American Society of Mechanical Engineers
Safety Engineering and Risk Analysis Division

Executive Committee Meeting September 13, 2012

Executive Committee 2012 – 2013

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Attendees:
- Executive Committee: John Lyver, Jim Harris, Bill Byrd, John Wiechel,
- Other: Chinh Bui, Melissa Torres, Jennifer Cooper, Steve Long
- Excused: Chimba Mkandawire

1. Call to Order: The meeting was called to order at 3:03 P.M. EDT. Meeting was conducted via teleconference.

2. Review/adoption of minutes from August 9, 2012: Draft minutes were approved with corrections.

3. IMECE 2012 update: (Note: Chimba provided input via e-mail prior to the Meeting.)
   a. Session Chairs, Titles, Sponsors and presentations are being finalized in the next week.
      i. Topic 6-25: Bill Byrd has a single session with Juan Ramirez as his Co-Session Chair. Both Bill and Juan are dual functioning as the Topic Chair,
Topic Co-Chair as well. Session 6-25-1 has 6 presentations and is currently scheduled for Wed at 9:45am.

ii. Topic 12-5: John W has a single session, with Kleio Avrithi as his Co-Session Chair. Both John W and Kleio are also dual functioning as the Topic Chair, Topic Co-Chair. Session 12-5-1 has 5 presentations and is currently scheduled for Monday morning.

iii. Topic 3-36: Chimba has two sessions, with Mohammad Pourgol as his Co-Session Chair for both sessions. Both Chimba and Mohammad are functioning as Topic Chair, Topic Co-Chair. Session 3-36-1 has 5 presentations and session 3-36-2 has 4 presentations. Both sessions are currently scheduled for Thursday pm.

iv. Melissa took an action to verify the number of papers in each of these sessions and their scheduling.

b. John W. will talk with Chimba about getting more of a contiguous schedule for these sessions.

c. Chimba attended the IMECE Track Chair’s conference call on August 10, 2012.

i. All presenting authors who failed to register by the early bird deadline had their respective papers removed from the IMECE.

ii. ASME recently changed the format, dropping the required number of presentations as based on a minimum per Topic, to a maximum of 5 presentations per Session.

d. Chimba had Jacinta send a reminder email to all SERAD members to register before the close of the early bird deadline. Unbeknownst to him, Aaron Knoblach, the 2012 IMECE General Conference Chair, had reviewed it and recommended other tracks and divisions follow suit. It appears that other divisions may not be involved in IMECE Track Meetings to benefit from critical knowledge and pass it along to their peers and presenters.

e. It appeared to Curtis that after he registered (before the early bird deadline), his paper was pulled from the IMECE. Aaron felt that the paper number wasn’t tied to Curtis’s registration, or Curtis may have used different email addresses between conference registration and paper submission. Melissa Torres had added the paper number to the registration record. Another critical piece of information, which probably was communicated during the IMECE Track Meetings, did not propagate its way to the Division Chairs.

4. SERAD Banquet (Bill/Jennifer) Jennifer will be the POC for the Banquet.

a. The EC concurred on the recommended Chinese cuisine restaurant within walking distance of the Congress site.
b. It was decided to keep the dinner on Tuesday evening.

c. Jennifer presented a draft budget for the Banquet and proposed a 3 tier fee structure: $35 for attendees, $15 for Student ASME members, no cost for EC members/spouses, past SERAD Chairs/spouses, Student award winners (1/award) and special invited guests. The fees structure was approved.

d. Bill & Jennifer will arrange for transportation from the SERAD meeting and IMECE site to the restaurant.

5. **SERAD Student Competition (Jim)**

   a. Two entries have been received. Jim asked the EC to be the review committee and vote for the winner(s). Jim will present the results at the October EC meeting.

   b. FM Global, Inc. has donated money to sponsor the SERAD Student Competition. Their donation was acknowledged and John L was asked to ensure that they are recognized at the SERAD banquet.

   c. It was discussed to decouple the paper submissions from the IMECE schedule and better match the School year for 2013. Bill and Jennifer will lead a discussion next month for the 2013 Student Challenge/Competition.

6. **Treasurer’s report (Bill):** No report.

7. **Other Business:**

   a. Website update: John L asked Jim & Bill to provide Jacinta with updates to the SERAD website for the Student Competition and the Banquet.

   b. ETMOB update: Steve Long provided a few notes on the last ETMOB meeting. It was noted that past SERAD Chair, Dr. Chinh Bui has been approved as the Deputy TGL for the next year.

   c. TCOB update: Per John L, nothing new to report.

   d. SERAD participation:

      i. Jennifer Cooper presented a brief introduction on how SERAD can support ASME’s Young Professionals initiative. Her input to the EC is attached to these minutes.

      ii. Curtis will report on contact with Ward Baun to revisit the newsletter.

      iii. Chinh made several contacts about ASME’s use of LinkedIn and it appears possible. John L and Chinh will discuss and report next EC meeting.

8. **Action items:**

   Items from August 2012 SERAD EC Meeting:

   a. **CLOSED.** Jennifer, on behalf of Bill, will assemble the banquet budget for EC approval.

   b. **OPEN** – For discussion at October EC Meeting. After IMECE Topics sponsored by SERAD (3-36, 6-25, 12-4) have dates finalized, evaluate if Tuesday is best
night to host banquet.

c. **CLOSED.** Bill waiting to hear back from Chinh regarding FM Global contribution to see if it is time to send them an invoice for the 2012 IMECE.

d. **OPEN** – For discussion at October EC Meeting. Think of discussion topics for increasing SERAD membership and participation.

e. **OPEN** – For discussion at October EC Meeting. Pursue ME Today publication for increasing student enrollment into student competition and increasing student participation in SERAD Banquet.

f. **OPEN.** John W access to SERAD financials.

g. **CLOSED.** Chimba attends future 2012 IMECE Track Chair meetings.

h. **OPEN** – For discussion at October EC Meeting. Chinh and John L. will discuss a SERAD Linked-In group and make a proposal at the October EC Meeting.

New Action Items from September 2012 SERAD EC Meeting:

i. Melissa will verify the number of papers in each of these sessions and their scheduling.

j. Melissa investigate providing John L. with a list of IMECE2012 papers with authors who are SERAD primary or secondary members, and SERAD primary and secondary members who are registered for IMECE.

9. **Next EC Conference:** Next EC Conference will occur on October 11, 2012, 2 P.M. EDT. Bill Byrd offered to host the November EC meeting at his office. The EC expressed their appreciation and agreed to meet at Bill’s office on November 13, 2012, 4-6pm.

10. **Adjourn:** The meeting adjourned at approximately 4:20 P.M. EDT.
2011-2012 SERAD Committee Points of Contact

2012 IMECE Technical Program Committee
Chair: Chimba Mkandawire, cmkandawire@exponent.com
Past Chair: John Wiechel, jwiechel@sealimited.com

2012 SERAD Student Design Challenge (Safety Innovation)
Chair: Jim Harris, jrh6@cdc.gov

2013 SERAD Student Design Challenge (Safety Innovation)
Chair: Bill Byrd, wrb@rcp.com
Vice-chair: Jennifer Cooper, jcooper@rcp.com

SERAD Technical Unit
Program Manager: Melissa Torres, torresm@asme.org

Engineering & Technical Management Group
Group Leader: Steve Long, steve.long@snclavalin-gds.com

SERAD Young Professionals Interface
Chair: Jennifer Cooper, jcooper@rcp.com
ATTACHMENT TO THE SEPTEMBER 2012 SERAD EC MINUTES:

SERAD Support to Young Professionals
a report by Jennifer Cooper to the SERAD EC

I. ASME Web Based Content
ASME’s Web Based Content Project is creating sustainable web-content relevant for early career engineers to satisfy their needs in technical and career development information. Recordings of interviews, talks, and panel discussion will be conducted and then edited into several bite size web segments for release starting early 2013.

a. Participate as a subject matter expert during technical topic interview or panel discussion
b. Next recording Sunday, November 11 at IMECE

II. ME Today
ME Today is an online magazine published every other month (February, May, July, September, and November) and sent out to member students and early career engineers. We’re returning to a more prescriptive format and are always looking for additional content and revolving or regular features.

a. Establish a regular SERAD segment. Can be assigned to EC or other SERAD members on a rotation for content
b. SERAD members submit other articles for publication within ME TODAY

III. Early Career Forum
Any section, division, or district and host an Early Career Forum. The Old Guard has a grant for funding for these events which funnels through the CECD (Committee on Early Career Development). This requires some planning, but is a great way to engage Young professionals. Examples of ECF’s and more information can be found at http://volunteer.asme.org/unit/Early_Career_Forum_Grant.cfm.

IV. Early Career Social
Join us at our annual early career social at IMECE. Always great networking and fun! This year will be Sunday, November 11 from 8-10. For the first hour we will have 4 mini talks on some non-traditional or non-technical engineering topics that will also be recorded for the Web Based Content Project and for the 2nd hour we will have a booth fair and ice cream. The booth fair will have representatives from different collages promoting their graduate school programs so this would be one more opportunity to get the word out about SERAD’s Student Competition for the next year.