**Executive Board Meeting**

April 12, 2015 – Hilton University of Florida Conference Center, Gainesville FL

Preliminary Minutes

**Attendance:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Position** | **Email Address** | **School** |
| Beth Todd | Following Year Conference Site Coordinator | btodd.eng@gmail.com | University of Alabama |
| Cindy K Waters | AWARDS AND RECOGNITION Vice Chair | kwaters@ncat.edu | NCA&T State Univ |
| Claire McCullough | ELECTRICAL ENGINEERING DIVISION Chair: | Claire-McCullough@utc.edu | University of Tennessee at Chattanooga |
| Daniel Kohn | SECTION OFFICER Secretary-Treasurer | dekohn@memphis.edu | University of Memphis |
| Donna Reese | PUBLICATIONS AND PROMOTIONS Vice President | dreese@cse.msstate.edu | Mississippi State University |
| Harry C. Powell | ELECTRICAL ENGINEERING DIVISION Secretary: | hcp7ad@virginia.edu | University of Virginia |
| Hodge Jenkins | MECHANICAL ENGINEERING DIVISION Chair: | jenkins\_he@mercer.edu | Mercer University |
| | | Last Year Conference Site Coordinator | jenkins\_he@mercer.edu | Mercer University |
| Jerry Newman | ENGINEERING TECHNOLOGY DIVISION Vice Chair: | jdnewman@memphis.edu | University of Memphis |
| | | PROGRAM UNIT Vice President | jdnewman@memphis.edu | University of Memphis |
| John Abbitt | Upcoming Year Conference Site Coordinator | jda@ufl.edu | University of Florida |
| John Brocato  | PROFESSIONAL SKILLS Secretary: | brocato@engr.msstate.edu | Mississippi State University |
| | | SECTION OFFICER Campus Rep. Coordinator | brocato@engr.msstate.edu | Mississippi State University |
| Ken Brannan | CIVIL ENGINEERING DIVISION Vice Chair: | Ken.Brannan@citadel.edu | The Citadel |
| | | SECTION OFFICER Newsletter Editor | Ken.Brannan@citadel.edu | The Citadel |
| Matthew Jensen | MECHANICAL ENGINEERING DIVISION Secretary: | mjensen@fit.edu | Florida Institute of Technology |
| Michael Woo | ENGINEERING GRAPHICS DIVISION Chair: | woom@citadel.edu | The Citadel |
| Otsebele Nare | PROFESSIONAL SKILLS Chair: | otsebele.nare@hamptonu.edu | Hampton University |
| Priscilla Hill | SECTION OFFICER Past President | Phill@che.msstate.edu | Mississippi State University |
| Priya Goeser | PROGRAM UNIT Secretary Program Unit | Priya.Goeser@armstrong.edu | Armstrong Atlantic State Universtiy |
| Richard Stansbury | COMPUTER ENG & TECH DIVISION Secretary: | stansbur@erau.edu | Embry-Riddle Aeronautical University |
| | | RESEARCH DIVISION Chair: | stansbur@erau.edu | Embry-Riddle Aeronautical University |
| Ruby Mawasha | Zone II Representative | ruby.mawasha@wright.edu | Write State University |
| Sarah Lee | SOFTWARE ENGINEERING DIVISION Chair: | sblee@cse.msstate.edu | Mississippi State University |
| Scott Schultz | INDUSTRIAL ENGINEERING DIVISION Vice Chair: | schultz\_sr@mercer.edu | Mercer University |
| Tanya Kunberger | PROGRAM UNIT Vice Chair | tkunberg@fgcu.edu | Florida Gulf Coast University |
| Tim Wilson | ADMINISTRATIVE DIVISION Chair: | Timothy.Wilson@erau.edu | Embry-Riddle Aerou |
| | | AWARDS AND RECOGNITION Secretary | Timothy.Wilson@erau.edu | Embry-Riddle Aerou |
| Tom Fallon | PUBLICATIONS AND PROMOTIONS Publications Unit | tfallon@spsu.edu | Southern Polytechnic State Univ |
| Cindy Waters |  | kwaters@ncat.edu | NC A&T State Univ |
| Cecelia Wigal |  | Cecelia-wigal@utc.edu | University of TN @ Chattanooga |
| Julie Ellis |  | Julie.ellis@wku.edu | Western KY Univ |
| Todd Schweisinger |  | todds@clemson.edu | Clemson University |

1. Meeting called to order by Tullio Sulbaran (via conference call) at 3:10pm
	1. Welcome
	2. Thank you to Priscilla Hill for her work and efforts on the nominating committee (see below) as well as for filling in for him since he was unable to attend the conference.
	3. Thank you to Scott Schultz for accepting the nomination as next year’s Chair (since Paul Palazolo announced he would not be stepping up to chair next year)
	4. Introductions
2. Motion to approve the minutes of the last meeting was made by John Brocato and 2nd by Scott Schultz. Approved
3. Treasurer’s Report (Daniel Kohn)
	1. Report is incomplete since HQ has yet to post interest, institutional dues or Operating funding for the year. The reason given for the delay is that national is undergoing an audit and the staff is concentrating on that effort.
	2. Motion to approve the Treasurer’s report was made by Priscilla Hill and 2nd by Cindy Waters. Approved
4. Host Site Report by John Abbitt
	1. Registrations: 85 students, 119 regular with 52 different institutions represented. Of the regular registrants, 101 paid early and 18 late.
	2. Currently it looks as if the conference is in the black. The estimated net revenue for the conference is $2550.95
	3. Lastly, he urged all participants at the conference to visit the vendors/sponsors.
5. Proceedings Editor Report by Barbara Bernal (via conference call)
	1. There are 3000+ files on the usb drive image this year since we were able to put all the conferences (1998 to present) on the drive.
	2. USB Drives were supplied by University of Florida and they made the drives. The transfer of files was done via dropbox. There was some confusion about who was supplying the USB Drives and also on the timely summation of papers. The overall process needed more co-ordination than doing the CD’s (since more people were involved), so it really did not simplify the process of generating the proceedings.
	3. We did have plenty of room left over on the USB Drives, a discussion should take place before the next conference on what should be included/excluded on the next Proceedings USB Drive (so it is a board decision not just the proceedings editor). We also need to ensure that the previous year’s Best Paper is included.
	4. It was noted by John Abbitt, that UofF did the USB drives and did not see any issues producing them.
6. Zone II Rep Report (Ruby Mawasha)

Note: Report was moved up in agenda so that Barbara Bernal could participate in the discussion (since she is involved in the Zone II Conference paining)

* 1. Zone II Conference
		1. Responses to our questions about the Zone II Conference:
			1. National would be willing to cover any budget shortfall for the conference.
			2. Any profit from the conference (which it is understood should be kept to a minimum) would be split amongst the 3 regions in the section.
			3. The division of work between the 3 regions will be determined after the approval of the conference by all three regions.
		2. It was then asked that we call a vote to agree to the Zone II conference in Puerto Rico. The motion was made by Dona Rees that “We participate in the Zone II Conference to be held in Puerto Rico in 2017.” Motion 2nd by Otsebele Nare.
			1. Discussion included:
				1. A straw poll was taken to see how many present would not be able to attend due to travel budget. Aprox 75% of those in attendance said they would be able to attend.
				2. Barbara Bernal stated that most “special location” conference have succeeded beyond expectations (sighting the national conferences in Hawaii and Vancouver as examples)
				3. The question of “boots on the ground” was discussed and Barbara said that she had been in contact with two Puerto Rico institutions willing to host or share the hosting duties.
			2. With discussion over a vote of the executive committee was called. The vote passed with 3 votes for and one abstaining. Motion Passed.
		3. With regards to our motion on the Accounting issues at HQ. We are instructed to contact Steven Polk, CFO, with our concerns, but national is working the issues and transparency, but we are asked to “be patient”
1. Technical Sessions Report (Tanya Kunberger)
	1. We received 154 abstracts back in December. 115 papers were submitted, but 5 were pulled at the last minute.
	2. Thanks to all the people who helped out with paper reviews and those who volunteered to moderate sessions.
2. Nominating Committee Report (Priscilla Hill)
	1. Changes in officers for next year.
		1. Paul Palazolo informed the Executive committee on March 22 that, due to unforeseen circumstances he will be unable to serve as president for the upcoming year.
		2. Ken Brannan has announced his retirement and will be giving up the office of News Letter Editor and Webmaster
		3. If the constitution / bylaw changes are approved, the position of Treasurer/Secretary will be split in two. Daniel Kohn, who currently holds this position will stay on as Treasurer.
	2. Nominations – The nominating committee puts forward the following for the consideration of the Executive committee and/or membership
		1. President - Scott Schultz
		2. President Elect - John Brocato
		3. Secretary (if changes are passed) – Cecelia Wigal
		4. Campus Representative Coordinator (to replace John Brocato) – Kenneth Ball
		5. Newsletter Editor / Website – Hodge Jenkins
	3. The nominations were accepted by the board. Since Newsletter Editor and Campus Rep are appointed by the board, the board voted and accepted both to their respective positions. The other three positions will be voted upon at our upcoming luncheon meeting at the end of the conference.
	4. The executive board would like to thank Priscilla Hill and the entire nominating committee for their work this year. Due to all the changes (above) this was an unusual amount of work and the section would like to express it’s thanks to all involved.
3. Awards (Scott Schultz)
	1. Due to the awards for service approved at the last meeting, we have 30 awards to hand out this year (in the past it has been 6). The question was posed on how the service awards for the officers should be passed out. It was suggested by Tim Wilson, that a “Stand and be recognized” approach should be used at the banquet, with certificates being handed out after the banquet was completed. Approved.
	2. Also, a special presentation to honor Tom Dion and the renaming of the Tilmans Service Award to the Tilmans-Dion Service Award will take place at the awards banquet.
4. 2016 Conference (Beth Todd)
	1. University of Alabama at Tuscaloosa will host
	2. Conference will be early to correspond to spring break at the university so we can make use of their new facilities (mid March – spring break dates TBA).
	3. Meals will be held at separate space at hotel or other locales.
	4. Hotel Capstone will be the main conference hotel (on campus) at ~$115 per night. Other options will be available.
	5. Due to early conference, Sep 4 abstracts will be due. Papers will be due beginning of November. Papers will be due early January. Registration by Jan 20.
5. Future Conferences (Donna Reese)

2017 – Zone II Conference in Puerto Rico

2018 – Embry-Riddle Aeronautical University

2019 – Auburn

2020 - University of Memphis

* 1. Now that it has been established that the Zone II conference will take place, letters will be sent to the above universities to formally invite them to host their respective conference.
1. Campus Rep Report (John Brocato)
	1. Larry Richards for the University of Virginia is the winner of this year’s outstanding campus rep.
2. Newsletter / Website (Ken Brannan)
	1. Will need summary of awards and new officers list for news letter
	2. Ken was recognized for his OUTSTANDING work for the section over these many years.
3. Old Business
	1. None or already discussed above
4. New Business
	1. We need to discuss, at a future meeting, the terms for the offices of proceedings editor, webmaster, newsletter editor, campus rep and also create a path of succession for these positions.
	2. Diversity Committee Report (Tim Willson) - Diversity Committee Report – 2014-15 Year of action on Diversity. Statement on diversity to be voted on by National Board at the national meeting. There will also be a panel on “Safe Zone” at the national conference as well as special recognition of the best paper on Diversity.
5. Meeting adjourned at 3:47pm