

**MINUTES**  
**KNOWLEDGE & COMMUNITY SECTOR**  
Board of Directors Meeting  
Chicago, IL  
6 November 2006

**MONDAY, 6 November 2006**

**06.01 CALL TO ORDER**

Senior Vice President (SVP) Wade Troxell called the meeting to order at 12:45 PM.

Following a brief welcome by the SVP, the Board of Directors (BoD), Operating Board Members and guests in attendance introduced themselves.

**Board Members**

Wade Troxell	Senior Vice President
Rich Laudanat	Senior Vice President (elect)
Doug Brown	VP, Global Communities
John Wesner	VP, Programs & Activities
Justin Young	VP-Elect, Affinity Communities
Dyer Harris	VP, Affinity Communities
Larry Kielasa	VP-Elect, Financial Operations
Dick Jacobsen	VP, Financial Operations
Dan Segalman	VP, Technical Communities
Hank Cook	Chair, Representation & Governance
Tim Hinerman	Chair, Information & Communication
Burt Dicht	Staff, Managing Director

Meeting Attendees are listed at the end of the minutes.

**06.02 SPECIAL RECOGNITION**

Special Presentation by Hank Cook and Scot McEwan to Jack Whitehead for his work in preparing the 2006 LTC.

**06.03 APPROVAL OF SAM 06 MINUTES AND REVIEW OF AGENDA**

The minutes of the SAM meeting were delayed to the end of the meeting.

The agenda was approved.

**06.03 CURRENT REVIEW OF ALL K & C**

Wade invited the board to present their activities and general role in K&C. Wade also asked for at least one action item from each group.

### **06.03.01 GLOBAL COMMUNITIES (Brown)**

- Strong growth in the last year with new leaders
- Negative feedback from the districts on the restructure
- The merit funding issues were finalized
- The Former Region III situation will be resolved when a proposal has been submitted.
- LTC 07 plans to give the sections better tools to work with
- Student sections with CSD in support of activities

#### Action Item

- To have fully functioning district operating boards - TBD

#### Questions

- There is a problem getting the section officers contact information. Is the information removed at the end of each year?
- How do we track progress?
- Are the district operation boards populated?

#### Mohammad Mahinfah SSC Chair

##### Comments- SSC Chair

- Election of Senior SSC Reps for each district.
- Student SSC Reps, need to make sure there is only one per district.
- There are 4 members-at-large (Junior Reps)
- Only two international members per year, but the need to rotate to the other 4 districts.
- Section revitalization approved
- Ingersoll-Rand Contest
- Networking with TCIB

### **06.03.02 TECHNICAL COMMUNITIES (Segalman)**

- Need a program to replace distinguished lecturers
- Database of conferences and publications
- Need training methods for international training
- Congress Reorg – New division level conferences
- Journal revenue sharing
- District G student design competition
  - \$16,000 for emergency shelter competition
- Web navigation

#### Action Item

- Rebuild infrastructure
- How to track active sections
  - Division annual reports

- Four active committees
- Journal or conference
- Current Op guides
- Succession process in place

How do we drive a balanced score card?

- LTC goal partnering between communities
- What is the definition of a healthy division?
- How would a member find value from unit activities?

### **06.03.03 AFFINITY COMMUNITIES (Harris)**

- We need market affinity communities
- We need to formalize the formation process
  - Communities need help
  - Need definition (people want to belong)
  - Amend OP guide-needs further review before approval
  - Need to work on a road show to promote the affinity communities
- The affinity community leaders need to be coded into the ASME database.
- A list of current affinity communities needs to be compiled
- How do you determine activity?
  - Year end program activity
- Invite leaders to Leadership Training Conference – Be a partner.

Action Item

- Marketing Development Plan

### **06.03.04 PROGRAMS AND ACTIVITIES (Wesner)**

- Matrix organization-5 communities
  - Technical
  - Global
  - Affinities
  - Institutes
  - Students and Early Career Engineers
- Working with nano institutes

Action Item

- The local programs committees need members
- We need a chair and committee members for a best practices division

### **06.03.05 FINANCIAL OPERATIONS (Jacobsen)**

- Financial presentation

- FAIR is meeting 11/7
- Strategic Priorities Grant Fund Presentation
- SSA training proposal coming for Global Communities

Action Item

- Completing the budget

**06.03.06 GOVERNANCE COMMITTEE (Cook)**

- LTC 07 is looking very promising
- Honors for the dedicated service of VP, SrVP, District Leader, and Tech Leader
- VP Global needs to be replaced Contact Andy Taylor if you would like to run

Action Item

- Call for all ideas to attract and train new volunteers.

**06.04 LEADERSHIP TRAINING CONFERENCE 07**

Jack Whitehead and Betty Bowersox

- 2-4 March 2007
- Location
  - Wyndham Greenspoint Hotel
  - Houston, TX
- Telecons
  - Every three weeks since July
  - Every one after the new year
- 21 November 2006 deadline for someone to be named
- Presentation attached
- ASME leadership development conference report to the K&C sector (See report)

**06.05 COMMUNICATION AND INFORMATION COMMITTEE (Hinerman)**

- Communication plan attached
- November communiqué
- Outline the calendar that will be part of the communiqué
- Discuss with Henry, Scotty, and Hank about the operations guide
- Need to formulate a list of who receives the communiqué

Action Item

- Communiqué and webcasts

Wade motioned to confirm Tim Hinerman as Chair of Communication and Information. Unanimously passed.

### **06.06 BALANCED SCORECARD (Dicht)**

- Balanced scorecard presentation

#### Action Item

- Surveys
- Report on what is missing on the scorecard to be sent to the board
- Report on webcast attendance
- Reports on length of volunteer service
- Percentage of units with identified leaders
- Report on tracking changes in volunteer data
- L2 "Officers must be members" to correct that volunteering does not depend on membership

### **06.07 MERIT FUNDING (Brown)**

- Presented the resolution of the Global community discussion of the merit funding. (Spreadsheet attached)
- Some scores were adjusted and approved by district leaders
- Checks will be sent out by the end of November 2006.
- Emails will be sent out to explain how and why the funding decisions were made.

Hank motioned to accept the merit funding plan. It was seconded by John. Board passed the merit funding plan.

## ATTENDEES

<u>Name</u>	<u>Representing</u>
Len Anderson	District B Leader
Judith Ann Bamberger	K & C Programs & Activities, MAL
William Bees	Group Leader- Pressure Technology Group
Betty Bowersox	Center on Prof. Practice, Dev. & Ethics
John Bozewicz	E&TM Group Leader
Richard Bunce	District F Leader Elect
Phil Carpentier	K & C Programs & Activities, MAL
Robert Camp	Communication Board K&C
Kambiz Farhang	District C Leader
John Hawkins	District E Leader
Roy Hogan	Technical Committee
Bob Jeffers	Member
Nicole Kaufman	Communication Board K&C CSD
Scot MacEwan	Representation & Governance
Mohammad Mahinfah	SSC Chair
Karen Ohland	District A Leader
Bill Robbins	District D Leader
Ramin Wilson Sadeghian	CSD-Int'L Team Leader
Henry Scarton	Representation & Governance
Andrew Taylor	Nominating Comm. Rep & Gov
KoK-Chuan Toh	District G Leader
Ken Waldron	S+D Group Leader
Jack Whitehead	Chair Business Develop Committee, co-chair LTC07
Vince Dilworth	Staff