



2010-2012 IACEE ("Old") Council Meeting Minutes

Wednesday, 16 May 2012 - 08:30 - 17:30

Nexus Building, Centro de Formacion Permanente, Universitat Politecnica de Valencia
Valencia, SPAIN

Supporting documents for these Minutes are located in the File Archive section of the Members' Area of the IACEE website and are keyed to the Item numbers in this Agenda. IACEE Members will need their username and password to access the Members' Area.

1. Welcome & Introductions, Verification of Quorum

President Nelson Baker called the meeting to order at 8:50 AM and extended a warm welcome to all, with special thanks to Patricio Montesinos and his staff for all their work in planning the conference. Present were Council Members:

Nelson Baker	Kirsti Miettinen
Ed Borbely	Patricio Montesinos
Frank Burris	Phil O'Leary
Andy DiPaolo	Cath Polito
Feng Aihua	Kim Scalzo
Louk Fennis	Katriina Schrey-Niemenmaa
Pat Hall	Alfredo Soeiro
Mervyn Jones	Wim Van Petegem
Linda Krute	Zhang Guoqing
Leizer Lerner	

Guests attending all or portions of the meeting were Zou Xiaoqin (CACEE), Katie Pawley (Univ. of Wisconsin - Madison), Matthew Joordens (Deakin University), and Council candidates Soma Chakrabarti, Paul Marca, and Jorge Rojas.

2. Apologies for Absence

Sue Bray earlier had communicated her inability to participate in either the Council Meeting or the WCCEE. Colin Leung indicated a late arrival on 17 May in Valencia because of his NUS responsibilities but that he would join us for the remainder of the week.

3. Approval of Agenda

The Agenda as presented was approved by voice vote.

4. Electronic Ballots Since Orlando Executive Committee Meeting

4.1 Minutes of 31 January 2012 Executive Committee Meeting in Orlando - Review Highlighted Actions

Frank Burris encouraged Council members to review these Minutes and to note areas where follow-up action was still required.

5. Report of President Nelson Baker

5.1 Council Meeting goals

Nelson quickly reviewed goals for the meeting that would put us in a good place to move IACEE forward in the next biennium.

5.2 Presidential overview of activities since 2011 Council Meeting in Valencia

Nelson quickly summarized recent activities and will provide his report to the membership at the 18 May General Membership Meeting.

5.3 Council Members' Annual Reports

Ten annual Council Member reports were posted in the File Archive section at the time of the meeting.

5.4 General Membership Meeting on 18 May

Nelson previewed the GMM on Friday afternoon, noting that the Council elections would be conducted by Mervyn Jones, followed by Nelson's recap of the last biennium. The presumed 2014 WCCEE host (Stanford University) would then present a bid and some preliminary information on the next World Conference venue.

5.5 Member Activities between World Conferences

The importance of developing regional and local activities between the biennial WCCEEs was noted and encouraged.

6. Report of 13th WCCEE General Chair Patricio Montesinos

6.1 Pre-conference Workshops on 14 & 15 May

Pat Hall reported on the 14 May Workshop on Marketing conducted by her and Paul Marca with 8 participants. Kim Scalzo led a Workshop on the IACEE Quality Program on the afternoon of 15 May with 12 participants. Patricio Montesinos had 7 participants in the e-learning Workshop on the morning of 15 May, including three SINOPEC participants.

6.2 WCCEE Program & Data

Patricio anticipates having all the final data for WCCEE on 19 May.

96 paid, 16 pending, 10 cancellations

31 countries (China 41, US 20, Finland 7, Spain 5, Portugal 5)

70 IACEE members

79 papers

64 papers paid

69 oral papers

Posters: 10 (for sure 4)

Some concern was expressed over why there was not more participation from Europe?

Data were presented summarizing the conference website activity.

6.3 "Housekeeping" Details

Patricio reviewed the final program for the Council.

62 have purchased tickets for the Gala Dinner.

7. Report of Secretary General Frank Burris

7.1 Membership Distribution by Country

Frank presented a chart in the File Archive that highlights IACEE Membership Distribution by Country and noted that it strongly points to many opportunities for membership development around the world. For example, while there are IACEE members in 34 countries, 16 of these have only one member and 8 have only two. In addition, some major nations in Europe such as France and Italy have no IACEE members.

7.2 Membership Expirations Report

Frank also shared the 1 May 2012 version of the Membership Expirations Report and indicated that he will continue to share these updates periodically and designate follow-up responsibilities for Council members to try to minimize those in arrears on their dues.

7.3 Dues & Fees Revenue Record

The Dues and Fees Revenue Record for the first 4 months of 2012 was presented to the Council.

7.4 New Members Since 1 January 2012

A New IACEE Members report was shared with the Council, highlighting nine new members since 1 January: 1 professional organization, 1 company, 1 academic institution, and 6 individual members.

7.5 IACEE Financial Report

The IACEE Financial Report highlighting monthly income and expenses was shared with the Council and will continue to be shared on a monthly basis.

7.6 IACEE 2012 Finances Year-to-Date vs. Budget

The Year-to-Date Financial Report through the first four months of 2012 was shared with the Council.

7.7 Ballot Distribution Plan for 18 October Elections for Eight Member Type 4 and Four Member Type 5 Representatives (Who Can Vote?)

Frank and Mervyn Jones led a discussion of the plan for the GMM elections on Friday afternoon.

7.8 IACEE Table in WCCEE Registration Area

Frank indicated that headquarters will have an IACEE Table on the ground floor of the Nexus Building, where the conference traffic will be high. We shall attempt to have it staffed continuously throughout the three conference days and Frank asked the Council to volunteer for one-hour slots.

8. Report of Past President Mervyn Jones

8.1 Honorary Member Proposal

Mervyn generated a list of five options for handling the Honorary Membership class contained in the Bylaws. **MOTION:** After discussion of the five options, Mervyn moved that the Council abolish the concept of Honorary Membership (option #2). Alfredo Soeiro seconded the motion. The motion carried, 8-7. A subsequent Bylaws change will be required to make this fully effective.

8.2 2012 Council Elections & Procedures

Mervyn noted there are two contested elections for Member Types 4 and 5. Mervyn will lead the election process at the GMM. He and Frank again discussed the details of the election process.

8.3 Appointment of Election Tellers' Team

Mervyn proposed a team of Kati Schrey, Cath Polito, & Wim Van Petegem to serve as Tellers and the Council approved.

9. Discussion of New Invitation for the 14th WCCEE in 2014

9.1 2014 WCCEE Invitation from Stanford University - Paul Marca & Andy DiPaolo

Paul Marca presented a bid for the 2014 14th WCCEE to be hosted by Stanford University during the week of 24-28 March 2014. Stanford operates on a quarter system and feels it is necessary to hold the WCCEE during a quarter break; thus, the recommended dates are earlier than have been the norm for WCCEEs.

9.2 Discussion & Vote by Council

MOTION: Ed Borbely moved acceptance of the bid from Stanford with great appreciation and with the full support of Council to form a Conference Planning Committee (CPC) to work continuously with Stanford staff over the next two years. Kim Scalzo seconded the motion. The motion passed unanimously.

10. Report of Vice President, Products & Services Kim Scalzo

10.1 CEE Manager Training Program Pilot Activities

Pat Hall reported that the recent survey results indicated a preference for Marketing as a subject for the program. A lot has been learned about members' needs from the recent pilot workshops in January and May. The target market was still determined to be CEE Professionals, both new and experienced, with emphasis on online globally accessible material. Using some of our expertise and experience available on the Council, short webinars can be offered for just-in-time training needs. These would be free to IACEE members (adding another benefit for membership) and at a cost for non-members. Other services that could be offered are mentoring and coaching. In the meantime, a review of

the top core competencies for CEE managers needs to be done. Over time, after evaluating these core competencies, a more formal certificate program can be developed with revenue-based outcomes.

10.2 CEE Manager Training Program Implementation Plans

10.3 Implementation of IACEE Quality Program on the IACEE website

We are waiting for an updated quote from Vieth Consulting for completion of the work. The Quality Program folks are also working on a business plan. Billings for Vieth's work are anticipated in ~ 3 months.

10.4 IACEE Quality Program Business Plan

10.5 Transition of SIG Leadership

SIGs will be a key avenue for members to become involved in IACEE. **We need a SIG coordinator to lead development of the current three SIGs.**

10.6 Launch of New 2-year Cycle for SIGs to Engage Members

This launch will take place when the new SIG coordinator is identified.

10.7 Coordination with Other VPs on Promotion of IACEE Products & Services

Kim **asked that we focus in the future on coordinating among the various VPs.** She will connect with other VPs to pursue this.

10.8 Strategy for Targeting and Identifying Future WCCEE Venues

Kim encouraged the Council to formally pursue future WCCEE venues. Detailed conversation of this will be delayed to the next EC meeting. **Anyone with thoughts on future venues is asked to communicate with Kim.**

11. Report of Vice President, Membership Linda Krute

11.1 Membership Benefits for all Member Types

Linda has asked Sue Bray and Diane Landsiedel to contribute their thoughts on membership benefits for companies and she wants to tailor lists of IACEE benefits for all four open membership types.

11.2 Use of Technology to Increase Interest and Interaction Among Members

Linda mentioned the new IACEE app through Vieth as an opportunity for increasing interaction.

11.3 Marketing Opportunities

Linda wants to develop materials for exhibits at other conferences.

11.4 Timing and Frequency of Membership Notices

Should we have the same expiration date for all members? Frank again expressed his strong preference for distributed expiration dates throughout the year.

11.5 Creation of Membership Directory to be sent to New Members

Linda asked us to create a list of things to be sent to new members.

11.6 New Membership Campaigns

How do we target different groups? **Let Linda know when Council members are attending other conferences.**

11.7 Changes in MMS to Accommodate More Membership Records (5) for Institutional Members

We can do this but it will require programming action by Vieth Consulting and will therefore require modest expense.

MOTION: Ed Borbely moved that the Membership Management System (MMS) be modified so that institutional members may have up to five members of record that would have all membership privileges except that voting rights (5 votes) will continue to rest with the principal institutional representative. This plan is to be implemented no later than 1 January 2013. Seconded by Kirsti Miettinen. Passed unanimously.

NB asked if we should have reciprocal memberships with other organizations?

12. Report of Vice President, Organizational Sustainability Wim Van Petegem

12.1 Financial Sustainability

Wim Van Petegem referred to the two-year budget that Frank Burris had prepared to verify the affordability of \$12,000 in annual staff compensation. The Executive Committee consensus at an earlier meeting was that we have the ability to comfortably support this amount of expense.

12.2 Headquarters Roles & Responsibilities Document

Wim explained the document that Frank had prepared on 6 April to summarize his ongoing responsibilities for IACEE. Extensive discussion followed. Nelson requested that the phrase "Provide IACEE's legal home" in the document be deleted since that is largely a Georgia Tech role.

12.3 Transition to Paid Staff

Frank volunteered to leave the meeting room during the further discussion of this matter and, after twenty minutes, returned to learn that the following motion had been passed. **MOTION:** Cath Polito moved that the President and Vice President Organizational Sustainability will create a position, draft a job description and priorities, define a profile and hire an individual for this position that will serve the lay membership in implementation of the strategic plan, with annual performance goals (with timing and reporting). Alfredo Soeiro seconded. The motion passed unanimously.

13. Report of Vice President, Communication & Member Engagement Zhang Guoqing

13.1 Development of IACEE Strategic Goal #2 - Zhang Guoqing

GQ delivered a PowerPoint presentation summarizing his areas of responsibility.

13.2 Development of IACEE Website - Louk Fennis, Soma Chakrabarti

Louk Fennis reviewed his written report for the Council, which is Item 13.2 in the File Archive section.

13.3 June 2012 Newsletter Production Plan - Frank Burris

Frank quickly reviewed the Production Plan for the June Newsletter, emphasizing that the copy deadline for articles is Friday, 25 May. Katie Pawley, who performs the Newsletter formatting and layout was recognized by the Council and Nelson Baker expressed his thanks to Katie & Phil O'Leary for their fine work.

13.4 Newsletter Issues: Editor, Layout, Advertising Pilot - Frank Burris, Phil O'Leary

Phil provided a verbal report on follow-up since the Executive Committee meeting in January. His group will create a style guide for an announcement of advertising in the September 2012 Newsletter.

13.5 2012 IACEE Awards Presentations - Katriina Schrey-Niemenmaa

Kati confirmed the Martin Award to be presented to OpenHydro on 18 May and the Biedenbach Award to Markku Markkula on 17 May.

13.6 Development of New Award(s) - Katriina Schrey-Niemenmaa

No further steps have been taken to establish new awards.

14. Future Meeting Plans/Locations

14.1 Formative Meeting of 2012-2014 Council, 19 May 2012, 15:00 - 18:00

14.2 Fall 2012 Executive Committee Meeting, 18 October 2012, 14:30 - 18:00 and 19 October 2012, 09:00 - 18:00 at Buenos Aires, Argentina in conjunction with World Engineering Education Forum (WEEF) and IFEEES Summit

Nelson has learned that he will not be able to travel to Buenos Aires and thus we will not have a quorum in Argentina. A new location and time will need to be sought.

14.3 Mid-winter Executive Committee Meeting at ASEE CIEC, Phoenix, Arizona, USA, 8-9 February 2013

We expect to continue with this plan for the mid-winter EC meeting.

14.4 2013 Annual Council Meeting, April-May 2013 in conjunction with a regional Australasian Association for Engineering Education (AAEE) event in or near Melbourne, Australia.

Matthew Joordens has looked at options for 2013. April - May could be a problem for our Australian hosts insofar as coupling with another organization activity. The AAEE conference is typically in December. He asked if we could possibly hold an EC meeting in December 2013 in conjunction with the AAEE conference? Consensus emerged that an EC meeting in Australia might be a better bet than a Council meeting in 2013. This leaves the location and dates for the 2013 Council meeting as an open issue.

15. Other Business

16. Adjournment

Nelson Baker adjourned the meeting at 5:32 PM.