



2012 Mid-winter IACEE Executive Committee Meeting Minutes
Tuesday, 31 January 2012, 08:30 - 17:00
Hilton Walt Disney World Resort
Orlando, Florida, USA

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 8:52 AM and expressed appreciation for those who have traveled to Orlando. A quorum (3 voting members of the Executive Committee) was met for the conduct of business. Present were:

Nelson Baker	Louk Fennis
Ed Borbely	Linda Krute
Susan Bray	Kirsti Miettinen
Frank Burris	Kim Scalzo
Soma Chakrabarti	Wim Van Petegem

After the morning passed, Council Members Pat Hall and Cath Polito joined for portions of the afternoon and IACEE Member Paul Marca also sat in on the afternoon session.

At appropriate points in the Agenda, the following joined the meeting via Skype or phone line:

Item 7: Mervyn Jones

Item 9.1: Patricio Montesinos

Item 11.1: Katriina Schrey-Niemenmaa

Item 6.7: Phil O'Leary and Katie Pawley

2. **Apologies for Absence**

Zhang Guoqing had earlier communicated his inability to participate because of insufficient travel funds.

3. **Approval of Agenda**

3.1 Mervyn Jones (Item 7) will join the meeting via Skype at 10:00

3.2 Patricio Montesinos (Item 9.1) will join the meeting via Skype at 11:00

3.3 Katriina Schrey-Niemenmaa (Item 11.1) will join the meeting at 10:30

3.4 Phil O'Leary (Item 6.7) will join the meeting at 2:00

Agenda approved.

4. **Electronic Ballots Since 1 October Lisbon Executive Committee Meeting**

4.1 Minutes of 1 October 2011 Executive Committee Meeting in Lisbon - We reviewed progress on actions highlighted in yellow in the Minutes.

4.2 Council approved electronic ballots in January 2012 for:

4.2.1 \$500 expense for IFEEES membership (Item 5.3 in Lisbon Minutes) by vote of 19-1.

4.2.2 \$6,000 expense for Quality Program Automation Phase II (Item 8.5 in Lisbon Minutes) by vote of 19-1.

4.2.3 FY2012 IACEE Budget by vote of 20-0.

5. Report of President Nelson Baker

5.1 Mid-winter Executive Committee Meeting goals

Nelson expressed his desire to shift the focus at this meeting from one driven by him and Frank to one in which the **four VPs take a larger role in leading this meeting and driving the Agenda.** He would like to see more of a team-based execution of the Agenda.

We also need to spend appropriate time focusing on where we stand with planning of the 13th WCCEE and what we need to move forward.

It is also critical that we complete a strong slate of Council candidates by the end of February to lead IACEE into the next biennium.

5.2 Plans for Review of IACEE Archives during CIEC

Nelson has shipped several boxes of IACEE photos to Orlando for archival review. He has rented a suite that will accommodate a number of visitors and will host visitors for this purpose from Tuesday through Thursday evening. Approximately twelve IACEE members participated in this review (and had a great time looking at history) and very substantially reduced the number of photos retained in the IACEE archives.

Kim Scalzo added that IACEE will be jointly hosting the hospitality suite with the CPD Division on Wednesday evening.

Linda Krute added that we are also welcome at the CIP Division hospitality suite on Thursday evening.

5.3 Progress on a Council representative for Professional Organizations & Societies - Alfredo Soeiro, Frank Burris

Frank Burris reported that the efforts by Alfredo Soeiro and Leizer Lerner to recruit Mihai Mihaita of the General Association of the Engineers in Romania to represent PO&S on the Council have not been successful. As has been the case for much of the past year, Frank is still working with Sergey Gavriushin and Yury Bocharov of RACEE to re-establish an institutional membership under another name. Katriina Schrey-Niemenmaa has been in discussions with the Finnish TEK organization to possibly take the PO&S seat on Council. **Kirsti Miettinen indicated that she expects this to be resolved by the end of the next week.**

5.4 Council Member Annual Report due on 1 May 2012

Nelson reminded everyone about the importance of filing an annual report by 1 May for use at the General Membership Meeting in Valencia. He promised to send a reminder to Council about this in April.

5.5 Vice Presidents' Website Permissions

Nelson asked the four VPs to look at their access permissions to the IACEE website and to determine if they are sufficient. If not, **the VPs should ask for any new permissions that are needed for their work.**

5.6 John P. Klus Remembrance - Alfredo Soeiro

Frank directed the EC's attention to two Agenda attachments supporting this item. The first (5.6a) is the "John P. Klus Remembrance" that he wrote in September for distribution to the membership and for posting on the website. The second (5.6b) is the collection of ten personal remembrances from IACEE members that Alfredo Soeiro collected over the past several months. **The Executive Committee agreed to have Louk Fennis post both the official Remembrance and the personal Remembrances appropriately on the IACEE website and to invite others to add to the personal Remembrances.**

6. Report of Secretary General Frank Burris

6.1 Membership Report & Expirations - Council's role in renewals?

Frank shared the most recent (21 January 2012) Membership Expirations Report with the Executive Committee and noted that five changes had already occurred in the past 10 days. **Every Council member has been**

assigned 2-3 lapsed members for follow-up and he needs to hear from those who have not reported on their assignments.

6.1.1 Shortening the grace period for lapsed members from 1 year to 6 months?

Frank again proposed shortening the grace period for lapsed members from one year to six months. He believes the Membership Management System (MMS) does not accommodate well the carrying of lapsed members for such a long period and too much effort is spent chasing members who rarely respond. EC discussion resulted in a consensus to retain one year grace period but also reduce the follow-up effort in sending Past Due notices to lapsed members.

6.2 2011 & 2012 IACEE Dues & Fees Revenue Record

Frank cited the two revenue reports that support the Agenda and indicated they are by now well-known and understood by EC members.

6.2.1 Handling of "short" (less than full amount) payments by members?

He asked the EC for advice on handling the occasional short payment that comes in for dues (e.g., a \$240 payment for a \$250 dues payment). These are usually the result of wire transfers. The EC advised that we continue to accept the short payments but work with those members who submit them to correct the payment amounts.

6.3 IACEE Year-end Financial Report for 2011

We concluded the year very well, with \$28,835.25 carried forward to FY 2012.

6.4 Performance Against FY2011 Budget

IACEE did very well against the FY2011 Budget, especially since we lacked a budget for several years and the FY2011 Budget was created with minimal historical data.

6.5 Development & Approval of FY2012 Budget

The FY2012 Budget was developed between early November 2011 and mid-December. It was submitted to the Council in early January for approval (see Item 4.2.3) and was passed by a vote of 20-0. Wim Van Petegem proposed creating a 2-year budget for future biennia.

6.6 Satisfaction with 13 December Executive Committee Meeting via Skype?

Frank asked if we should continue this practice of a Skype meeting between face-to-face meetings? Mervyn Jones thought it valuable to have the interaction between face-to-face meetings. Consensus was to continue these Skype EC meetings focusing on items that need to move forward. The group also agreed that Frank should continue to generate Notes from these meetings that are not necessarily formal Minutes. Frank will poll the EC members for a date in mid-March or late-March for the next Skype EC meeting.

6.7 Advertising or Job Board in IACEE Media? - Phil O'Leary/Katie Pawley proposal

Phil O'Leary and Katie Pawley joined the meeting by phone and Katie provided an overview of their proposal for advertising through the Newsletter and/or website. They will structure a pilot that focuses on a narrow CEE niche and see how it goes. The EC was generally supportive of the concepts advanced and the Wisconsin team will further refine some recommended policies for advertising in IACEE media.

7. Report of Past President Mervyn Jones

7.1 Honorary Membership category definition

Mervyn has drafted a definition but has not yet shared it with the Council. He will send his draft for discussion at the March Skype EC meeting so it can be voted on by the Council in May.

7.2 Nominations for 2012-2014 Council

Mervyn presented the current version of his slate of candidates. Nelson asked Mervyn and Frank to consult on membership status of each candidate and to finalize the chart. A Skype meeting was arranged for the next morning between Nelson, Frank and Mervyn to discuss the details of the slate. Mervyn will also poll those candidates who are eligible to run in more than one category and will get their opinion as to where they wish to run. The EC discussed the issue of potential disenfranchisement of members who are not at WCCEE. Should we provide an electronic voting option for members who cannot be in Valencia? Mervyn agreed to draft a recommendation for consideration by the EC at its March Skype meeting.

7.2.1 Requests to be made of each candidate

Mervyn will request that the candidates provide several items for the election to educate the voters on their backgrounds and qualifications.

8. Report of Vice President, Membership Linda Krute

Linda suggested a number of actions that were not in the approved Agenda:

- We should think about two-year memberships for a reduced membership fee. MOTION: Kim Scalzo moved that we allow all member types to renew and pay for multi-year memberships. Linda Krute seconded. MOTION passed. (Ed. Note: We have routinely done this when requested.)
- We should allow new members to get 2-year memberships. (Note: This has also been done on one occasion when requested.)
- We should provide five memberships for every institutional membership. This would require a modification of the MMS. Nelson/Ed Borbely will discuss this and its potential costs with Vieth.
- We should investigate how to automate changing of all membership lapse dates to the same date (31 December?). Nelson/Ed will check with Vieth about what could be done to set up the same membership year for everyone. Frank shared the administrative view that the current Vieth system handles distributed lapse dates very well and that spending for such a change would not be wise. If those with multiple lapse dates for their multiple memberships wish them all to come on the same date, he can currently handle this by pro-rating fees.
- Linda thinks two years is too long between meetings. What could we do to have regional meetings or other types of meetings between the biennial WCCEEs? There was support for exploring this.

8.1 Membership fee reduction for those recruiting new members?

This item was not addressed during the meeting.

8.2 Portable IACEE promotional display?

Linda asked if anyone would anyone use such a display? Kirsti Miettinen proposed that we bookmark our website. Nelson suggested authorizations for us to link on our websites or a badge to announce that we are a proud member of IACEE. There was sentiment for creating such a display.

8.3 PowerPoint presentation/video for website for membership promotion

Linda will preview a first cut of such a presentation at the jointly sponsored Hospitality Suite on Wednesday evening. There was support for moving forward with such a presentation for multiple uses, including on the IACEE website.

8.4 IACEE sharing Hospitality Suite at CIEC with ASEE's CPD Division

As noted in Item 5.2, we shall co-sponsor this evening activity at CIEC.

8.5 **IACEE Membership Survey**

Linda will finalize this survey and get it out as soon as she gets access to appropriate area of the website.

9. **Report of Vice President, Products & Services Kim Scalzo**

9.1 **13th WCCEE - Patricio Montesinos**

~170 abstracts, including 94 papers from China, have been received. Concern was expressed about the actual participation of the large number of potential presenters from China. In Atlanta in 2008 approximately 90% of the Chinese presenters were no-shows and in Singapore in 2010 there were also a significant number of no-shows. The EC discussed the risk posed to the WCCEE by this issue and it was suggested that we require payment of registration fees with the submitted papers so we only schedule papers that are confirmed with payment. ASEE and SEFI both police their papers in this way. Patricio will consider an appropriate action to protect the WCCEE. We should also ask GO to reinforce the message from CACEE to all Chinese presenters. Such action could reduce the number of papers to ~100. Patricio noted that he will still accept Council members' papers. Patricio has scheduled five parallel sessions and the EC recommended scaling this back to four, or even three parallel sessions.

Workshops:

A lengthy discussion of the plan for pre-conference workshops took place.

The four currently proposed are:

1. Marketing - Pat Hall/Paul Marca
2. IACEE Quality Program - Kim Scalzo
3. E-Learning - Patricio Montesinos/UPV
4. Best Practices for Industry Standards - Kim and Ed need to consult on the value of a fourth workshop and what its content should be.

The EC discussed whether we actually need more than two workshops. There is concern that we may be diluting the audience with two full days of workshops. Kim, Patricio, and Nelson will decide this issue within two weeks.

The EC also discussed the timing of workshops vis-à-vis the Council meeting. It was felt that the workshops need to be immediately prior to the start of the WCCEE (16 May and possibly also 15 May). This would push the Council meeting back to 15 or 14 May, respectively. This matter needs to be decided very soon, as Council members need to plan their arrival in Valencia. (Ed. Note: In a Skype conversation between Nelson Baker, Kim Scalzo, Patricio Montesinos, and Frank Burris on 17 February, the Council Meeting was set for 16 May and three Workshops [#1, #3, and #2 above] were set for 14 May afternoon, 15 May morning, and 15 May afternoon, respectively.)

Patricio still needs sponsorships and a long-delayed conversation on this matter will be held via Skype during the next two weeks. (Ed. Note: This is now scheduled for 17 February.)

Letha Hammon stopped by to say hello and introduced herself as a candidate for ASEE President-Elect.

9.2 **14th WCCEE and beyond - Frank Burris, Nelson Baker**

Frank reported that we have run solicitations for WCCEE bids in the last several issues of the Newsletter without significant result, with one exception (see Item 9.3).

9.3 **Bid presentation from Arizona State University for 2014 - Jeff Goss**

In November Jeff Goss indicated an interest in 2014 from Arizona State University and promised a bid in January. A family crisis prevented the bid from being presented and prevented Jeff from attending CIEC. His ASU

colleague Octavio Heredia did come to CIEC and assured us that the bid will be forthcoming soon. **We shall stay on this matter as the time for a decision is now critical.**

9.4 **IACEE Quality Program Transition - Kim Scalzo**

Kim uploaded her report to File Archive this morning. **She will go back to all the DAETE2 partners to ascertain their participation at the \$250 or \$750 level for 2012.**

9.5 **Status of web-based tools for IACEE Quality Program - Ed Borbely**

The hoped-for demonstration could not be done in the EC Meeting.

9.6 **Quality Program Fees for 2012 - Frank Burris**

Frank reported that four of the five institutions invoiced on 1 January 2012 for \$750 for 2012 Developer fees have already paid: Michigan, Georgia Tech, Wisconsin, and SUNY. (Ed. Note: Aalto, the fifth, paid 3 days after the meeting.)

9.7 **CEE Manager Training Project - Pat Hall**

Pat Hall & Paul Marca offered a pilot workshop today at CIEC and will repeat it in Valencia in May. Pat has posted a report in the File Archive section of the website. Learning from these pilot workshops will inform how the project is implemented in the coming year.

9.8 **Special Interest Groups (SIGs) - Kim Scalzo**

Kim has uploaded a report to the File Archive. Cath Polito will not be standing for election to Council for the next term so **we need a new SIG Coordinator and a new Marketing SIG Chair.** Volunteers should contact Kim. Paul Marca indicated his willingness to consider leading the Marketing SIG.

10. **Report of Vice President, Organizational Sustainability Wim Van Petegem**

10.1 **Proposal for transition to paid staff - Wim Van Petegem & Andy DiPaolo**

\$12,000 has been placed in FY2012 budget for paid staff. What can be done with that amount of money? We need a profile of the kind of person who serves as paid staff? Andy and Wim will work on staff requirements. While we need some long-term solution to the paid staff issue, in the meantime we need a short-term solution to deal with the here and now. The \$12,000 line item in the budget was supplied by Frank, who felt that current revenue and expense could sustain this kind of expense. Frank commented that he is concerned about the amount of effort that has been expended over the past two years by him as a volunteer and that he is fearful that no action at this meeting will postpone a decision for another three months. Wim recommended creating a two-year budget in the future to account for the revenue variations in every biennium.

10.2 **Membership growth needed to sustain operations? - Nelson Baker**

Nelson is very concerned about creating sustainability for the long term; once paid staff requirements are defined, we can determine membership growth targets to get us to the point where we can afford paid staff.

This matter will be an Item for the March EC Skype meeting.

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

11.1 **IACEE Awards for 2012 - Katriina Schrey-Niemenmaa**

Katriina Schrey, on behalf of the Awards Committee, has proposed one candidate for each award: Markku Markkula for the Joseph M. Biedenbach Distinguished Lectureship Award and OpenHydro for the Glen L. Martin Award for Corporate Leadership in CEE. She proposes putting these to the vote of the full Council. Just this morning another Martin candidate (Deloitte - Spain) has been forwarded by Patricio Montesinos. A lengthy discussion ensued, mostly of the Deloitte nomination, which no one had seen previously. It was determined that **the Deloitte nomination will not be**

pursued further in this context but that the other two would be forwarded to the Council for a vote.

11.2 IACEE Awards Proposals for future - Katriina Schrey-Niemenmaa

No progress was reported on future new awards. While it was noted that we had hoped to establish an award in the name of John Klus, we also learned that ASEE CPD is planning to honor John with some sort of award. We need to move forward on this matter and do so in close touch with CPD so that we do not duplicate each other's efforts.

11.3 Newsletter Issues - Frank Burris

Frank reiterated his concerns about the need for a new Newsletter Editor who will build on the momentum of the past 2 years and will take the creation of the Newsletter on as a labor of love and a way to make a meaningful contribution to CEE. It is a very time-consuming but rewarding process four times per year. Phil O'Leary has also recently committed his staff to the layout and formatting of the Newsletter through the end of 2013.

11.4 March 2012 Newsletter Plan - Frank Burris

Frank shared the plan for the March 2012 Newsletter with the EC and asked for comments. Copy deadline for articles is 22 February 2012.

11.5 Website Issues - Louk Fennis, Soma Chakrabarti

Louk and Soma discussed their written report, which is located in the File Archive section of the website. They had proposed some navigational updates. The EC agreed to have them proceed with the proposed changes within the budgeted amounts for FY2012.

12. Future Meeting Plans/Locations

12.1 2012 Annual Council Meetings, 16 May ("old" Council) & 19 May ("new" Council), Valencia, Spain

As noted earlier in Item 9.1, the date for the "old" Council meeting will likely have to be moved earlier in the week to either 15 May or 14 May. It is critical that this decision be made within two weeks so Council Members may proceed with travel planning. (Ed. Note: The "old" Council Meeting now remains on Wednesday, 16 May.)

12.2 2012 Fall Executive Committee Meeting

A tentative date of Friday, 19 October has been set in conjunction with the World Engineering Education Forum in Buenos Aires, Argentina. We shall watch the evolution of the IFEEES Summit program carefully before finally deciding on this date.

12.3 2013 Mid-winter Executive Committee Meeting

This meeting was originally planned on the Tuesday of ASEE CIEC week, 5 February 2013, Phoenix, Arizona, USA. However, see Item 13 below for a change.

12.4 2013 Annual Council Meeting, April-May 2013

The 2013 Annual Council Meeting is planned in conjunction with a regional Australasian Association for Engineering Education event in or near Melbourne, Australia in the spring (northern hemisphere spring) of 2013.

13. Other Business

Frank expressed concern about the "fractured" nature of today's meeting, with several folks coming and going throughout the day and with the need to tie in with four different groups for reports via Skype and telephone. The EC had lost its quorum by the time we had this discussion because of several of these comings and goings. After brief discussion we decided to shift next year's Mid-winter EC Meeting to the end of the week to avoid all the Tuesday conflicts. In 2013 we shall convene on Friday afternoon, 8 February and Saturday morning, 9 February.

14. Adjournment

The meeting was adjourned at 5:05 PM.