

SLA Engineering Division Executive & Advisory Board Meeting
February 28, 2013: 10:01am-10:59am Central Time

1- Open Meeting and Roll Call (Penny Sympson and Giovanna Badia)

Present: Penny Sympson, Andy Shimp, Pamela Enrici, Mary Strife, Edna Paulson, Giovanna Badia, Mary Silva Whittaker, Diane F. Brenes, Patricia Aspinwall, Robert Tolliver, G. Lynn Berard, Susan Morley, Barbara Williams, Beth Thomsett-Scott, Betty Edwards

Absent: Bonnie Osif, Abby Thorne, Karen A. Vagts, Dale Copps, Sara Tompson

Guests also present: Jeremy Cusker

2- Changes to Agenda (Penny Sympson)

Information about the San Diego raffle, as well as changing board meeting dates, times, and/or lengths, will be discussed under New Business if time permits.

3- Approval of January 2013 Meeting Minutes (Penny Sympson)

Approved.

4- Chair & Committee Reports

A) Chair (Penny Sympson)

Penny attended the Leadership Summit and posted a summary of her experience to the blog.

B) Chair-Elect (Andy Shimp)

The overall theme for the 2014 conference is “beyond borders.” Sub-themes to consider when planning the 2014 conference are: working across borders, stretching skillsets, and Vancouver as an international meeting place that recently hosted the Olympic winter games and is known for its sustainable planning.

The daily spotlight sessions will be re-launched for 2014. The 3 daily themes will be: 1) embedded information services; 2) digital content and big data; and 3) leadership in the human age. There will also be something new introduced, which is called “quick takes.” These are short, but intense educational sessions (15 minutes each). Finally, there will be additional time slots available, i.e., of 60, 90, or 120 minutes.

C) Past-Chair (Pamela Enrici)

Past chairs of all SLA divisions and chapters will be listed on the SLA website and kept on the leadership listserv.

D) Aero Chair (Mary Strife) – No report.

E) Aero Chair Elect (Edna Paulson)

Edna is in the process of creating a program for the section's breakfast and will be asking for some ideas on that.

F) Treasurer's Report (Mary Silva Whittaker) – See report at the end of the minutes.

G) Secretary (Giovanna Badia) – No report.

H) Vendor Relations (Patricia Aspinwall) – See report at the end of the minutes.

I) 2013 Meeting Planner (Betty Edwards)

Betty has all the panelists for the patent session. She is working on getting more speakers for the project management session, as well as on scheduling high tea on Saturday before the board meeting.

We will need to solicit volunteers to write about our conference sessions for SciTech News. A call will be posted on the listserv.

J) 2014 Meeting Planner (Beth Thomsett-Scott)

There are 5 programs that we can be the lead sponsor on, two of which are our business meeting and standards update. There are currently 6 possibilities for programs that we can sponsor for the 3 other slots. Beth will be asking for feedback on these. We also have the opportunity to co-sponsor another 3 programs.

K) Professional Development (Penny Sympson)

The Professional Development Chair position is now open.

L) Membership (Lynn Berard)

13 new members joined our division since April 2012 and they will be contacted to check whether they want a mentor or a conference mentor. Lynn is working on welcome letters to send to the new members, which will also be used for future members. If anyone has ideas about information that should be included in the letters, please e-mail Lynn. The letters will be going out soon.

M) Strategic Planning (Karen Vagts; absent) – See report at the end of the minutes.

N) Standards (Susan Morley) – See report at the end of the minutes.

O) Awards (Diane Brenes)

Deadline for all our awards is March 15th. Diane will send out a 3rd call and will push the deadline to March 30th.

P) Board Liaison (Sara Tompson; absent) – No report.

Q) Archives/Mentoring (Bonnie Osif; absent) – No report.

R) Listserv (Robert Tolliver)

Robert reminded everyone that we are looking for a new listserv owner. This position does not require a lot of work and is a good opportunity to get to know people.

S) Website (Dale Copps; absent) – No report.

5- Old Business

A) Vendor Relations Title (Penny Sympton)

The executive board voted and approved the new position title, Fundraising Chair, to replace the previous Vendor Relations title.

B) Scholarship for Leadership Summit (Penny Sympton)

There have been questions about the value of attending leadership summit for someone who is not in a leadership position. This discussion will be tabled until the Fall.

C) Travel Expense Advancement (Penny Sympton)

Discussions will be continued on this.

D) Finding New List Owner (Penny Sympton)

This is Robert's last board meeting. Penny thanked him for his service. A call will be put on the listserv to ask for a volunteer.

6- New Business

A) Auto-Subscribing New Members to the Listserv (Penny Sympton)

The executive board voted and approved to keep the existing policy, i.e., that members subscribe themselves to the listserv.

B) Posting 2012 Business Meeting Minutes as a Draft on the Website (Penny Sympton)

The executive board voted and approved the motion that the draft of the 2012 Business Meeting Minutes be posted on the website as soon as possible.

C) Placing Additional Archival Documents on the Website (Penny Sympton)

The executive board voted and approved the motion that all meeting minutes be posted on the website (excluding the Executive Board minutes) and that we continue discussing the posting of financial information. Information about previous division board members will also be posted on the website.

D) Searching for New Professional Development Chair and Expanding the Duties
(Penny Sympson)

An email will be sent to the list seeking a volunteer. The goal will be to offer 4 webinars per year.

E) Conference Buddy Program (Penny Sympson)

A discussion ensued about the similarities and differences between a conference buddy program and the existing conference mentor program. The discussion will be continued via email after the meeting.

F) DENG Facebook and/or LinkedIn Pages (Penny Sympson)

An email discussion will be started after the meeting about whether we should have a Facebook and/or LinkedIn pages and the logistics of doing it.

G) Raffle in San Diego (Penny Sympson)

Penny mentioned that we could not solicit money for raffle tickets without getting a permit. She will ask HQ if we can collect money for a charity, which is not used to buy raffle tickets.

H) Altering Meeting Date/Time/Length (Penny Sympson)

Penny will start an email discussion about extending our meeting times and changing the day of the week to allow other members to be able to attend. The dates would change after the San Diego conference, but our meeting times might be extended before then if the need arises.

7- Next Meeting (Penny Sympson)

The next meeting will be held on March 28th, 2013 at 10 a.m. Central Time.

8- Adjournment (Penny Sympson)

The meeting was adjourned at 10:59am Central Time.

Respectfully submitted,
Giovanna Badia, Secretary
SLA Engineering Division

Treasurer's Report**SLA Engineering Division and Aerospace Section Treasurer's Report**

February 28, 2013 Meeting

From Chase Bank statements as of January 31, 2013:

Engineering Division	TOTAL
Savings and Checking accounts total	\$32,669.55
 Aerospace Section	
Savings and Checking accounts total	\$ 7,273.16
 GRAND TOTAL	
in SLA ENG and SLA AERO accounts	\$39,942.71

Other activity:

We received checks from four of our sponsors (only one is reflected in the above bank statement summary).

Several checks have been written for SLA Leadership Summit travel expenses (these amounts are not reflected in the January bank statement).

Respectfully submitted,

Mary Silva Whittaker

SLA Engineering Division Treasurer

Vendor Relations Report for Chicago 2012

Vendor	Amount	Program sponsored	Donation level	Rec'd?
AIAA	\$2,500	Aerospace Breakfast	Terabyte	
ASCE	\$750	Standards Update	Megabyte	
ASME	\$2,500	?	Terabyte	
ASTM	\$750	Standards Update	Megabyte	
Basch	\$200	Eng Luncheon	Kilobyte	200
Dialog	\$500	Race to the Patent Office	Kilobyte	500
Elsevier		waiting to hear		
IEEE	\$2,500	Eng Luncheon, Aerospace Breakfast, System thinking	Terabyte	2500
IET/Inspec		still trying to connect		
IHS	\$1,500	Standards Update	Terabyte	1500
Knovel		waiting to hear		
McGraw-Hill Professional	\$1,500	Eng Luncheon	Gigabyte	
Morgan & Claypool	\$500	Eng Luncheon	Kilobyte	
Springer		waiting to hear		
Techstreet	\$1,500	Eng Luncheon, Standards Update	Gigabyte	
Total	\$14,700			\$4,700

Patricia reported that she heard from Elsevier after sending the above chart. Elsevier will be providing \$500. Patricia was contacted by a company who would like to sponsor the division for the conference but who will not be an exhibitor at the conference. She was also contacted by another company who would like to be an exclusive sponsor for "The Race to the Patent Office" session, but another company had already asked to sponsor this session. A discussion ensued. Sara Davis will be contacted to help with the latter issue. Penny will contact HQ to discuss allowing a company to sponsor the conference without being an exhibitor.

Patricia Aspinwall

Chair, Vendor Relations, ENG Division

Strategic Planning Committee Report

The Strategic Planning (SP) Committee has begun work on the following three items:

1. Developing a project schedule.

Our tentative schedule is as follows:

- Mar 25 Draft Survey Due
- Apr 8 Issue Survey
- Apr 29 Survey Closes
- May 13 Complete Survey Compilation
- Jun 8 Presentation of Survey Results at DENG Board Meeting, SLA Annual Conference
- Aug 12 Present Draft 1 of SP to Board
- Oct 14 Present Draft 2 of SP to Board
- Dec 16 Release SP to DENG members

2. Drafting a member survey.

This would be circulated to the Division this spring via SurveyMonkey, in time for us to compile the results prior to the June meeting at the annual conference. We will ask the board to preview the survey before it is sent out. We will promote and explain the rationale for this both via an email and with a post on the Division blog.

We've looked at other division surveys and concluded that ours should primarily focus on values, vision, role, and other broader issues about our mission and identity, not mechanics or program specifics – those would emerge from the survey and the SP, when we begin to develop an action plan. SP committee member Danielle Harrison suggests:

- *I think one thing we may want to consider as we draft the survey and SP is what have we, DENG, done to demonstrate our values in the past? What have we as a group done to demonstrate SLA values in the past? Where have we put our focus the past few years? What do we want to do differently? I ask because I think it will help with formulating our survey and give us some direction as to where we want to go or change our path.*

3. Drafting the Strategic Plan.

We've begun to outline the plan. After looking at the plans of other divisions, we've come to the following conclusions:

- In reflection of the matter-of-fact nature of our target audience (engineers) with its focus on efficiency and clarity, the survey should be short and to the point. We like the SPs that are two pages maximum in length and presented in a format that

is easy to absorb. Think of our SP as something that could be summarized on a nicely-designed bookmark.

- Strategic planning often presents a challenge to distinguish between mission, goals, objectives, tactics, and tasks. The critical focus at these initial stages is to clarify our mission and goals/objectives (some would say that the latter two are semantic hair-splitting!) and to verify that they dovetail with SLA's overall vision. We must get that resolved first. Once that is done, then the action plan as well as annual planning should evolve quite naturally from that.

Respectfully submitted,

Karen A. Vagts

Strategic Planning Committee Chair

Standards Report

18 presenters have been invited, 8 are confirmed.

Confirmed

1. ANSI : Leanne Lowry
2. ASCE : Gina Lindquist
3. ASME : Michael Rovins
4. ASTM International : John Pace
5. BSI Global: Alban Smith
6. CSA Group: Patti Ensor
7. IHS Global Inc.: Steve Noth
8. Techstreet (Thomson Reuters): Todd Fegan

Maybe

1. IEEE - if no conflict with IEEE sessions.
2. SAI Global (ILI) – Stuart Bower marriage conflicts, will attempt to schedule another SAI Global rep.

Pending reply??

If I manage to receive a reply before the conference – but to my knowledge none of these are registered exhibitors.

1. AASHTO, Bob Cooper (per A.J. Million)
2. ASHRAE
3. Eastview
4. Catalysts Ltd ** Written presentation in 2012
5. IFAN (International Federation of Standards Users) ** NEW
6. Madcad— <http://www.madcad.com>
7. SES - The Society for Standards Professionals. Creators of the "Standards Aware™ E-learning Courses"

NO

SAE International - Jeremy Cusker to follow up.

Respectfully submitted,

Susan Morley
Standards Chair