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# ASEE SE Past Presidents Meeting

March 15, 2016

University of Alabama

**Meeting Minutes**

**Meeting called by:** Scott Schultz, Section President

**Minutes authored by:** Beth Todd, Meeting Secretary

Attendees:

Scott Schultz – Section President

John Brocato – Section President-elect

Cecelia Wigal

Beth Todd

Meeting called to order at 10:40am.

2017 Zone II Meeting

Concern was expressed about the status of the meeting. Everyone was missing the presence of Barbara Bernal.

There will be a face-to-face planning meeting in Atlanta in late October, and the North Central Section and Indiana-Illinois Section will be invited. There will be the option of participating by teleconference.

There will be the opportunity for planning at the Zone II Meeting in New Orleans at the Annual Conference.

Concern was expressed about losing attendance for the 2018 conference at Embry Riddle Aeronautical University.

Officer’s Manual

The Past Presidents Council has been asked to

* Update the Officers’ Manual to make it align with present officer best practices; and
* Include descriptions of the Units and Divisions in the Officers’ Manual to help potential authors understand the types of papers that are accepted.

Scott Schultz agreed to take the lead on this task. He will create a site on Dropbox where material can be shared, divide up the sections, and have something to report on at the fall planning meeting.

No Old Business

New Business

It was suggested to encourage Division Chairs and to make recommendations about progression to Units.

Meeting adjourned at 11am.