

**SLA Engineering Division Board Meeting
December 1, 2017: 12:00pm-12:35pm Eastern**

Open Meeting, Call to Order and Roll Call

Present: Brian McCann, Barbara Williams, Jeremy Cusker, Becca Smith, Dianne Brenes, Gwen Wang, Andy Shimp

Absent: [undetermined]

Approval of Previous Board Meeting Minutes

Approved.

Approval of the Agenda

Old Business -

New Business –

Brian asked if there was a shared space for documents; best practices, etc. Dianne said that yes, it was in SLA Connect. Barbara asked if that link could be generally circulated to ensure that all documents are put in same place. Engineering.sla.org = preferred URL, according to Dianne. She said to look under “Recommended Practices”. Every year needs to be reviewed to ensure currency, said Dianne (however, only last reviewed 11/22/15). Brian said it was the responsibility of the Past Chair.

Barbara said that in Aerospace they had their own documents. Asked if they should append or incorporate their own documents. Dianne said yes: There’s a section within the document (it’s 45 pages long; Section 5).

Barbara further said she wanted to know where to put the “History” (history of Aerospace chapter, that is). Important since it was approaching anniversary in 2019; need a place to put those documents. I.e. all George Mandel awardees list. Dianne pointed out that there is just such a list in the page (“Award Winners”).

Jeremy said that he would put up any new information Barbara sent to him for Awards.

Gwen said we should next call for a program planner for 2019. Suggested putting out requests starting in January.

Chair, Executive Board & Committee Reports

Chair (Brian McCann, acting): Dates will be sent out via SLA Connect, prob. 12/1, Jan. 22, May 7, October 15. Invitations with links will be sent out.

Input on webinars? Conference things are great, but Ashleigh wants to boost content throughout the year. Please email Brian with topic suggestions, mccannb@bv.com. Information security, et al. Will try to bring in speakers, sponsors, etc.

Also: Regional meetups encouraged. Jeremy and Barbara indicated they already did some of that with their local groups. We have many members and having specialized, smaller meetings can help with closer conversations. Brian said he’d be happy to host something in Kansas City, Missouri.

Access to Twitter logins; trying to find logins. Not yet found who has control of them. Jeremy suggested contacting Twitter to ask for the login information if it’s a Verified account.

Past Chair/Nominations (Giovanna Badia):

Treasurer (Diane Brenes): Engineering Division checking: \$2,586.72. savings: \$21,952.

In contact with Zach and will coordinate the handoff in January for the treasurer role.

Accounts are with **Chase**.

plus two \$400 cosponsorship reimbursements pending as well. May have to ask again.

Aerospace checking \$2059.68, savings \$3,555.03.

In contact with Zach and will coordinate the handoff in January for the treasurer role.

Accounts are with Wells Fargo.

Planner usually gets reimbursement, usually received only one time. Shariza however did not go next year, so her eligibility would have been last year. Question: Can she be reimbursed now? Brian said yes, that should be alright since she missed out on last year's chance. Diane said that means we'd be paying out 2 reimbursements at same time. We do not yet know who that second person will be.

Secretary (Jeremy Cusker): No report.

Aerospace Section Chair (Barbara Williams): Review of conference supported by Aerospace and Engineering. One of most-successful conferences ever (90+ people). Wanted to thank division for help with this. Aimed at people who did not go to general conference (or can't afford to) (SLA New England chapter; technically held in Waltham, MA).

In terms of Aerospace leadership, recruited new chair-elect. Will make announcement in a week or two. Also found someone for George Mandel award.

One concern at unit leadership: Sponsors of previous award winners were not contacted. Brian said it was important to do this. Diane said that it was the role of the chair or past chair whose responsibility this was; she suggested speaking with Taya Cagle to ask about this. Barbara said she *had* contacted George Mandel. She said last year she had been told to wait.

In previous years, had combined with awards breakfast.

Aerospace Section Chair-Elect (Teresa Powell): I have been communicating with Shazia Azif, the Engineering Division Conference Program Planner. We agreed that the Aerospace Section will combine our conference breakfast with the larger Engineering Division breakfast. We will present the George Mandel award at the breakfast. We also discussed the possibility of the Aerospace Section co-sponsoring one of the Engineering Division conference sessions.

Aerospace Section Past Chair (Gabriele Hysong):

ABCD Section Chair (Gwen Wang): I submitted something to last issue of SciTech News. We do need a chair for 2018 for this section. Gwen has approached some people she believed were qualified, but some circumstances have prevented them from taking it. One has expressed interested in being chair-elect. So still looking for Chair for 2018. Brian suggested making a post on SLA Connect on this topic (using Open Community).

ABCD Section Past Chair (Becca Smith): No report.

Action Planning (Danielle Harrison and Maureen Kimball):

Archives (Vanessa Eyer):

Awards (Taya Cagle):

Fundraising (Andy Shimp):

Membership (open):

Mentoring (open):

Program Planner-2017 (Andy Shimp):

Program Planning (Shazia Azif):

Professional Development (Li Zhang):

Sci-Tech News (Christine Malinowski):

SLA Board Liaison (Tom Nielsen):

SLA-DENG List (Marge Rhodes):

Standards (Kati Arzeta):

Webmaster (Jeremy Cusker):

Next Meeting (Ashleigh Faith):

Adjournment (Ashleigh Faith):

**Respectfully submitted, Jeremy Cusker,
Secretary
SLA Engineering Division**

SLA Engineering Division and Aerospace Section Treasurer's Report
September 19th, 2017

From Chase Bank online statements as of Sept. 19th, 2017

Bank Accounts

Engineering Division

SLA Eng Div Checking XXXXXX	\$ 2,586.72
SLA Eng Div Savings XXXXXX	\$21,651.38
Total	\$24,238.10

Aerospace Section

SLA AeroSec Checking XXXXXX	\$ 2,509.68
SLA AeroSec Savings XXXXXX	\$ 3,554.89
Total	\$ 6,064.57

OVERALL **\$30,302.67**

Year-end financial report will be posted to: engineering.sla.org

Respectfully submitted,

Diane F. Brenes

Treasurer, ENG Division, SLA