

AMERICAN ASSOCIATION OF ENGINEERING SOCIETIES

Minutes of AAES Executive Committee Meeting

Wednesday, April 22, 2009

National Academy of Engineering
Constitution Avenue Facility
Washington, D.C.

AGENDA ITEM No.

EXECUTIVE COMMITTEE ACTIVITY

1.0 The AAES Board Executive Committee (ExCom) meeting was called to order at 9:02 a.m. by Chair Ralph Wyndrum

1.1 Roll was taken: Present were -
Ralph Wyndrum (Chair), Roger Simpson (Chair-Elect), Jon Nelson (Past Chair), At-Large Committee Members Thomas Hanley, and David Mongan, Bill Salmon (Treasurer), Richard Anderson (Secretary), Bill Koffel (Executive Director), and, AAES Staff Connie Kyle.

~~Present via telephone conference was Dan Bateson (EWC)~~

A quorum was present.

1.2 The agenda was reviewed and adopted:

1.3 A motion to accept the minutes of the Executive Committee meeting of February 20, 2009, (Draft 2), was made, seconded and passed.

2.0 Officer's Reports: The written reports presented for this meeting were the same as presented for the AAES Board meeting, held yesterday, April 21, 2009, and they are all posted on the AAES website.

2.1 Chair's Report-Wyndrum – No additional items

2.2 Past-Chair Nelson:

2.2.1 Nelson presented the draft of the Executive Director Review Procedures. The draft was reviewed by the ExCom and accepted. Nelson transmitted the final, approved, version to the ED for implementation.

2.3 Chair-Elect: Simpson – No additional items

3.0 Executive Director's Report-Koffel

3.1 AAES Membership Status

Wyndrum went over the active recruitment plan that was discussed at the AAES Board meeting yesterday, as repeated below:

The Executive Director has continued his outreach to potential member associations. From his discussions, it appears as though the main stumbling block is the AAES dues structure, where every association pays the same.

Some of the groups that have been contacted include: ASABE, SFPE, TMS, SME, AASHRAE, NDT, ASTM, IIE, and NSBE. More contacts are planned.

***ACTION:** Nelson to contact: ASTM, IES, NSBE, ASNT.*

***ACTION:** Simpson to contact: ASHRAE, ISA, SAE, SNAME, SPIE.*

***ACTION:** Wyndrum to contact: FMS, IIE, OSA.*

***ACTION:** Koffel to contact: ASABE, SFPE, SME, BMES.*

These contacts are to be completed by May 30, 2009.

Wyndrum recommended that the same message be given to each society: “the dues structure will remain at \$10,000 per society, regardless of size”.

***ACTION:** Kyle to review the association records to determine membership history of the above-noted 16 societies, to aid the four individuals in approaching those societies. Information gleaned from the records search shall be transmitted to the appropriate individual.*

4.0 Treasurer’s Report-Salmon

4.1 Salmon is still sorting out the nuances of the endowments, and related income and expenses. The numbers appear to be in order, but because of inadequate descriptions, the records are not as transparent as they could be.

4.2 The 2009 budget approved by the Board in December is on target thus far. New Member Societies that join during the year will have their dues pro-rated for the year.

4.3 An anonymous donor has donated \$10,000 to support the AAES Norm Augustine Award.

5.0 The ED’s report was discussed yesterday and is posted on the AAES website.

***ACTION:** Koffel will annotate the Bylaws to reflect the changes that have been made.*

***ACTION:** Koffel will ensure the website is updated on a monthly basis.*

6.0 EWC-The report as presented by Bateson at the AAES Board meeting yesterday is posted on the AAES website.

7.0 Reports from the AAES Committees

7.1 Nominating Committee

The terms of all of the committees need to be reviewed to ensure the starting dates and terms are in accordance with the needs of AAES

***ACTION:** Simpson to contact all Member Societies to solicit names for open positions on the AAES Committees.*

***ACTION:** Simpson to review the procedures for the selection of members to the AAES committees, including the timing of the service on the committees. Report to be submitted to the*

ExCom by 6-30-09. If changes to the Bylaws are required, an e-mail ballot will probably be used in order to meet the deadlines required of the committees.

7.2 Terms of At-large Executive Members

The discussion of this issue continued from the Board meeting yesterday.

The terms of the current At-large members of the ExCom. Hanley's and Mongan's terms both expire at the end of 2010. Meyer's term expires at the end of 2011. In order to achieve the staggered terms called for in the Bylaws, a waiver of the Bylaws will be required to permit the positions to be filled in 2010 to consist on one-two year term, and one-three year term. When this is accomplished, the At-large positions will then expire in 2011, 2012, and 2013.

ACTION: *Koffel to ensure the one-time waiver of the Bylaws is properly accommodated in the election to be held in 2010, in order to permit the staggered terms of service for the At-large committee members of the ExCom.*

7.3 Awards Committee

The Awards Committee needs the same close attention as the Nominating Committee with regard to terms of service, etc. A possible revision of the timing of service has been recommended by Nelson.

ACTION: *Simpson needs to secure a replacement for Gray and the two members of the Awards Committee whose terms will expire this year.*

7.4 Membership Development Committee

Covered in Agenda Item 3.1

8.0 Reports from AAES Groups

The written reports from the various Work Groups are posted on the AAES website

The draft of the Charter for the Emerging Issues Work Group has been received by the ExCom. The Charter is welcomed and the Work Group will be chartered as soon as the three AAES Member Societies are identified, along with their contact persons.

ACTION: *Kun is requested to submit the names of the three AAES Member Societies that will form the basis of the Working Group and their respective representatives. Upon submittal of this information, the Work Group will become chartered.*

ACTION: *Koffel to contact the respective chairs of the Work Groups to thank them for their reports.*

ACTION: *AAES (Kyle) to send out invoices to the financially contributing societies that have agreed to contribute to the UPADI and WFEO dues assessments. Chair of INTAC (Hatch) to follow-up with individual societies to ensure that contributions are paid to AAES in a timely manner.*

9.0 Old Business

ACTION: *Salmon to contact Reg Vachon to determine if he would be willing to lead the ad hoc group on the WEC-2015.*

Salmon subsequently contacted Reg Vachon and he agreed to lead the ad hoc group.

(The Action Item lists from previous meetings were reviewed to verify items had been completed. The following items are from previous meetings.)

ACTION: *Koffel to provide a proper definition of “negative net assets” as used in previous financial documents.*

ACTION: *Koffel to verify recent AAES committee appointments to ensure the list of serving individuals and open positions is current.*

ACTION: *Simpson to make appointments to Finance Committee in accordance with the Bylaws.*

ACTION: *ED Koffel to contact Darlene Schuster (AICHE) to gauge the level of interest in forming this Work Group. (on carbon in the environment)*

(From Board minutes of May 6, 2008)

Grant suggested that he believes it would be a good idea to have a small meeting between the Work Group leaders and the AAES leadership.

ACTION: *Nelson will consider the logistics of such a meeting and will report back to the ExCom. (Simpson will take this item on for 2010)*

(From Board minutes of May 6, 2008)

f. Salmon suggested that NAE would be receptive to hosting a meeting regarding the NAE report on the public’s awareness and perception of engineering. This meeting would be held soon after the release of the NAE report in early June.

g. Carter suggested that it would be better to have AAES host the meeting and invite the NAE to participate. This would show that the AAES is taking a leadership role in this effort.

ACTION: *NSPE (Gray) and SWE (Shanahan) agreed to set up this meeting by contacting Lance Davis of the NAE. The meeting would be relatively small and involve the leadership of the ~~AAES~~ ASEAES Member Societies, and would occur soon after the release of the NAE report in early June.*

(Koffel will prepare and submit this letter)

ACTION: *Contact persons from the ExCom to the Working Groups were assigned:*

EFS and INTAC = Salmon and Anderson

K-12 and Diversity = Wyndrum

Emerging Issues = Mongan

10.0 New Business

10.1 Educational Session – December Board of Directors Meeting

The theme for the session has tentatively been set to be “Changing the Conversation”. SWE and NSPE are taking the lead on the program.

ACTION: *Koffel to contact Karen Horting (SWE), Larry Jacobsen (NSPE), and Kathryn Gray (NSPE) to begin the planning for the session.*

***ACTION:** Koffel to contact the chairs of EFS and INTAC to determine if they would be willing to present an oral report to the Board on their activities at the December meeting.*

***ACTION:** Koffel to set up conference call between Wyndrum, Simpson, Nelson and Koffel regarding future planning.*

***ACTION:** Koffel to ensure appropriate paperwork to reflect the Nominating Committee of '09, whose term begins August 1, 2009, to nominate candidates 60 days prior to Board Annual meeting in April 2009. Those candidates, when elected, would begin their terms on January 1, 2011.*

***ACTION:** Koffel to notify the Work Group chairs that the written reports of their activities are to be submitted 30 days prior to the Board meetings. The reports for the ExCom meetings will be oral reports delivered by their respective ExCom contacts. The respective chairs of the Work Groups are welcomed and encouraged to attend the Board meetings to participate and present oral updates in addition to their written reports.*

11.0 Future Meetings

- AAES Executive Committee meeting September 18, 2009, Engineer's Club in Baltimore (www.esb.org)
- AAES Board of Directors Meeting on December 1, 2009 at the Engineer's Club in Baltimore.
- AAES Executive Committee meeting on December 2, 2009 Engineer's Club in Baltimore
- AAES/NAE Convocation April 19, 2010
- AAES Board of Directors meeting on April 20, 2010
- AAES Executive Committee meeting on April 21, 2010
- AAES/NAE Convocation April 18, 2011
- AAES Board of Directors meeting on April 19, 2011
- AAES/NAE Convocation April 16, 2012
- AAES Board of Directors meeting on April 17, 2012

12.0 Action Items Generated From This Meeting

AGENDA ACTION IDENTIFIED
ITEM

3.1 *Prospective new member contact assignments:*

Nelson to contact: ASTM, IES, NSBE, ASNT.

Simpson to contact: ASHRAE, ISA, SAE, SNAME, SPIE.

Wyndrum to contact: FMS, IIE, OSA.

Koffel to contact: ASABE, SFPE, SME, BMES.

3.1 *Kyle to review the association records to determine membership history of the above-noted 16 societies, to aid the four individuals in approaching those societies. Information gleaned from the records search shall be transmitted to the appropriate individual.*

5.0 *Koffel will annotate the Bylaws to reflect the changes that have been made.*

5.0 *Koffel will ensure the website is updated on a monthly basis.*

- 7.1 *Simpson to contact all Member Societies to solicit names for open positions on the AAES Committees.*
- 7.1 *Simpson to review the procedures for the selection of members to the AAES committees, including the timing of the service on the committees. Report to be submitted to the ExCom by 6-30-09. If changes to the Bylaws are required, an e-mail ballot will probably be used in order to meet the deadlines required of the committees.*
- 7.2 *Koffel to ensure the one-time waiver of the Bylaws is properly accommodated in the election to be held in 2010, in order to permit the staggered terms of service for the At-large committee members of the ExCom.*
- 7.3 *Simpson needs to secure a replacement for Gray and the two members of the Awards Committee whose terms will expire this year*
- 8.0 *Kun is requested to submit the names of the three AAES Member Societies that will form the basis of the Working Group and their respective representatives. Upon submittal of this information, the Work Group will become chartered.*
- 8.0 *Koffel to contact the respective chairs of the Work Groups to thank them for their reports.*
- 8.0 *AAES (Kyle) to send out invoices to the financially contributing societies that have agreed to contribute to the UPADI and WFEO dues assessments. Chair of INTAC (Hatch) to follow-up with individual societies to ensure that contributions are paid to AAES in a timely manner.*
- 9.0 *Salmon to contact Reg Vachon to determine if he would be willing to lead the ad hoc group on the WEC-2015. (completed)*
- 9.0 (The Action Item lists from previous meetings were reviewed to verify items had been completed. The following items are from previous meetings.)
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12.0 Adjournment at 12:10 pm

Respectfully submitted:

Richard O. Anderson, P.E.
AAES Secretary

Distribution: 1. AAES Board of Directors
 2. AAES ExCom
 3. Member Society Executive Directors and Presidents