

DRAFT MINUTES
KNOWLEDGE & COMMUNITY SECTOR
2005 Summer Annual Meeting
Philadelphia, PA
June 13 and 14, 2005

MONDAY, JUNE 13, 2005

05.01 CALL TO ORDER

Senior Vice President (SVP) Wade Troxell called the meeting to order at 8:35 AM.

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
Doug Brown	VP, Global Communities
Hank Cook	Chair, Representation & Governance
Larry Dickinson	VP, Programs & Activities
Dyer Harris	VP, Affinity Communities
Dick Jacobsen	VP, Financial Operations
Karen Moore	VP, Technical Communities
Terri Taylor	Chair, Information & Communication
Burt Dicht	Staff, Managing Director

Meeting Attendees are listed at the end of the minutes.

05.02 REVIEW OF AGENDA

There were no changes or additions to the agenda.

05.03 REVIEW OF K & C CRITICAL ISSUES

- 1) Budget Modifications
 - Plans for Mitigation
 - Note new opportunities
- 2) Program Prioritization Process
 - Lessons Learned
- 3) Student Sections
 - Impact on student programs
- 4) Districts
 - Number and Boundaries
 - VP to District Leader Migration Plan
- 5) Communication
 - From Board of Directors (BoD) to Operating Boards

- From BoD to Unit Leaders & Members
 - Verification
- 6) Where to go for help?
- Who do divisions, sections & student sections contact after July 1?
 - Staff Support for VPs, group leaders, district leaders
 - Websites
 - K & C Sites
 - What should be done with existing CMA & COE websites?
- 7) Member Unit Dues Option
- Project Team Formation
- 8) Revenue sharing on journals (all units) – in conjunction with G/A on custodian accounts
- Incentives for participation
- 9) What does G & A mean? – Tech Communities project team
- What is the full-cost accounting system? – get preview (beta test) for comments

05.04 SPECIAL PRESENTATION

President Harry Armen, Past-Elect Gene Feigel, Past President Reggie Vachon, Executive Director Virgil Carter and Deputy Executive Director Tom Loughlin attended the meeting to help unveil a presentation on the new organization. Jill Anderson and Howard Berkof delivered this presentation.

The presentation offered a scenario of how the new organization will employ a project team approach across the sectors.

See attachment 1 for a copy of this presentation. This version does not include the videos. A complete presentation can be found on the Continuity and Change website at <http://www.change.asme.org/video>

Please contact Burt Dicht if you would like a CD version.

05.05 STATE OF K & C

Wade provided a short overview of the status of the K & C Sector

- A. The Board of Directors is now in place with the Representation and Governance and Information and Communication Committee Chairs selected.
- B. The Vice Presidents and Committee Chairs are now forming their operating boards
- C. The BoD has been meeting through weekly telecons to discuss issues related to the formation and operation of the sector
- D. Sector By-laws have been approved by the Board of Governors
- E. Fall Student Training Seminars have been approved and are now being planned

F. Spring Student Conferences have been approved

05.06 MOVING FORWARD – WORKING SESSION AND DISCUSSION

During this session, the critical issues listed under section 05.03 were discussed as well as other organizational issues.

- A. Volunteer Training – A fall webcast is planned for section officers to provide an up-date on K & C and to discuss operational issues they will need to ensure smooth unit operations.
 - 1. This webcast should include division officers as well.
 - 2. A joint section – division leadership training seminar is planned for the spring.
- B. G & A (General and Administrative) costs on custodial accounts
 - 1. What is the definition of G & A?
 - 2. How will they be applied to custodial accounts? On all expenses? These questions must be answered.
- C. Section Appropriations
 - 1. Great concern expressed that the sunseting of appropriations will cause many sections to become inactive
 - 2. ASME might have overlooked the risk involved
 - 3. Challenge to the sections to become more entrepreneurial
 - 4. K & C investigating options to help sections: Incentive funds, seed funds, unit dues, best practices and expertise to help section leaders to try new programs and activities
 - 5. Suggestion for ASME to provide matching funds when sections raise funds on their own
 - 6. Ask dues exempt members to donate funds (this is being investigated by Membership)
 - 7. Formation of a project team to investigate unit dues. D. Jacobsen will recommend a team to the BoD.
- D. Summit Team – Sector Management Committee
 - 1. Many unit volunteer leaders felt disconnected from the Program Prioritization and FY06 budget process
 - 2. Did not understand how decisions were made
 - 3. There needs to be better communication to the unit volunteer leaders in the future
 - 4. As the SVP, Wade is to represent the views of the K & C BoD to the BOG and the Sector Management Committee

05.07 TECHNICAL COMMUNITIES – OVERVIEW (MOORE)

See attachment 2 for report

05.08 GLOBAL COMMUNITIES – OVERVIEW (BROWN)

See attachment 3 for report

05.09 AFFINITY COMMUNITIES – OVERVIEW (HARRIS)

See attachment 4 for report

05.10 PROGRAMS AND ACTIVITIES - OVERVIEW (DICKINSON)

See attachment 5 for report

Larry conducted a short brainstorming session on how to encourage and facilitate the sharing of best practices. The suggestions are listed below.

- Use peers to share ideas
- Money “Incentive to Share”
- Incentive to try a new approach
- Award for best practice idea
- Award for best practice idea that is transferred (givers and receivers)
- Cross communities with ideas
- Database of key words
- Archival material of best practices
- Lessons learned from what not to do
- Find some and make them work
- Accessible usable tool and format
- Networking program – “What I do for a living”
- “How to” manual – stored so it is retrievable
- FAQ or top ten list
- Do not “get to choose”
- Use cafeteria plan
- Give \$ to section directly
- Dues exempt members
- Have section incentive for cost sharing (matching)
- Corporate matching competes with dev fund

05.11 FINANCIAL OPERATIONS – OVERVIEW (JACOBSEN)

See attachment 6 for report

05.12 INFORMATION AND COMMUNICATIONS – OVERVIEW (TAYLOR)

See attachment 7 for report

05.13 REPRESENTATION AND GOVERNANCE – OVERVIEW (COOK)

See attachment 8 for report

The meeting was adjourned at 5:35 PM

TUESDAY, JUNE 14, 2005

05.14 CALL TO ORDER

Senior Vice President (SVP) Wade Troxell called the meeting to order at 8:30 AM.

05.15 WORKSHOP ON CRITICAL ISSUES

The BoD and Operating board reassembled in working teams to address four critical issues

A. Program Prioritization Process

See attachment 9 for report

B. Sector Communications

See attachment 10 for report

C. Accounting Issues – Full Cost Accounting

See attachment 11 for report

D. Unit Support

See attachment 12 for report

05.16 ENGINEERING AND TECHNOLOGY ENTERPRISES – SECTOR REPORTS

A. Strategic Management – P. Hamilton, Managing Director

This sector is responsible for Government Relations and will work like it had under the council structure across the entire organization. New functions include Strategic Initiatives and New Products and Strategic Issues and Opportunities. Strategic Initiatives will focus on the three critical issues identified by the BOG: Globalization, Industry and Young Engineers. Strategic Issues will focus on environmental scanning, competitive intelligence and benchmarking.

B. Centers – S. Carmi, SVP and D. Soukup, Managing Director

Mission driven sector that focuses on: Public Awareness, Education, Professional Development, Practice and Ethics and Leadership and Diversity. Within the Center for Leadership and Diversity is the Volunteer Orientation and Leadership Training (VOLT) Academy, which will work with K & C to help conduct volunteer training seminars. VOLT has already worked with the Nominating Committee and is now working to develop a Fall Webcast for section and division officers and a joint section/division training seminar in the spring.

C. Codes and Standards – M. Sheehan, Director

Currently, 600 codes and standards, 12-conformity assessment, programs, 29 registered marks, 3800 volunteers – self funded. C & S

wants to be a partner with K & C. Issues raised related to communication, project initiation and collaboration. CRTD sited as an example of C & S working with one of the K & C technical communities.

D. Institutes – M. Michaud, Managing Director

Currently three institutes: International Gas Turbine Institute (IGTI), International Petroleum Technology Institute (IPTI), and the Continuing Education Institute (CEI). Institutes serve markets with a balanced portfolio of products. The Ocean, Offshore & Arctic Engineering and the Pipeline Systems Division have joined the IPTI. Incubators are either business units or specific activities for developing a diversified and viable catalog of products. Incubator units will act as a stepping-stone to the creation of new ASME Institutes and there is a process in place to assist units. Nanotechnology and Bioprocess Technology are two examples of incubators.

E. Services – J. Corcoran, Managing Director

The Services department is set-up to provide consolidated support to the Engineering & Technology Enterprises. The key service components are: Marketing & Sales, Communications, Events Management, Publishing and Enterprise Support. Unit Support within Enterprise Support will provide the “back office” service to the K & C member units and volunteers. Support will be organized on a project basis.

05.17 STAFF SUPPORT

Burt Dicht presented on overview on the staff support structure for K & C Units and volunteers. See attachment 13

05.18 USING THE COMMUNITIES OF PRACTICE (CoP)

Justin Young made a short presentation on how volunteers and units can better utilize the tools on the CoP in support of operations and for communication. See attachment 14

05.19 STUDENT SECTIONS COMMITTEE (SSC) REPORT

Mohammad Mahinfalah, committee chair, provided a report on the SSC meeting. See attachment 15

05.20 LEADERSHIP TRAINING ISSUES – BREAKOUT GROUPS

Two groups met to discuss K & C Training issues. See attachments 16 & 17

05.21 K & C BOARD OF DIRECTORS

A. Report of the District Alignment Working Group (DAWG)

This group was formed to make a recommendation to the BoD on the number of districts within the global communities. Doug discussed the district criteria and the rationale for the group’s recommendation for seven North American districts and three international districts. All of the North American district leaders would sit on the Global Communities Operating Board (GCOB) and one international district leader would sit on the GCOB. See attachment 18

The discussion on the recommendation centered on the fact that with only one representative on the GCOB, the international districts would not receive the same level of representation.

After much discussion the following motion was made and seconded:

The motion is for the K & C BoD to approve 8 Districts. (Boundaries to be decided later.) The GCOB will consist of 8 members and the Vice President.

The BoD unanimously approved the motion. Doug took the action to resolve the district make-up based on the approval of this motion.

05.22 ACTION ITEM REVIEW

Number	Item	Responsible	Status
SAM05-01	Prepare outline of training concepts for K & C	Troxell	
SAM05-02	Webcast for training – development of content	Brown, Moore, Cook & Dicht	
SAM05-03	Verify Definition of G & A on custodial accounts	Jacobsen & Dicht	
SAM05-04	Report on status of journal & publications revenue sharing – Jacobsen & Dicht	Jacobsen & Dicht	
SAM05-05	Verify Institute’s representation on Conference Committee	Dicht	
SAM05-06	Invite K & C leadership to all K & C BoD telecons	Dicht	
SAM05-07	Develop a plan to communicate staff contact and assistance information for when the field offices close	Dicht	
SAM05-08	Verification of communication to member unit	Taylor	

	leaders		
SAM05-09	Plan for archiving and saving important documents and resources from field offices	Dicht	
SAM05-10	Formation of Unit Dues Project Team	Jacobsen	
SAM05-11	Development of an actionable document on accounting procedures and financial incentives	Moore and Jacobsen	
SAM05-12	Section transition to self-sustaining operations	Brown & Dickinson	
SAM05-13	CMA & COE websites – transition to K & C	Dicht	
SAM05-14	Student Training Seminars tracking and project plan	Brown, Armstrong, Dicht	
SAM05-15	Student Conferences tracking and project plan	Brown, Armstrong, Dicht	
SAM05-16	Develop District Boundaries	Brown	

05.23 NEXT MEETING – 2005 IMECE, ORLANDO

The meeting was adjourned at 4:20 PM

Attendees

Print Name	Representing
K.P. Rajurkar	VP-Manufacturing
J. Young	Affinity Communities
Dan Nathan-Roberts	Committee on Student Development
Ramin Wilson Sadeghian	Committee on Student Development
Aaron Ryan	Affinity Communities
Lynden F. Davis	Region IX VP
Vojislav (Vic) Ilic	Region XIII
A. Nilufer Egrican	Region XIII VP
Len Anderson	Global Comm Inter O.B.
John Wesner	P&A Order Board
Bob Simmons	E&TM Group Leader
Sam Zamrik	BOG
Dennis Armstrong	Region VIII
David Harrington	Region V
Bob Jeffers	Region I

Bob Simoneau	BOG
Kent Alverson	Information and Communication
Bill Robbins	G C I O B, Region VIII
Betty Bowersox	Center for Prof Prac, Dev & Ethics-BOD
Mahendra Patel	Past VP, Region I
Michael Askew	Chair, TPPC, Academic Congress Comm
P.L. Carpentier	
Elio Manes	Staff
Noha El-Ghobashy	Staff
Iggy D'Agati	Advisor to SVP
Meherwan P. Boyce	Chair – Conferences Committee
Jack Lloyd	BOG
Henry Scarton	Governance
John Bendo	Staff
Mohammad Mahinfah	SSC Chair
Roy Breaux	BOG
Tal Webb	Old Guard
Roy Hogan	Technical Group Leader
Dan Segalman	Systems & Design Group
Julie Bachmann	SSC Student Rep-Reg III
Lee Crawford	Reg VP Reg XI
Karen Ohland	Reg II VP Elect
Richard Buckius	Technical Group Leader
Richard Mere	Member
Mark Treat	Member
R.E. Luna	Reg XII VP/VC CPDPE
Bill Cousins	BOG
Tom Barlow	BOG
Ken Kroos	Philadelphia Section
Scot MacEwan	Governance
Ed Seiders	VP IPTI
Gary Poulin	
Michael Tinkleman	Staff
Jeff Howitt	Staff
Philip DiVietro	Staff