

SLA Engineering Division Executive & Advisory Board Meeting

September 25, 2014: 1:01-1:58 pm EDT

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

Present: Andy Shimp, Giovanna Badia, Amber Collins, Vanessa Eyer, Sara Davis, Penny Sympton, Joan Cunningham, Beth Thomsett-Scott, Edna Paulson, Diane F. Brenes, Susan Morley, Mary Whittaker, Taya Cagle, Maureen Kimball, Danielle Harrison, Dale Copps

Absent: Mary Strife, Ashleigh Faith, Moy McIntosh, G. Lynn Berard, Daureen Nesdill, Patricia Aspinwall, Jeremy Cusker

2- **Changes to Agenda** (Andy Shimp) – No changes.

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

4- **Chair & Committee Reports**

A) **Chair** (Andy Shimp) – Andy is not sure whether our members know when the latest issue of Sci-Tech News is published. Announce it via our listserv.

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

C) **Past-Chair** (Penny Sympton) – No report.

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

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

F) **ABCD Chair** (Joan Cunningham) – Becca Smith is the new Chair Elect for 2015.

G) **Aero Chair** (Edna Paulson) – Edna is working on obtaining a candidate for Aero Chair-Elect for 2015 and has a prospect.

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

I) **Aero Past-Chair** (Mary Strife) – Absent; no report.

J) **Vendor Relations** (Patricia Aspinwall) – Absent; no report.

K) **2014 Meeting Planner** (Beth Thomsett-Scott) – No report.

L) **2015 Meeting Planner** (Penny Sympton) – HQ had a few questions about the program submitted. Penny responded to them and is waiting to hear back. Penny will send an email to the Board if she hears back before our next meeting.

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

N) **Standards** (Susan Morley) – No report.

O) **Awards** (Taya Cagle) – Taya received confirmation from 3 of our 4 award sponsors for next year's conference. Essays from award winners will start being published in October on the division's blog and will be submitted to Sci-Tech News by November 1st.

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

Q) **Archives** (Vanessa Eyer) – No report.

R) **Mentoring** (Ashleigh Faith) – Absent; no report.

S) **Professional Development** (Andy Shimp on behalf of Daureen Nesdill) – Daureen is exchanging emails with HQ about webinars not being accessible by employees of the Department of Defense.

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

U) **Listserv Owner** (Amber Collins) – In the process of communicating with the new listserv owner, Marge Rhodes.

V) **Action Planning** (Danielle Harrison/Maureen Kimball) – Received 15 responses so far from the board about the Action Plan Grid.

5- Old Business

Recommended Practices revisions – The following changes to the Recommended Practices were voted on and approved by the Executive Board:

a) Past Chair duties:

Add: "Create 'News Digest from Engineering Division' from leadership emails and other sources."

Replace: "Transfers the Division slide rule, at the January Board meeting, to the incoming Chair."

with "Transfers the Division slide rule to the incoming Chair."

b) Chair duties:

Delete: Arrange for purchase of appreciation gift for Past Chair (up to \$100 to be reimbursed by Division Treasurer) which should be presented near the end of the Division's annual business meeting.

c) Government Relations Chair and ASEE Engineering Libraries Division Liaison
Keep these positions in the Recommended Practices.

d) Leadership Code of Responsibility

Replace: “The Leadership Code of Responsibility document shall be read and signed by the Division leaders at the beginning of their term.”

with “The Leadership Code of Responsibility document shall be read and signed by the Executive Board at the beginning of their term.”

6- New Business – None.

7- Next Meeting (Andy Shimp)

The next meeting will be held on October 23rd, 2014.

8- Adjournment (Andy Shimp)

The meeting was adjourned at 1:58 pm EDT.

Respectfully submitted,

Giovanna Badia, Secretary
SLA Engineering Division

Treasurer's Report

September 25th Meeting - From Chase Bank online statements as of September 25th, 2014

Bank Accounts**Engineering Division**

SLA Eng Div Checking XX8660	\$3,687.31
SLA Eng Div Savings XX5502	\$32,287.17

Total	\$35,974.48
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Aerospace Section

SLA AeroSec Checking XX8678	\$2,699.72
SLA AeroSec Savings XX5494	\$7,001.74

Total	\$9,701.46
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OVERALL TOTAL	*\$45,675.94
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***Paid SLA HQ Conference costs invoice 9/23/14: \$7,658.64 (includes \$2,873.16 Allotment 2014)**

***Pending co-sponsorship payments as of September 25th, 2014**

Date Invoiced	Amount
9/23/14 Engineering Café)	\$432.43 – Transportation Div (Standards Update,
3/11/14 9/23/14	\$252.06 – Sci-Tech Div (Standards Update)
5/01/14 9/23/14	\$252.06 – P&E R Div ((Standards Update)

TOTAL	\$936.55

Respectfully submitted,

Diane F. Brenes, Treasurer
SLA Engineering Division