Members/Officers of their District.

07.02 Agenda Review

The Committee voted to adopt the agenda.

07.03 Approval of Minutes IMECE-06

The Congress 2006 minutes were approved.

07.04 Election of Secretary

Committee elected Vince Romanin, District B, as Secretary for SAM 2007.

07.05 Orientation to the SSC Roberts Rules of Order

An overview of Robert Rules of Order was given by Dan Nathan-Roberts (Attachment B). Dan informed reps., SSC has the ears of the higher ups and the Student District Operating Boards were created to facilitate this.

Present SSC reps were requested to contact and inform absent representatives about the Student District Operating Boards.

07.06 Overall Vision of ASME and the SSC

Burton Dicht, Managing Director, K&C Sector, provided SSC with an overview of the ASME Structure and "Where the Student Sections Committee fits in the new structure" (Attachment C). Some points made in the presentation:

- SSC is a 'focal point' of communication between students and senior reps
- K&C Sector will gain new staff support and this should alleviate some of the demands on volunteers
- Five Sectors of ASME were described
- A proposal is on the table to move SSC from Affinities to Global Communities
- As of August 2007, Ingersoll Rand will now be called the ASME Student Program Award Contest
- Resources available to SSC to reach out to Officers; Volunteer Contact Center, Student Roster, COP sites
- Representatives from SSC can attend meetings within their district by means of District Leader funds
- Proposals can be made at anytime; you do not have to wait for SAM or Congress

During this time Len Anderson, District B Leader, informed SSC some Student Sections are not keeping their website updated. Abel requested reps. contact their Student Sections and inform them to update their websites.

07.07 Review of the SSC By-Laws

George Doyle provided SSC with a PowerPoint presentation (Attachment D) of the current By-laws. SSC must act as a single focus and currently this is not happening. The current SSC structure was reviewed along with proposed revisions). Other issues discussed:

- Election of SSC representatives: current system does not work
- Proposal for new SSC structure – helps take some of the burden off district representatives
- New proposal lengthens term and has 2 SSC Reps. in every district at any time
- Continuity improvement

Dan Hanna made the following motion:

Motions: Table the discussion of the revision of the SSC Structure

2nd Motion: Lesley Blumberg

The motion was tabled for a later time within the meeting.

Len Anderson commented the SSC structure issue must be fixed before the next SPDC.

07.08 SSC Vision/Mission Round Table Discussion, Past, Present and Future

Several of SSC alumni, Candice Bauer, Kalan Guiley &, Ramin Sadeghian spoke on life after SSC:

- Committee on Student Development (CSD) is a great next step moving into the Senior Representative area.
 - CSD is committed to communication across the matrix
- CSD is committed to activity on developing innovative ideas

07.09 Brainstorming/Working Session

Candice Bauer led the brainstorming session which focused on “How can SSC serve the Student Population.”

The brainstorming session consisted of four groups: Structural, Political, Human Resources and Symbolic:

- Structural: easy for engineers: org charges, by laws, etc.
- Political: utilization of different groups: in collaboration, in competition. SSC and CSD are two groups responsible for helping students.
- Human Resources: relationships between people; i.e. between you and reps from other districts. How do we develop these relationships?
- Symbolic: rituals, ceremonies etc.

After 40 minutes of brainstorming the ideas were reviewed for prioritization and further research (Attachment E). Abel hoped, before Congress 2007, some of ideas would be put into action. Committee broke for lunch.

07.10 SSC Working Structure, Subcommittees – Task Force, SSSC Goals

Back from lunch SSC continued with reviewing brainstorming items to determine which ideas would be considered for Action Items.

07.11 Subcommittees - Task Forces

The following subcommittees were formed to prioritize the ideas which were produced from the brainstorming session: Membership, Programs and Communications. Each SSC Representative was asked to join a subcommittee in which the brainstorming ideas were discussed as proposed Action items at Sunday's meeting. See 07.23.

07.12 SSC Goals

George Doyle provided an overview of Parliamentary Procedure at a Glance; a review of Roberts Rules of Order. The overview was to aid in the discussion of the Action Items that will arise from the Subcommittees.

At this time, Abel requested reps break up into subcommittee of their interest, five reps per group.

07.13 Break /Time to take pictures of SSC members

Pictures were taken for the SSC Website on Sunday.

07.14 Continue Brainstorming: what do we want to be, what do we want to accomplish?

SSC Reps. reviewed which items, from their subcommittees, could be brought forth as Action Items. The members of the Subcommittees were:

Membership Lesley Blumberg, Frank Barmes, Vince, Romanin, Amanda Kaiser

Programs Beth Todd, Scott Waters, A. Israel, Botello Arredondo,, Elizabeth Schulte, Koray Safak

Communication George Doyle, Debendra Das, Jeff Becker, Thomas Wenning, Dan Nathan-Roberts

07.15 Proposals for the SSC Working Structure and Goals.

The Subcommittees continued to brainstorm on which items would need further research or could be brought before the committee as proposals.

07.16 Adjourn General Meeting

All were reminded the Student Stakeholder Workshop would be taking place later in the evening and the meeting was adjourned at 5:30pm.

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07.17 Old Guard Sponsored Breakfast

The Old Guard Breakfast was held from 7:00am - 8:00am. David Cook, Chair of Old Guard, welcomed SSC. The Chair and Vice Chair of SSC thanked the Old Guard Committee for hosting the breakfast and soon after members of SSC were able to converse with the Old Guard Committee members on their years of experience in the engineering field.

07.18 SSC Call to Order, Election of Vice-Chair for IMECE– 2007

Sunday's meeting was called to order at 8:30am. The following modifications were made to the agenda:

- Presentation Committee on Student Development will be presented by Kalan Guiley instead of Candice Bauer
- After the Regional Reports the CECD Report will be given and then information on the Career Fair will be presented

Also at this time two alumni t the SSC requested to have a few minutes to speak.

Vince Romanin was elected as Vice Chair for IMECE for 2007.

07.19 Vice-Chair for SAM 07 takes over gavel

Abel turned the meeting over to Vice Chair, Lesley Blumberg.

07.20 Presentation / Affinity Communities

Lesley introduced Justin Young, incoming VP, Affinity Communities. Justin informed SSC the Affinity Communities fall under the K&C Sector. The following bodies fall under his community:

- Communities of Practice - Special Committees
- Young Engineers Correspondents
- History and Heritage Correspondents
- Student Section Committee

If there is anything he can do to aid SSC in their goals please do not hesitate to contact him.

07.21 Regional Reports

Lesley requested SSC reps. provide a two minute oral report on what their district did for the past year. The following provided an oral District Report;

- | | |
|---|----------------------------------|
| • District A: Frank Brames | District B: Tom Wenning |
| • District C: Jeff Becker | District D north: Debendra K Das |
| • District D South: Scott J Waters | District E: Amanda V Kaiser |
| • District F: Elizabeth D. Schulte & Beth A. Todd | District H: Koray K. Safak |
| • District I: Eduardo J Barrientos | |

During the report for District I, Eduardo informed SSC that his District will be hosting a HPV Conference and was looking for any support in advertising the event.

All representatives who did not provided Jessica with a written report were requested to do so as soon as possible.

07.22 Presentation / International Student Development

Ramin Sadeghia was introduced as a member of CSD and spoke on his service as a member. Ramin's International Student Development Subcommittee is looking for a SSC Rep to serve on the Subcommittee. If anyone is interested on serving, please contact Ramin at sadeghianr2@asme.org

07.23 Presentation / Committee on Student Development

Lesley introduced Kalan Guiley of CSD. The Committee on Student Development is a group of Sub-committees which consist of Student Conference Sub Committee and Contest Subcommittee, who have 4-5 Members At Large to deal with innovation.

CSD is looking for one rep. from SSC to join the Members At Large. The representative from SSC will be attending IMECE in Seattle and Orlando for SAM 008. The SSC rep. will be the link between SSC and CSD. The following individuals were nominated/volunteered and spoke briefly on why they would like to serve: Frank Barmes, Scott Waters and Amada Kaiser. The elected individual will hear from CSD before Congress via email.

At this time SSC Reps were invited to the Early Career Fair which was already in progress.

The brainstorming session resumed and the committee presented and voted on their proposal/action/information items (Attachment G). Some items discussed/voted on:

Motion: Structure change of SSC to 14 student reps(17 months terms-staggered) and 7 senior reps(3 year term- staggered) .

Motion passed – 11votes

Opposed - 3

This will be implemented at SAM 08. The Bylaws will be amended and sent to the committee.

Information: All student SSC representatives required to send a newsletter (after SAM and after IMECE) to student sections in their district.

Information: Create small SSC section in Mechanical Advantage magazine.

Motion: SSC Rep sits in on overall Technical Division Board, SSC rep to stay an extra day to participate in technical group

Vote: Approved, pass onto Knowledge and Communities Technical Communities, Dan Segalman

Information: SSC will plan social lunches and dinners at SAM and IMECE in which the SSC merges with related ASME communities

Motion Start or support a Student District Operating Board (SDOB) in every district.

Vote Approve

Motion: Write development fund grant that provides short term support (~10 months) for the following:

1. Any SSC reps in a district are funded to go to all fall conferences in that district
2. 4 students are funded from each district to go to the LTC
3. An LTC track will be lead by the SSC programs subcommittee (headed by Dan Nathan-Roberts) that focuses exclusively on the SDOBs
4. 1 person from every school will be funded to attend a fall conference and the SDOB meeting (funding is contingent on participation at the SDOB meeting)
5. Other resources to assist the formation of the SDOBs

Vote: Approve, pass to K&C

Information: Chair of SSC will form an international subcommittee at future meetings.

07.24 Gavel returned to Chair, Closing Remarks & Action items for the members in between SAM and IMECE

Before turning the meeting back over to Abel, Lesley thanked the committee for the experience of chairing the meeting.

IMECE will be held on November 10-15, 2007, in Seattle, WA. SSC will meet on Saturday-Sunday November 10-11, 2007.

Abel reminded the committee there's plenty of work to do, for SSC, communication across the board must be improved. SSC must find out what it wants to do and do it, to aid in the goals of SSC a time line for SAM 06 items was provided(Attachment H).

07.25 Adjournment

The meeting was adjourned at 12:30pm.

Members Present, Saturday, June 9, 2007

Name	District
Abel Hernandez	Chair
Jessica Albert	Staff
Karen Ohland	A-S
Lesley Blumberg	A-St
Daniel J Hanna	A-MAL
Frank Barmes	- A-St
George Doyle	B-S
Vince Roanin	B-St
Thomas Wenning	B-Holdover
Jeff Becker	C-St
Debendra Das	D-S
Scott Waters	D-St
Dan Nathan-Roberts	D-MAL
Amanda Kaiser	E-St
Adeodato I. Botello-Arredondo	E-MAL
Elizabeth Schulte	F-St
Beth Todd	F-S
Koray Safak	H-S
Eduardo Barrientos	I-Holdover
 Visitors	
Burton Dicht	ASME Staff, K&C Sector
Len Anderson	Leader, District B
Bill Robbins	Leader, District D
Dennis Armstrong	Past Leader, District D
Doug Brown	VP, Global Communities
Justin Young	VP-Elect, Affinity
Flavio J.B.F. Franco	Leader, District H
Jessica Sampson	CSD
Brian Gin	CSD
Jessica Sanfilippo	CSD
Tom Waters	CSD
Ramin Sadeghiun	CSD

Members Present, Sunday, June 10, 2007

Name	District
Abel Hernandez	Chair
Jessica Albert	Staff
Lesley Blumberg	A-St
Daniel J Hanna	A-MAL
Frank Barmes	- A-St
George Doyle	B-S
Vince Roanin	B-St
Thomas Wenning	B-Holdover
Jeff Becker	C-St
Debendra Das	D-S
Scott Waters	D-St
Dan Nathan-Roberts	D-MAL
Amanda Kaiser	E-St
Adeodato I. Botello-Arredondo	E-MAL
Elizabeth Schulte	F-St
Beth Todd	F-S
Koray Safak	H-S
Eduardo Barrientos	I-Holdover

Visitors

John Hawkins	Leader, District E
Jen Jewers	District E
Julie Bachmann	District A
Vince Dilworth	ASME Staff, Client Relations Director
Justin Young	VP-Elect, Affinity
Ramin Sadeghiun	CSD
Brian Gin	CSD
Len Anderson	Leader, District B
Kalan Guiley	CSD
K.C. Toh	District Leader, G
Jessica Sampson	CSD
Jessica Sanfilippo	CSD
Thomas Barlow	District D
Chitttarja Sahay	District A
Burton Dicht	ASME Staff, K&C Sector
Bill Robbins	Leader, District D

Dennis Armstrong
Doug Brown
Flavio J.B.F. Franco
Tom Waters

Past Leader, District D
VP, Global Communities
Leader, District H
CSD

Human Resources Sub-Committee

Lesley Blumberg, Frank Barmes, Vince, Romanin, Amanda Kaiser

- Email Chairs
- Keep all nominees for SSC involved after election
 - SDOB
 - Meeting @ SPDC
 - Move election early in the day
 - Teleconferences
- Create Buddy System (Sections), Dist. Reps states w/Inter. Dist. Reps.
- Sister Sections for SS internationally
 - Common events
 - Compare results
- 1 on 1 meeting w/Dist. Leader
 - Right after SPDC
- Local Student Chair Groups
- SLS Student Chair Meeting
 - Bring Calendar of past & future events
 - Problems/Successes
 - Run by SSC Rep
- Present Sections @ SLS use knowledge & relay to Sections not present
- Incentives IR: Previous year IR chair get free membership for one year.
- Elections for Sections DEC for overlap.
- Bring ASME Mentors' to SPDC
 - ASME Logo , Thank you Holiday Card, Stationary
- SSC Business Cards (of Section Chairs)
- SSC, DL. ASME staff, etc
 - Outlook contact /email/position & PASS info to successor for each year
- Make sure SPDC is on different weekend & SSC can attend both w/DL
- Photo Gallery w/SSC connected to SPDC, website, email etc. for email ASME Alias /Districts
- Post Conference update to Student Sections
- Monthly? Telecon w/chair of SSC & SSA
- Regional Committees w/in district(Break up large # of groups)
- Face Book Groups
- SPDC
 - SSC to Student better connect

- Videos of interviews from SSC all over the ASME.Org on SSC Website.

Political Sub-Committee

- Planned social networking
 - SSC, CSD, CECD, technical District Leaders
- SSC and LTC (Leadership Training Conference) committee
 - More SSC reps to go for training
- SSC and Strategic Planning
 - Feedback for future programs
- SSC and International Subcommittee/Affinity group
- SSC (liaison & Alumni) member part of technical communities of board
- SSC working w/scholarships & awards (Includes tech. divs.)
 - Help w/marketing
- SSC and other engrg. Societies (EWB, ASCE, etc.)
 - Develop relationships
 - Share best practices
- SSC and ME Magazine (any ASME publication)
 - Student page; what's going on
- SSC & technical division student programs/contest
 - Come up w/projects/programs
 - Work w/real engrg projects
- Technical Division: How they can get involved w/SSC
 - Invite to participate in teleconference
- Every student section has a member/representative on the SDOB
 - Direct communication line w/SSC
- Invite senior DOB members to SDOB
 - Provide guidance (seasoned)
- Relationship: SSC and CSD
 - Purpose: to get feedback; what's going on?
 - Group brainstorming
 - Discuss programs for any changes and then implement
- Student in part of senior section
- Student working w/other student sections
- SSC communicating w/senior sections

Membership

Lesley Blumberg, Frank Barmes, Vince, Romanin, Amanda Kaiser

Best Practices

- Freshman Dinner
- No internal ASME Dues
- Buddy System w/experienced ASME member

Suggestions

Roles of SDOB members

1. Surveys for non-participating sections – “Why aren’t they attending (conferences)?”
2. Runner-up for SSC Rep becomes SDOB Vice Chair
3. All SSC nominees on SDOB
4. SSC nominees review conference surveys – analyze results
5. Publicity committee w/in SDOB to inform about SSC Rep. Applications
6. SSC elections after opening remarks – Results announced by lunch
7. Identify struggling sections

Sister Sections for North America & International

Matching Active Sections w/less active sections

- Fundraising
- Inter-Section/school board meetings
- Social Events – don’t plan at same time (include other sections)
- Early Responsibility
- Identify key topics in ASME
 - Best section in each – make a presentation or host teleconference for other sections
 - A Best Sections win awards for best...
 - In order to accept give presentation through teleconferences
- Fundraising Events – Common throughout
- Incorporate in “IR” like contest
 - One Section wins
 - Other Section win in each major category
- Winning schools enter buddy program, any volunteers welcomed
- Winning Sections from each District form a committee via teleconference to make Best Practices/ideas to be distributed to all Sections

SSC Sub-Com (possibly w/CSD) - Action Item

- Requirements to participate in contest
- Set categories to compete in

- Basic requirements/category (judges help to make)
- Implement a panel of judges
- Present awards @ SPDC
- Present Best Practices @ SLS (PowerPoint)
- SDOB identifies struggling sections
- SSC matches up buddy schools
- Present to buddy school & be available for mentorship
- Struggling schools make presentation – how their buddy school helped them at next SLS
- Most improved section wins an award
- Best Practices document – sent out to all sections
- How publicize?
- Cost for prize
- Timeline

Membership/Recruitment/Retention

Fundraising: Joint Student Sections Event & Senior Sections

- Chair Advisor Meeting
- Chair Action Meeting
- Student Chair Action
 - Meeting
 - League
 - Team
- Section status Meeting/Party

Ideas @ SLS

- District Leader Approve
- Coordinate Event Calendar
- Break-out based on geography (plan events-combined)
- Past events – Successes & Failures
- Section Problems – Solution Brainstorming
- SSC Rep overseas meeting or member of SDOB presides
- Provide SSC Rep & SDOB Information/Encouragement
 - Advertisement Material
- Handout w/contact information
- Distribute Best Practices Handout

SSC Business Cards

- Once elected have access to template
- Make template

- High resolution ASME logo
- Print your own

Structural

George Doyle, Debendra Das, Jeff Becker, Tom Wenning

Project Teams

- Communication Team
- Membership Team
- Information Team
 - Division community. (Technical)

- Contest Team
- By-Law Team
- Technical Divisions Connection team
- International relations team
- High Five Team
- Acronym definition team(more available)
- Transition/turnover team
 - Lear/get training
 - Build on existing info.
 - Learn to delegate
- Trigger team for your future “timeline”
- Roles & responsibilities -Action items
- LTC
- How to guide for district op. board
- Org. Charts
- Project teams
- Senior section connections team
- Student sections rep on senior section committee
- Recreational/Social team for students
- Benefits team “What are they?”
- “Interorganizational link” team
 - Example – SAE with IEEE with ASME
- “Cross school link team
- Links to the other committees like CSD
- Joint task team/cross committee task
- What do our students want? Question/analysis
- International recruitment team
- Membership team

- Election process team
- Scholarship research group
- Communication coordinator
- Contacts team
- International sister coordination team

Symbolic

- Engineer's Oath
- Chair knowledge passing
 - Manual
 - Induction Ceremony
- Free membership for "IR" point collector
- Shirts for competition winners
- Volunteer work (i.e. Engineers w/o Boarders)
- Spirit Awards
- Aesthetic Awards
- Singular Project year to year (i.e. HPVC)
- Revolving Trophy
- People's Choice Award
- Sportsmanship
- Bigger sense of responsibility
- First to eat at banquet for winners
- Social event (Dinner, etc)
- Career Fair Training (invite corporations)
- Give trinkets w/ASME logo
- Make ASME more visible
- Executive /Powerful speaker to give awards
- Media Exposure (net, face book, etc)
- President for a day
- Student Sections page in ME Magazine
- Free Membership for Student Officers
- Each Section gives presentation at conference
- Senior Sections hold meeting at University
- Staff Officials have dinner w/student Sections
- Benefits for Student Membership (student specific)
- Becoming more involved with High Schools (toolbox)
- Work w/president for a week
- Officer Business cards
- ASME Ring
- Service Awards (years served)
- Official name tags for officers
- Get to know committee parties
- Sweet ASME Poster

- Committee Pictures
- PC Wall Wallpapers. Screen Savers
- Section Banners
- Local Media Publications
- Section T-Shirts

