

SLA Engineering Division Executive & Advisory Board Meeting

April 25, 2013: 10:01am-11:09am Central Time

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

Present: Penny Sympson, Andy Shimp, Pamela Enrici, Mary Strife, Giovanna Badia, Mary Silva Whittaker, Barbara Williams, Diane F. Brenes, Amber Collins, Betty Edwards, Beth Thomsett-Scott, Susan Morley, Dale Copps

Absent: Edna Paulson, Bonnie Osif, Abby Bedford, Patricia Aspinwall, G. Lynn Berard, Karen A. Vagts, Sara Tompson

Guests also present: Maureen Kimball

2- **Changes to Agenda** (Penny Sympson) – Pam will talk about changes to recommended practices and Penny will discuss the division paying for gift cards.

3- **Approval of March 2013 Meeting Minutes** (Penny Sympson) – Approved.

4- **Chair & Committee Reports**

A) **Chair** (Penny Sympson) – No report.

B) **Chair-Elect** (Andy Shimp) – No report.

C) **Past-Chair** (Pamela Enrici) – Needs two people to be on the nominating committee. These two people cannot be from the executive board. The nominating committee runs the election in September. The positions open are Chair-Elect and Treasurer.

D) **Aero Chair** (Mary Strife) – The call for the Mandel Award was put out and no nominations were received. Barbara and Mary will look at previous nominations.

E) **Aero Chair Elect** (Edna Paulson) – Absent; no report.

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

G) **Secretary** (Giovanna Badia) – No report.

H) **Vendor Relations** (Penny Sympson on behalf of Patricia Aspinwall) – There have been no changes to the sponsor list. The dollar amount is still nearly \$20,000. Sponsors will get tickets to attend either the breakfast or luncheon.

I) **2013 Meeting Planner** (Betty Edwards) – All is going well. As of April 24th, 55 Engineering Division members have registered for the conference. Penny and Betty worked on an evaluation form that will be sent out after the conference. Feedback received from the form will assist in future planning. Another call will be put out for conference reporters; no responses have been received so far. If no responses are received after the second call for reporters, the 55 division members who registered for the conference will be contacted to ask for volunteer reporters.

J) **2014 Meeting Planner** (Beth Thomsett-Scott) – Beth is in the process of deciding which programs to go ahead with, and she welcomes input.

K) **Professional Development** (Penny Sympson) – Chair position is still open. Sarah will assist Penny with sending out announcements about professional development.

L) **Membership** (Lynn Berard) – Absent; no report.

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) – There were no applications received for the IEEE continuing education travel award so IEEE withdrew the award for this year. IEEE will be thanked for sponsoring the award at the conference.

P) **Board Liaison** (Sara Tompson) – Absent; no report.

Q) **Archives/Mentoring** (Bonnie Osif) – Absent; no report.

R) **Listserv Owner** (Amber Collins) – No report.

S) **Website** (Dale Copps) – No report.

5- **Old Business** (Penny Sympson)

A) **Charity for San Diego conference** – Motion made and approved to select Rolling Readers as our charity.

B) **Board rosters have been posted on our website.**

C) **Placing archival documents on the website** – Motion made and approved to post on the website those documents that the Treasurer forwards to HQ, with certain personal information redacted.

D) **Open Professional Development Committee and Chair Position** –

The Professional Development Chair position is still opened. Sara is willing to start after the June 2013 conference. Any additional nominations would be welcome.

E) **Conference Buddy Program** (Penny Sympson on behalf of Bonnie Osif) – Three people have requested a buddy so far and one person has volunteered to be a buddy. Another e-mail announcement will be sent out.

F) **DENG Facebook and/or LinkedIn pages** – Penny is still collecting information from the leadership list. Attendees at the Engineering Division Conference Luncheon will also be asked for their feedback on this.

G) Soliciting comments about conference sponsors – An email will be sent out to the membership in May to collect comments about sponsors, in order to give more personal thank yous to sponsors at the conference.

H) Non-SLA members on Engineering Division Discussion List – Discussion will be continued via a separate email. Only half of Engineering Division members are subscribed to the division listserv. We may need to revisit the auto-subscribe issue for members or do some other marketing to members who have not joined the listserv.

6- New Business (Penny Sympson)

A) Board sign up to help at programs – Need a volunteer for each division sponsored session who will count the people in attendance and obtain help with AV problems if they occur. Some sessions are still missing volunteers. The sign up grid will be sent out again.

B) Possible professional development opportunities: Springer, Deb Hunt – Sara will be looking into this.

C) Reporters sign up progress for Conference programs – No responses received so far. A second email will be sent out calling for volunteers.

D) Changes to Recommended Practices (Pamela Enrici) – Pam started with a beginning set of revisions to the recommended practices. Everyone is encouraged to read over the document to make sure everything is correct.

E) Gift cards at luncheon, incentives to SP survey takers, reporters, etc. –

Penny proposed that the Engineering Division pay for three gift card drawings to entice individuals to attend the luncheon (one drawing), complete the strategic plan survey (one drawing), and volunteer to be a conference reporter (one drawing). A discussion ensued. The amount for a gift card should be \$25.00 or less. For this year, Penny's company will offer three \$25.00 gift card drawings: one drawing for attending the luncheon, another drawing for completing the strategic plan survey, and another drawing for volunteering to be a conference reporter. The discussion will be continued about whether the Engineering Division should pay for gift card drawings in the future.

7- Next Meeting (Penny Sympson)

The next meeting will be held on May 23rd, 2013 at 10 a.m. Central Time.

8- Adjournment (Penny Sympson)

The meeting was adjourned at 11:09am Central Time.

Respectfully submitted,

Giovanna Badia, Secretary
SLA Engineering Division

Treasurer's Report**SLA Engineering Division and Aerospace Section Treasurer's Report**
April 25, 2013 Meeting*From Chase Bank statements as of March 29, 2013****Treasurer's report:***

Engineering Division	TOTAL
Savings and Checking accounts total	\$36,667.60
Aerospace Section	
Savings and Checking accounts total	\$ 9,773.39
GRAND TOTAL	
in SLA DENG and SLA AERO accounts	\$46,440.99

Respectfully submitted,

Mary Silva Whittaker
SLA Engineering Division Treasurer

Strategic Planning Committee Report

The Committee is finalizing the member survey, which we hope to issue next week. We have whittled down the original 27 questions to about 21 and are focusing on two sets of questions. One set addresses what DENG members think about how we should relate to SLA's general goals, values, and key focuses and the other asks for basic information about member demographics and SLA and DENG activities. We will run correlations between these two sets of questions to see what relationships may exist between various member characteristics, such as geographic location, professional tenure, work setting, etc., and views on strategic direction. There are many other questions that we would like to ask but they seem premature and we can consider doing subsequent surveys or focus groups at a later stage.

I will email the Board the final version that we hope to issue and ask for your prompt response. We then will need to inform the members about the survey. A tentative strategy is:

- Use the listserv to let members know that the survey is being done and why
- Post a notice on the SLA Blog (which is deployed via RSS) about the SP committee, the survey, etc.
- Email DENG members only the link to the survey with a request to complete it by a date in May.
- Issue one or two email nudges to complete the survey

Penny has asked you if we could provide an incentive, such as a gift card or raffle, to complete the survey. I hope that you make a conclusive decision during the meeting so that we can proceed with finalizing the survey. We would also appreciate any suggestions for additional channels to promote the survey.

Respectfully submitted,

Karen A. Vagts
Strategic Planning Committee Chair

Standards Report

20 presenters have been invited, 13 are confirmed. I think we've sufficient presenters to fill the session.

Confirmed (listed in alphabetical order and not in the order of when they will present)

1. ANSI (L. Lawry)
2. ASCE (G. Lindquist) **Megabyte**
3. ASME (M. Rovins)
4. ASTM (J. Pace) **Megabyte**
5. BSI Global (A. Smith)
6. CSA Group (P. Ensor)
7. Document Center Inc. (Claudia Bach, President) ** Returning after many years absence **
8. Eastview
9. IEEE
10. IHS **Gigabyte** (S. Noth)
11. Madcad (E. Dedevas)
12. Standards Technology Group, Inc. (D. Walsh) (SEMI partner) ** NEW 2013 **
13. Techstreet (T. Fegan) **Gigabyte**

Maybe

1. SAI Global (ILI) – Stuart Bower marriage conflicts, will attempt to schedule another SAI Global rep.

No

1. AASHTO, Bob Cooper (confirmed by A.J. Million)
2. ASHRAE
3. ASME (American Society of Mechanical Engineers)
4. Catalysts Ltd ** Written presentation in 2012
5. IFAN (International Federation of Standards Users) ** NEW
6. SAE International (confirmed by Jeremy Cusker).
7. SES - The Society for Standards Professionals. Creators of the "Standards Aware™ E-learning Courses"

Respectfully submitted,

Susan Morley
Standards Chair