

SLA Engineering Division Executive & Advisory Board Meeting

September 24, 2015: 2:00-2:17pm Central

1- Open Meeting, Call to Order and Roll Call (Sara Davis and Christina Byrne)

Present: Sara Davis, Giovanna Badia, Andy Shimp, Diane Brenes, Christina Byrne, Mary Whittaker, Kati Arzeta, Becca Smith, Maureen Kimball, Taya Cagle, Penny Sympton, Niamh Tumelty, Zac Painter, Ashleigh Faith, Daureen Nesdill

Absent: Gabriele Hysong, Edna Paulson, Joan Cunningham, Danielle Harrison, Vanessa Eyer, Lynn Berard, Jeremy Cusker, Moy McIntosh, Marge Rhodes, Dale Copps

2- Approval of the Agenda (Sara Davis) – Approved. No changes.

3- Approval of Previous Meeting Minutes (Sara Davis) – Minutes of the July 23, 2015 Board meeting approved. August 2015 Division Report approved. (Report in lieu of August meeting minutes, as there was no August Board meeting.)

4- Comments on Combined Officer Report:

- A. Discussion on the consequences of lack of nominations for Chair-Elect of the Aerospace Section (2016). What happens if the Section cannot find a Chair-elect? Mary Whittaker, current Aerospace Section Chair, will discuss the situation with the Division's SLA Board liaison, Moy McIntosh.
- B. Professional Development: Ready for the October 20 DENG/ABCD Section webinar on green building standards, presented by Kati Arzeta.

5- Chair, Executive Board & Committee Reports

- A. Chair (Sara Davis): No report.
- B. Chair-Elect (Giovanna Badia): No report.
- C. Past-Chair/Nominations Committee (Andy Shimp): No report.
- D. Secretary (Christina Byrne): No report.
- E. Treasurer (Diane Brenes): See report at the end of the minutes (Appendix 1).
- F. Aerospace Section Chair (Mary Whittaker):
 - 1) I submitted two "gleanings" Aerospace listserv postings.
 - 2) Edna Paulson, AERO Past-Chair, continues to seek a future leader of the Aerospace Section (to be Chair-elect in 2016 and Chair in 2017).

- G. Aerospace Section Chair-Elect (Gabriele Hysong): No report.
- H. Aerospace Section Past Chair (Edna Paulson): No report.
- I. ABCD Section Chair (Kati Arzeta): No report.
- J. ABCD Section Chair-Elect (Becca Smith): No report.
- K. ABCD Section Past Chair (Joan Cunningham): No report.
- L. Action Planning Committee (Maureen Kimball):
 - 1) Since the SLA DENG competencies need to be in sync with the SLA competencies, the Committee will not be updating the two-level outline of competencies for SLA DENG until we receive further information on the SLA competencies update.
 - 2) The Committee has continued to review the 2015 SLA DENG Board Meeting Minutes and Committee Reports and used the information contained therein to update the DENG Action Plan and will continue to do so.
 - 3) Please remember to send Maureen Kimball (Maureen.kimball@comcast.net and Maureen_I_kimball@raytheon.com) any new projects and updates to existing projects for inclusion on the Action Plan
- M. Archives (Vanessa Eyer): No report.
- N. Awards (Taya Cagle): The team is working for finalize our effort to update criteria for each award.
- O. Fundraising (Zac Painter): No report.
- P. Membership (Lynn Berard): Please see attached document at the end of the report, which contains links to the full membership data available from SLA as of today. (Distributed to the Board). We have 259 members and 2 new members.
- Q. Mentoring (Ashleigh Faith): Sending follow-ups this month to those who signed up for mentoring this year to see how I can be of further assistance, if they are still in contact with their mentors, how they feel the experience went, and ask if there are any improvements that can be made.
- R. Nominations (Andy Shimp): Following approval of the Board, the slate of candidates for Chair-Elect and Treasurer were presented to the membership via the SLA-DENG list on September 18. The candidate for Chair-Elect is Ashleigh Faith. The candidate for Treasurer is Diane Brenes. Further nominations, accompanied by written acceptance of the nominee, may be entered by petition of 10 Division members by October 9, 2015. The committee is accepting nominations for 2017 Program Planner.

- S. Professional Development Chair (Daureen Nesdill):
 - 1) Set up Kati Arzeta webinar in SLA GoToMeeting software and calendar. Will list the ABCD Section as one of the sponsors.
 - 2) Waiting for SLA Headquarters to accept/decline the CE course for the 2016 conference.
- T. Program Planner – 2015 (Penny Sympson): No report.
- U. Program Planner – 2016 (Niamh Tumelty): Agreed to serve on the Annual Conference Advisory Council for the conference in Phoenix, 2017.
- V. SLA-DENG List (Marge Rhodes): No report.
- W. Standards Chair (Jeremy Cusker): No report.
- X. Webmaster (Dale Copps): No report.

6- Old Business

- I.* Awards Criteria (Taya Cagle): Taya will incorporate additional comments, questions, and suggestions for the new criteria before the first call for applicants on October 1. Sara Davis commended the work on the revamped criteria which should make it easier to apply and, hopefully, attract more applicants.
- II.* SLA organizational change & SLA's future: Please send any questions and ideas to Sara Davis, Chair. She will forward along to the Board via our liaison, Moy. Also, if you want to volunteer or serve on Association task forces or help in any way, contact Sara.

7- New Business

- I.* Invoice for SLA 2015, Boston received from HQ. Diane Brenes, Treasurer and Penny Sympson, 2015 Program Planner are handling invoice.
- II.* 2016 Nominees: Thank you to Diane and Ashleigh for accepting the nominations.

8- Announcements

- I.* Niamh Tumelty will be serving on the 2017 Phoenix Conference Committee. More to follow as planning develops
- II.* Best wishes to Sara Davis performing soon in a choral competition!

9- Next Meeting (Sara Davis): The next meeting will be October 22, 2015.

10- Adjournment (Sara Davis): The meeting was adjourned at 2:17pm (Central).

Respectfully submitted,
Christina Byrne, Secretary
SLA Engineering Division

APPENDIX 1

SLA Engineering Division and Aerospace Section Treasurer's Report September 22, 2015

From Chase Bank online statements as of September 22, 2015

Bank Accounts

Engineering Division

SLA Eng Div Checking XX8660	\$ 2,004.03
SLA Eng Div Savings XX5502	\$38,821.69
Total	\$40,825.72

Aerospace Section

SLA AeroSec Checking XX8678	\$2,699.72
SLA AeroSec Savings XX5494	\$9,255.03
Total	\$11,954.75

OVERALL TOTAL **\$52,780.47***

*Outstanding sponsorship payments as of September 22, 2015

Date Invoiced	Amount
5/07/15	\$2,500.00 (6/10 CC payment to SLA HQ)

Other: Expected *SLA HQ Conference costs invoice*, conference co-sponsor invoices, payments

Report: August 26, 2015-September 22, 2015

1. Waiting to receive *SLA HQ Conference costs invoice*
2. Will invoice Conference co-sponsors as soon as SLA HQ Conf Cost Invoice is received.

Report: July 22, 2015- August 25, 2015

1. Paid two Conference expense reimbursement requests.

Report: May 28, 2015-July 21, 2015

1. Received and deposited two Sponsor payments
2. Cut two award checks at the conference
3. Received six Conference expense reimbursement requests. Four paid, two payments in process.

4. Provided to SLA HQ Treasure 2015 SLA Engineering Div List of Individuals (one) paid \$600 or more

Report: April 21, 2015-May 28, 2015

1. Invoiced three Sponsors
2. Deposited one Sponsor payment
3. Received two Conference expense reimbursement requests. One paid, the second expense will be paid at the conference
4. Received requests two cut two award checks at the conference.

Report: March 20, 2015-April 20, 2015

1. Invoiced two Sponsors
2. Received two Sponsor payments (one payment will be deposited after cob 4/20)
3. Deposited two Sponsor payments (one payment was received 3/18 and was deposited 3/20)

Report: Feb 21, 2015-March 19, 2015

1. Invoiced one Sponsor
2. Received three and deposited two Sponsor payments. (The third payment was received 3/18 and will be deposited after cob 3/19.)
3. Paid one Leadership Summit expense reimbursement request

Report: Jan 1, 2015-Feb 20, 2015

1. Invoiced ten Sponsors and one "award" Sponsor
2. Received and deposited six Sponsor payments
3. Paid one Leadership Summit expense reimbursement request
4. Prepared and submitted to SLA HQ the *2014 Financial Reports for the Engineering Div and Aerospace Section*.

Respectfully submitted,

Diane F. Brenes, Treasurer
SLA Engineering Division