

SLA Engineering Division Executive & Advisory Board Meeting

January 23, 2014: 1:00-2:01pm Eastern Time

1- **Open Meeting and Roll Call** (Andy Shimp)

Present: Andy Shimp, Sara Davis, Penny Sympson, Edna Paulson, Mary Whittaker, Diane Brenes, Taya Cagle, Jeremy Cusker, Patricia Aspinwall, Beth Thomsett-Scott, Susan Morley, Moy McIntosh, Amber Collins

Absent: Giovanna Badia, Mary Strife, Bonnie Osif, Vanessa Eyer, G. Lynn Berard, Ashleigh Faith, Karen Vagts, Dale Copps

Guests: Maureen Kimball

2- **Changes to Agenda** (Andy Shimp) – None.

3- **Approval of Previous Meeting Minutes** (Andy Shimp) – Moved by Andy, Seconded by Edna Paulson, approved.

4- **Chair & Committee Reports**

A) **Chair** (Andy Shimp) – Congratulated past-chair Penny on the past year and her accomplishments. He noted that Leadership Summit would be reported on under New Business.

B) **Chair-Elect** (Sara Davis) – Sara announced she had accomplished her first task, which was to secure the **2015 Meeting Planner**, and was happy to announce that would be Penny Sympson (also past-Chair).

C) **Past-Chair** (Penny Sympson) – Penny is planning to introduce changes to the Recommended Practices.

D) **Treasurer (Mary Whittaker / Diane F. Brenes)**

Mary reported on information submitted to Giovanna. Payment received from Transportation Division, Aerospace Division, Pharma Division and I.H.S. for 2013 conference related expenses. Mary explained that oddities showing in 2013 include the allotments which do not show up in final reports 2011 & 2012 conference items paid for in 2013. Outstanding payments owed from Petroleum Division who cosponsored some 2013 sessions. There have been several failed attempts to contact the Division chairs. Sara Davis volunteered to reach out as several are Houston based. SLA HQ paid the 2013 conference payments in January 2014. Treasurer's report was e-mailed to the Engineering Division Executive Board. See report at the end of the minutes.

E) **Secretary (Giovanna Badia)** – ABSENT Susan Morley recording.

F) **Aero Chair** (Edna Paulson) – Edna is looking for a Chair-Elect for the Aerospace Section. Attended Leadership Summit. 2014 Award announcement to be sent later in January for the Mandela Award. It was not awarded in 2013, and there are plans to follow up with last year's submitters to encourage them to

resubmit.

G) **Aero Chair-Elect** () – vacant position.

H) **Aero Past-Chair** (Mary Strife) – Assisting Edna in looking for a Chair-Elect for the Aerospace Section.

I) **Vendor Relations** (Patricia Aspinwall) – Asks have been sent to past vendors. Positive response received from several, with new interest from some others. Regarding the tickets given to the vendors for the Engineering Division luncheon in 2013, there were several ‘no shows.’ Tickets were expensed but left unclaimed. Patricia was wondering if it would be okay to obtain a guarantee from the vendors regarding attendance. She is also planning to investigate “Engineering Division” ribbons. Estimated pricing is 200 ribbons for \$100, 500 for \$175. A discussion occurred, which resulted on the following motion submitted by Sara Davis.

“Patricia to continue on with work she’s done with ribbons, and get a mock up. Moy McIntosh to contact SLA HQ to see if there’s a procedure to follow with ribbons.” Motion submitted by Sara Davis, seconded by Edna Paulson. Passed vote of the Executive Board.

J) **2014 Meeting Planner** (Beth Thomsett-Scott) – Summary of 2014 speakers, program changes, etc., to be sent via e-mail listing. Two sponsorships include Transportation Division and SciTech – possibly for Standards Update. There is confusion for the Sciences Poster Session regarding finances, contributions, hosting. Beth is debating if it is financially worthwhile.

K) **2015 Meeting Planner** (Penny Sympson) – Reporting on 2015 conference to be held in Boston. Theme is “Be Revolutionary”. Kendra Levine is the HQ liaison for this conference. Each division is allowed 5 proposals, 4 sessions to co-host, 2 session ‘quick takes’. New items: 1) Master class session, replacing Spotlight; 2) Crescendo Sessions; 3) Talent Pool, which is a database of potential speakers that planners can use.

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

M) **Strategic Planning** (Maureen Kimball) – Discussed report e-mailed to Board earlier this week. See report at the end of the minutes.

N) **Standards** (Susan Morley) – Susan discussed report e-mailed earlier this week. 10 presenters are confirmed. NFPA had been suggested as a possible presenter, and Jeremy will be following up to determine interest. See report at the end of the minutes.

O) **Awards** (Taya Cagle) – Provided verbal update on activities. Expressed her thanks to past chair, Diane Brenes, for her guidance.

P) **Board Liaison** (Moy McIntosh) – Introduced herself to the attendees.

Mentioned that she held prior SLA positions, including 2013 President of the New York Chapter.

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

R) **Mentoring** (Bonnie Osif/Ashleigh Faith) - Absent; no report.

S) **Website** (Dale Copps) – Absent; no report.

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

5- Old Business

A) Strategic Plan (Andy Shimp) – Continue discussion via e-mail with aim to have resolution for February meeting agenda.

B) ABCD Caucus (Penny Sympton) - Planning to survey members, but to coordinate with Strategic Plan, so there is no conflict of survey events. Penny has ABCD Caucus survey (Survey Monkey) ready to go, but would prefer to test first, before distributing to Engineering Division membership. She will share draft survey with Engineering Division Board at earliest opportunity, then distribute final survey to Division Membership.

C) Facebook/LinkedIn Update (Beth Thomsett-Scott) – Reported that Danielle (?sp?) is reviewing LinkedIn template. They are discussing options for use of Twitter. Facebook is in limbo.

6- New Business (Andy Shimp) –

- **Verbal report on Leadership Summit**

SLA reported 8,056 members, a 2013 balanced budget, and aiming for the same in 2014. Planning for an All Member Survey, last one held 7 years ago. Results of Name Change survey: 57% membership responded, stating that current name reflects their professional interests. There is no need for name change discussion in the next few years. SLA is considering selling HQ building and has engaged realtor to undertake this. HQ also stated that in 2013 there were no raises nor no new HQ hires; no plans for any in 2014. Changes are being considered to the Continuing Education (CE) course system.

7- Next Meeting (Andy Shimp)

The next meeting will be held on February 27th 2014 at 1:00 p.m. Eastern Time (ET).

8- Adjournment (Andy Shimp)

The meeting was adjourned at 2:01 pm ET.

Respectfully submitted,

Susan Morley, on behalf of Giovanna Badia (Secretary)

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

January 23, 2014 Meeting

From Chase Bank statements as of November 29, 2013

Engineering Division	TOTAL
Savings and Checking accounts total	\$29,347.32
Aerospace Section	
Savings and Checking accounts total	\$ 9,774.95

GRAND TOTAL	
in SLA ENG and SLA AERO accounts	\$39,122.27

From Chase Bank statements as of December 31, 2013

Engineering Division	TOTAL
Savings and Checking accounts total	\$31,425.13
Aerospace Section	
Savings and Checking accounts total	\$ 8751.36

GRAND TOTAL	
in SLA ENG and SLA AERO accounts	\$40,176.49

Respectfully submitted,

Mary Silva Whittaker

SLA Engineering Division Treasurer

Strategic Planning Committee Report

Here is an update from the Strategic Planning (SP) Committee for January, 2014:

1. You received a revised version of our proposed Strategic Plan (SP) for your review. This incorporates feedback from both the 2013 online member survey as well as from the Board members. Although these may have to be reviewed and/or approved on separately, the SP includes a revised scope as well as a vision statement - the latter is typical of most SLA SPs. We feel strongly that the scope and vision must be considered in tandem with the rest of the SP to ensure that they are all interconnected and internally consistent.
2. You also received the introductory page of the survey that we hope to issue to DENG members, asking them to review and comment on the SP. We envision keeping the survey as brief as possible although we recommend giving members the opportunity to comment on each component (mission, scope, and the three goals) as well as on the document in general. One technical question in terms of the survey design is whether we can link the survey to the full-text of the draft on a secured web page in the SLA site (this enables viewers to have the SP constantly available as they navigate through the survey pages); if not, we will include the full text in the survey.
3. In terms of the 2014 scheduling, we would like to have the SP finalized and ready for presentation by the June Annual meeting. Depending on other division activities, we would like to post the member survey by mid-February at the latest and close it out by early March, and then try to incorporate the survey feedback and finalize the document by late April or early May at the latest. We hope that the Board will give us guidance at its earliest convenience on this proposed schedule.

Respectfully submitted,

Karen A. Vagts

SLA Engineering Division Strategic Planning Chair

Standards Report

As of Tuesday January 21st, we have 10 confirmed presenters for **2014 Standards Update**.

16 organizations were approached. 2 declined to participate as they will not be at SLA 2014 - namely ANSI & Eastview. SAE International is a maybe.

Jeremy has taken on the task of following up with 3 laggards: Madcad, Open Systems & Standards Technology Group, Inc.

SAI Global is a returning participant, but as it's been several years since they attended, I expect they might be considered "new" .

Last year was a record setting session with representation from 14 organizations -- 12 in person, 2 written submissions. This year I expect we'll max out around 11 or 12 presenters, if we rely upon the list of past presenter contacts. So, if there's any *new* ones you'd be interested in hearing from, let Jeremy and I know and we'll take appropriate action.

Organization	Presenter	e-mail
ASCE (American Society of Civil Engineers)	Bill Nara, Director, Publications Marketing, ASCE	wnara@asce.org
ASME (American Society of Mechanical Engineers)	Michael J. Rovins, Director (Global) Sales and Customer Service at ASME	RovinsM@asme.org
ASTM (ASTM International)	John Pace, Vice-President, Publication & Marketing, ASTM International	jpace@astm.org
BSI Group	To Be Determined	
CSA Group	Patti Ensor, Manager, Commercial Alliances, CSA Group	patti.ensor@csa.ca
Document Center Inc.	Claudia Bach FSES, President, Document Center Inc.	claudia.bach@document-center.com
IEEE	Angel Trilli, Senior Marketing Manager, Digital Products and Corporate Sector, IEEE	A.Trilli@ieee.org
IHS	Steve Noth, Senior Director, Product Management, HIS	steven.Noth@ihs.com
Techstreet	To Be Determined	

Respectfully submitted,

Susan Morley
SLA Engineering Division Chair