

SLA Engineering Division Executive & Advisory Board Meeting

May 22, 2014: 1:01-2:02pm Eastern Time

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

Present: Andy Shimp, Giovanna Badia, Penny Sympton, Sara Davis, Taya Cagle, Patricia Aspinwall, Mary Whittaker, Diane F. Brenes, Joan Cunningham, Daureen Neddill, Beth Thomsett-Scott, Edna Paulson, Mary Strife

Absent: Bonnie Osif, Vanessa Eyer, Ashleigh Faith, Moy McIntosh, Dale Copps, Amber Collins, Karen Vagts, Jeremy Cusker, G. Lynn Berard, Susan Morley

Guests: Maureen Kimball

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

3- **Approval of Previous Meeting Minutes** (Andy Shimp) – Minutes approved as submitted.

4- **Chair & Committee Reports**

A) **Chair** (Andy Shimp) – Daureen Neddill is the new Professional Development Chair.

B) **Chair-Elect** (Sara Davis) – No report.

C) **Past-Chair** (Penny Sympton) – Elections will be held in September for the positions of Chair Elect and Secretary.

D) **Treasurer** (Diane F. Brenes) – See report at the end of the minutes.

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

F) **ABCD Chair** (Joan Cunningham) – No report.

G) **Aero Chair** (Edna Paulson) – Plaque is on order for the Mandel Award recipient.

H) **Aero Chair-Elect** (Mary Whittaker) – No report.

I) **Aero Past-Chair** (Mary Strife) – No report.

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

K) **2014 Meeting Planner** (Beth Thomsett-Scott) – 15 tickets already sold for the Aerospace Breakfast and 28 tickets sold for the Engineering Division Business Meeting & Luncheon.

L) **2015 Meeting Planner** (Penny Sympson) – Penny received an idea for a Quick Take session at the 2015 conference. She will know more after the 2014 conference.

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

N) **Strategic Planning** (Karen Vagts) – Absent; see report at the end of the minutes.

O) **Standards** (Susan Morley) – Absent; no report.

P) **Awards** (Taya Cagle) – Everything going according to plan.

Q) **Board Liaison** (Moy McIntosh) – Absent; no report.

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

S) **Mentoring** (Andy Shimp on behalf of Bonnie Osif/Ashleigh Faith) – Three people were matched for the conference buddy program.

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

U) **Listserv Owner** (Andy Shimp on behalf of Amber Collins) – Listserv emails are being bounced back from certain groups. Possible suggestions are to add the listserv email to your safe email list or subscribe to the listserv from a personal email account.

5- Old Business

- There were no comments on the draft email announcement that the Strategic Planning Committee will send to the listserv.

6- New Business: Conference 2014 Planning

- Andy ordered food for the ABCD session and Patricia obtained swag and raffle prizes. Joan will send out an announcement to ABCD members.
- Everything is going well with the program planning.
- Andy is working on obtaining complimentary tickets for the Luncheon.
- Patricia will touch base with vendors on the first day of the conference with ribbons and certificates.
- There will be raffle prizes for the Luncheon. Sara will administer the raffle.
- No reporters found yet for the “Science and Engineering 101” session and the “Academic Roundtable on Electronic Laboratory Notebooks” session. The final call for reporters will be posted on the listserv next week.
- Taya can take photos at the conference.

- The Luncheon agenda will be sent out with the minutes of last year's Business Meeting attached. Andy will make copies of the agenda and minutes for attendees who did not have a chance to read them before the meeting.

7- Next Meeting (Andy Shimp)

The next meeting will be held on June 7th, 2014 at 4:00 p.m. Pacific Daylight Time (PDT).

8- Adjournment (Andy Shimp)

The meeting was adjourned at 2:02 pm ET.

Respectfully submitted,

Giovanna Badia, Secretary
SLA Engineering Division

Treasurer's Report

May 22, 2014 Meeting - From Chase Bank online statements as of May 22, 2014

Bank Accounts**Engineering Division**

SLA Eng Div Checking XX8660	\$5,150.06
SLA Eng Div Savings XX5502	\$38,626.70
Total	\$43,776.76

Aerospace Section

SLA AeroSec Checking XX8678	\$2,725.85
SLA AeroSec Savings XX5494	\$8,000.64
Total	\$10,726.49

OVERALL TOTAL	\$54,503.25
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Outstanding sponsorship payments as of May 22, 2014

Date Invoiced	Amount
2/20/14	\$2,500.00
3/11/14	\$500.00
3/11/14	\$750.00
5/1/14	\$2,499.00
5/1/14	\$500.00
3/12/14	\$1,500.00 sponsor paid by Credit Card to SLA HQ – waiting to receive check from SLA HQ
4/21/14	\$1,500.00 award sponsorship

TOTAL	\$ 9,749.00

Respectfully submitted,

Diane F. Brenes, Treasurer
SLA Engineering Division

Sponsorship Report

ABCD section launch -

Swag from Access Copyright, ASME (duffle bags), IHS, Techstreet
Door Prizes - Techstreet (2 \$50 amazon gift cards), Proquest

DENG Luncheon Raffle Prizes -

(1) Kindle

(1) \$50 Amazon gift card (valid in both US and Canada)

(1) \$15 Starbucks gift card (valid in both US and Canada)

(2) IOP corporate gift packs

Complimentary tickets for sponsors:

20 for DENG luncheon

4 for Aero breakfast

(who is buying? if we could wait until May 26th to buy, I need to confirm from a few last sponsors)

Updated list of by sponsor

Vendor	Amount	Program sponsored	Donation level	Booth
Access Copyright	\$750	Standards Update	Megabyte	908
ACM	\$2,500	Science & Engineering 101, Crossing Boundaries, Luncheon	Terabyte	203
AIAA	\$1,500	Aero breakfast & Crossing Boundaries	Gigabyte	324
ASCE	\$750	Standards Update	Megabyte	419
ASME	\$2,500	Luncheon	Terabyte	227
ASTM	\$750	Standards Update	Megabyte	517
Basch	\$200	Luncheon	Kilobyte	1
Elsevier	\$500	Luncheon	Kilobyte	423
ICE Publishing	\$750	Luncheon	Megabyte	114
IEEE	\$2,500	Standards Update, Science & Engineering 101, Crossing Boundaries, Luncheon	Terabyte	401
HIS	\$2,500	Luncheon, Standards Update, Aero breakfast	Terabyte	315
IOP Publishing	in kind	Luncheon raffle prizes	Kilobyte	
McGraw-Hill Professional	\$2,500	Engineering Café (sole)	Terabyte	606
Morgan & Claypool	\$500	Luncheon	Kilobyte	6

Proquest	\$500	ABCD launch party	Kilobyte	123
SAE	\$2,500	Engaging Users with Technology (sole)	Terabyte	505
SAGE Publications Taylor & Francis / CRC Press	\$1,500 \$750	Aero breakfast & Crossing Boundaries Crossing Boudaries	Gigabyte Megabyte	917 909
Techstreet	\$1,500	Luncheon & Standards Update	Gigabyte	107
Total	\$24,950			
Springer	DPER	Standards Update	-	301

Sponsor update by session

Date	Time	Program	Vendor Partner	Division Partner
Sun - 6/8	1:30 - 3:00 p.m.	Annual Standards Update	Access Copyright, ASCE, ASTM, IEEE, IHS, Springer, Techstreet	ENG is the lead . Co- sponsors - Sci-Tech/ Transportation, Petroleum
Sun - 6/8	3:30 - 5:00 p.m.	Crossing Boundaries: Corporate and Academic Librarians	AIAA, ACM, IEEE, Tyalor & Francis, Sage Publishing	ENG is the lead .
Sun - 6/8	3:30 - 5:00 p.m.	Science and Engineering 101	IEEE, SPIE, ACM	Sci-Tech is the lead. ENG co-sponsor
Mon - 6/9	8 - 9:30 a.m.	Aerospace Section annual meeting & breakfast	AIAA, IHS, Sage	Aero is the lead
Mon - 6/9	10:00 - 11:30 a.m.	Engaging Users with Technology	SAE (sole)	ENG is the lead
Mon - 6/9	12 - 1:30 p.m.	Engineering Division annual business meeting and awards ceremony	Basch, ACM, ASME, Elsevier, ICE Publishing, IEEE, HIS, Morgan & Claypool, Techstreet	ENG is the lead

Mon - 6/9 5:30 - 7:30 p.m. All Sciences Poster Session & Reception

Biomedical/Life Sciences is the lead, ENG, Sci-tech, Physics/astronomy/math, pharmaceutical/health, Chem are co-sponsors

Tues - 6/10 7:00-8:30am Electronic Laboratory Notebooks (ELN)

CHEM is the lead. ENG to co-sponsor

Tues - 6/10 9:45am ABCD Launch Proquest Dialog

Tues - 6/10 2- 3:30 p.m. Engineering Café McGraw-Hill (sole) ENG is the lead

Respectfully submitted,

Patricia Aspinwall, Fundraising Chair
SLA Engineering Division

Strategic Planning Report

At its April meeting, the DENG Board approved the proposed Strategic Plan (which included a reviewed scope and vision).

The approval of this plan leaves the SP Committee with one final task, which is to help to announce this development to the Division membership. This involves two action items.

The first item is to post an announcement on the DENG website of the approval of the plan. We recommend that the announcement link to a permanent page on the division site that contains the SP, scope, and vision. Note: this page should include a statement as to when the current SP expires and that should serve as a trigger for the Division to re-evaluate the SP and assess the work done to date. Plans usually are for three years so this would expire in 2017.

The second item is to summarize the SP process and outcome at the annual meeting luncheon. Since no member of the SP committee can attend the conference, we hope that Andy or another Board member will perform this task, which essentially is to convey the news contained in the proposed announcement and to answer any questions.

Now that the SP has been approved, the Division will dissolve as of the end of June. The next step in the SP process typically is the development of an Action Plan that can convert the goals and objectives of the plan into tangible programming and other benefits for our members. Several members of the SP Committee are interested in working on this but others will need to be recruited. We request that the Board make this a priority discussion item at upcoming board meetings.

Respectfully submitted,

Karen Vagts, Strategic Planning Chair
SLA Engineering Division