

AMERICAN ASSOCIATION OF ENGINEERING SOCIETIES

Minutes of AAES Board of Directors Meeting

Tuesday, May 6, 2008

National Academy of Engineering
Lecture Room
Washington, DC

AGENDA ITEM No.

BOARD OF DIRECTORS BUSINESS MEETING

- 1.0 The AAES Board of Directors (BoD) meeting was called to order at 1:35 p.m. by Chair Jon Nelson.
- 1.1 Roll was taken: Present were –
Executive Committee: Jon Nelson (Chair), Ralph Wyndrum (Chair-Elect), Thomas Hanley, Luis Kun, (At-Large Representatives), Bill Salmon (Treasurer), Richard Anderson (Secretary),
AAES Staff: Bill Koffel, (Executive Director), and Connie Kyle. Dan Bateson was present via conference call.

AAES Member Societies: AIAA (Roger Simpson), AIChE (Dale Keairns), AIMBE (Jennifer Ayers), AIME (Arhem Skov), ANS (Harry Bradley), ASCE (Pat Natale via phone), ASEE (James Melsa), ASME (Virgil Carter), HFES (Lynn Strother), IEEE-USA (Russell Lefevre), NCEES (Jerry Carter), NSPE (Kathryn Gray), SWE (Betty Shanahan), Voting representatives in parentheses.

Suzanne Jenniches (EWC Chair).

A quorum was present.

All attendees from Member Societies, as well as guests are listed on the attached sign-in sheet.
- 1.2 A motion to adopt the modified agenda was made and seconded. The motion passed. Please note that these minutes are in the order indicated on the original agenda. The actual order that the individual items were discussed during the meeting deviated significantly from the agenda order.
- 1.3 A motion to accept the minutes of the AAES Board of Director's meeting of December 11, 2007 was made and seconded. The motion passed.
- 2.0 Officer's Reports:
- 2.1 Nelson welcomed the newest Member Society, the American Institute of Mining, Metallurgical, & Petroleum Engineers (AIME).
- 2.2 Nelson presented a brief report on the following items.
- a. The AAES offices will be moved to the Koffel Associates' offices in Elkridge, MD. Further information will be presented in Koffel's office.
- b. There are openings on 4 of the AAES committees: Awards (1), Nominating (1), Finance (2), and Auditing (1).

***ACTION:** The Member Societies are encouraged to submit the names of candidates for these*

positions to Nelson.

- c. Wyndrum is continuing to finalize the strategic plan.
 - d. Nelson will be conducting ED Koffel's performance review in July 2008.
 - e. The ExCom will begin an initiative to "clean-up" the AAES governance documents.
 - f. Nelson is working on developing the time lines for when certain officer duties, such as appointments, have to be done every year.
 - g. Nelson and Koffel are developing a spreadsheet for tracking the potential member societies that have been or are being contacted.
- 2.3 Past-Chair's Fallon's Report- None submitted
- 2.4 Chair-Elect Report was submitted and is posted on the AAES website. Items discussed orally included:
- a. Wyndrum continues to finalize the AAES Strategic Plan. The mission of the AAES is externally focused, and it is expected the document will be used for external audiences. Another version will be internally focused for use to guide the internal activities of AAES. The final draft will be sent to the Member Societies by about May 21.

***ACTION:** After review of the final draft, Member Societies are encouraged to contribute 4 or 5 suggestions to Wyndrum and Koffel for initiatives that will contribute to the advancement of AAES as a body. This should be accomplished within 30 days after the final draft is sent to the Societies. The final report will then be distributed to the membership by July 4, 2008.*

3.0 AAES Membership Status

- 3.1 Member Societies currently include: AIAA, AIChE, AIMBE, AIME, ANS, ASCE, ASEE, ASME, HFES, IEEE-USA, NCEES, NSPE, and SWE. Koffel further described the prospect database that he is working on with Nelson.

***ACTION:** Koffel will be meeting with the Biomedical Engineering Society regarding membership in AAES.*

- 3.2 Nelson reported that JETS submitted a membership resignation letter that very morning effective immediately. The essence of the resignation was that JETS is not a society of individual members and the activities that are currently being pursued by AAES are not congruent or supportive of the JETS' mission, with the possible exception of the K-12 Working Group. The resignation will be considered by the ExCom in their meeting of May 7, 2008.

4.0 Treasurer's Report

4.1 2007 Financial Report

The 2007 end-of-year financial documents are posted on the AAES website. The year ended with a slight excess of revenue over expenses.

4.2 2008 Budget

The 2008 budget was distributed with a comparison to 2006 and 2007 actuals.

5.0 Executive Director's report

The written ED's report is posted on the AAES website.

- a. The "value proposition" document, "What is AAES" is in a draft format and the ExCom would like to get this document finalized so it can be used by Member Societies.

***ACTION:** Member Societies of AAES are encouraged to review the "What is AAES" document and to return their comments to Koffel by June 6, 2008.*

- b. The AAES offices will be relocated to the Koffel Associates' offices in Elkridge, MD in the near future. Our landlord is doubling the number of personnel in their office, so it is expected the loss of AAES will not have a major negative affect on the Plexus organization. It is projected that this move will have major positive financial impacts for AAES. Most of the cost savings are expected to occur in 2009 due to overall efficiency of operations, and staff versatility. AAES Board meetings will still be conducted in the DC area, while other AAES meetings may be in either DC or Elkridge.

6.0 EWC Report

- a. The EWC written report is posted on the AAES website.
- b. The EWC surveys and reports are on schedule.
- c. Two new members have joined the EWC, for a total of 120 members.
- d. Jenniches, as Chair of the EWC, reported that the potential second staff member has been identified and will hopefully be joining the staff in the near future.

7.0 Reports from AAES Committees

7.1 Nominations - Gray

The Nominations Committee reported that 6 nominations were received from the Member Societies, and they presented the following candidates:

- a. For Chair-Elect: Roger Simpson (AIAA)
- b. For At-large Director: Ann Meyer (AIMBE)

There were no additional nominations by petition. A motion was made, seconded and passed unanimously to elect Roger Simpson as the Chair-elect for 2009, and Ann Meyer as the new At-large Director. Ann Meyer replaces Luis Kun whose term expires December 31, 2008.

- 7.1.1 Melsa moved to amend the By-laws such that the Nominating Committee would normally present at least two qualified candidates for each open position for the AAES elections. The motion was seconded and discussed. The reasoning behind the motion was that the elections should actually be contested elections between qualified candidates. Otherwise, with only a recommended slate being presented by the Nominations Committee, the Nominating Committee is actually selecting the winner. Conversely, a positive aspect of the current method is that it allows a more extensive evaluation of the candidates.

The vote was 2 for and 10 against. The motion failed.

***ACTION:** Nelson and Koffel will review the current nominations procedures and codify the procedures to try and remove any ambiguity.*

7.2 Awards – Koffel

The Awards procedures appeared to work well this year, based on the nominations received and the awards presented. There were concerns expressed with regard to the procedures used, similar to those expressed for the Nominating Committee procedures.

***ACTION:** Koffel will review the current procedures for the Awards Committee and develop written procedures that will then be codified for approval by the Board.*

8.0 Reports from AAES Working Groups

8.1 Diversity – no report submitted

8.2 International Activities Committee – IntAC – Hank Hatch

The IntAC written report and the attachments are posted on the AAES website. Hatch reported on the considerable activity that the Working Group is engaged in, including WFEO, UPADI, and UNESCO. The Working Group will be holding their meeting this Friday at the NAE building.

8.3 K-12 - Wyndrum

Wyndrum reported on the revitalization of this Working Group. The Working Group is trying to build a sense of cooperation between the society members of the Working Group, especially with the messages on the respective web sites.

8.4 American Competitiveness Initiative – no report submitted

8.5 Emerging Issues – Kun

Kun reported on an “emerging issues” planned conference activity that he is involved with through AAES (International Activities Working Group, Engineers Forum on Sustainability Working Group, and the Emerging Issues Working Group) and other organizations. He is planning an International Symposium for December 2008 to discuss Policy Considerations affecting the intersection of Global Health with Global Sustainability with the venue possibly to be the NAE. He would like AAES to be a “technical co-sponsor” of the proposed conference.

***ACTION:** Kun will submit to AAES a synopsis of the December 2008 program this week (since he will be presenting it this Friday to the International Activities Committee). The goal is to have the AAES Board approve the organization becoming a technical co-sponsor of this program with no financial obligations/implications.*

8.6 Engineer’s Forum on Sustainability-EFS – Al Grant

Al Grant (ASCE) presented a report on the activities of this Working Group. The written report is on the AAES website. The Member Societies and co-sponsors of this Working Group are: ASCE, AIChE, ASME, IEEE-USA, and ASEE. The next meeting is scheduled for Friday, May 9, at the NAE building. Grant announced that the American Association for the Advancement of Science (AAAS) is now a co-sponsor of the EFS.

Grant suggested that he believes it would be a good idea to have a small meeting between the Work Group leaders and the AAES leadership.

***ACTION:** Nelson will consider the logistics of such a meeting and will report back to the ExCom.*

9.0 Old Business - none

10.0 New Business

10.1 Report from AAES/NAE Convocation of May 5, 2008 Gray/Carter & Shanahan/Natale

a. Gray noted that the engineering community received significant challenges from the speakers in several areas, including educational reform, the K-12 pipeline and the necessity for the engineering community to take charge of their own destiny.

b. Carter noted that there is need for advocacy on the ACI. The Initiative was passed by Congress but not funded. Grass roots collective advocacy is required by the engineering community in order to make the essence of the Initiative a reality.

c. Jim Melsa of ASEE reiterated that single points of contact are required from the Member Societies if they would like to participate in the educational reform program being initiated by ASEE.

***ACTION:** The AAES Member Societies are requested to submit the name of a single point of contact for the ASEE if the Society would like to participate in the ASEE educational reform program. These names should be submitted as soon as possible.*

d. Salmon expressed a concern that there was not a coordinated, intensive effort to get the funding for the ACI. He suggested that we should send a collective letter to Congress stating our position on behalf of our several hundred thousand members.

e. Casey Dinges, having worked on the hill for many years on behalf of ASCE, explained the process of drumming-up support from Congress. His opinion was that it was better to target key senators and representatives, rather than shot gunning the entire Congress.

***ACTION:** IEEE-USA agreed to prepare a targeted letter on behalf of ASEE. The letter will be sent to all Member Societies by May 13 and returned with comments and a digital signature from the proper person in the Society. The letter would then be sent by May 20 to individuals in Congress identified by the government relations staffs of the various Societies as being key to the funding of the ACI.*

f. Salmon suggested that NAE would be receptive to hosting a meeting regarding the NAE report on the public's awareness and perception of engineering. This meeting would be held soon after the release of the NAE report in early June.

g. Carter suggested that it would be better to have AAES host the meeting and invite the NAE to participate. This would show that the AAES is taking a leadership role in this effort.

***ACTION:** NSPE (Gray) and SWE (Shanahan) agreed to set up this meeting by contacting Lance Davis of the NAE. The meeting would be relatively small and involve the leadership of the ASEE Member Societies, and would occur soon after the release of the NAE report in early June.*

10.2 Agenda items for future Board meetings-Nelson

***ACTION:** Nelson will provide a list of these suggested items*

11.0 Reports from AAES Member Societies

- IEEE-USA IEEE-USA has a new initiative dealing with the “Humanitarian Technology Challenge” which focuses on: Health Care Delivery in Developing Countries and Disaster Mitigation.
- NSPE NSPE’s primary focus is obviously still Licensure Outreach, however, they are also working on:
- “Good Samaritan Legislation”
 - Furtherance of their support for mandating additional education beyond the baccalaureate degree prior to licensure
 - They are using web seminars extensively to promote their message
 - NSPE is embarking on developing alliances with licensure related groups in foreign countries
- NCEES NCEES is working through their internal committees to develop the details regarding the +30 initiative that would require either a master’s degree or 30 coordinated credits of upper level engineering courses prior to licensure.
- They are also being asked to provide the Fundamentals Exam in more and more foreign locations. They are trying to work out the details of how this might be done.
- HFES The leadership of the HFES just returned from a “People to People” trip to the Peoples Republic of China to study the issue of ergonomics. The trip was very enlightening.
- ASME Virgil Carter will be retiring on July 2 and Tom Laughlin will be replacing him as ED. Virgil received a hearty ovation in gratitude for all he has done for AAES and the profession.
- AIMBE AIMBE will be convening a meeting on September 15, 2008 in Washington DC dealing with issues of national security as related to the medical engineering.
- ASCE The ASCE report on the Civil Engineering Body of Knowledge was released during Engineer’s week in February. The report has been well received by the civil engineering community and many civil engineering programs have already started implementing it. Natale encouraged the other societies to take a look at it and see how they can develop similar documents for their discipline.
- ASCE is also looking at what civil engineering needs to do to reach the aspirational vision for civil engineering as presented in their document – The Vision of Civil Engineering in 2025.
- A revised version of the ASCE Report Card on the Infrastructure will be issued in 2009. Work is under way on the development of this project.
- AIChE This is the centennial year of the AIChE, and the Institute is celebrating in many ways. Energy is the central theme of this centennial year.
- AIAA At the last AIAA Board meeting, the role of AIAA in AAES was discussed. The Board now has a better appreciation of why AIAA is a member of ASEE.
- Next week the AIAA will be hosting an “Inside Aerospace” meeting with an emphasis on the workforce and where it will come from and what it will look like.

12.0 Comments from guests-none

13.0 Future AAES meetings

- AAES Executive Committee meeting on May 7, 2008
- AAES Executive Committee meeting on September 11, 2008
- AAES Board of Directors meeting on December 9, 2008
- AAES Executive Committee meeting on December 10, 2008
- AAES/NAE Convocation April 20, 2009
- AAES Board of Directors meeting on April 21, 2009
- AAES Executive Committee meeting on April 22, 2009
- AAES/NAE Convocation April 19, 2010
- AAES Board of Directors meeting on April 20, 2010
- AAES/NAE Convocation April 18, 2011
- AAES Board of Directors meeting on April 19, 2011
- AAES/NAE Convocation April 16, 2012
- AAES Board of Directors meeting on April 17, 2012

The target date for the Convocation has been shifted to the 3rd Monday in April to better accommodate the conflicts with Member Society meetings. Next year the Convocation will be in the NAE Constitution Ave. facility, but then for 2 or 3 years after that, it will be shifted to the NAE 500 "F" Street facility due to remodeling being underway at the Constitution Ave facility.

14.0 Action items generated from this meeting

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- 2.2 **ACTION:** *The Member Societies are encouraged to submit the names of candidates for these positions to Nelson.*
- 2.4 **ACTION:** *After review of the final draft, Member Societies are encouraged to contribute 4 or 5 suggestions to Wyndrum and Koffel for initiatives that will contribute to the advancement of AAES as a body. This should be accomplished within 30 days after the final draft is sent to the Societies. The final report will then be distributed to the membership by July 4, 2008.*
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- 5.0 **ACTION:** *Member Societies of AAES are encouraged to review the "What is AAES" document and to return their comments to Koffel by June 6, 2008.*
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- 10.1 ***ACTION:*** NSPE (Gray) and SWE (Shanahan) agreed to set up this meeting by contacting Lance Davis of the NAE. The meeting would be relatively small and involve the leadership of the ASEE Member Societies, and would occur soon after the release of the NAE report in early June.
- 10.2 ***ACTION:*** Nelson will provide a list of these suggested items

15.0 The meeting was adjourned by Chair Nelson at 4:40.m.

Respectfully submitted:

Richard O. Anderson, P.E.
AAES Secretary

Attachments: 1. Attendance Sign-in sheet

Distribution: 1. AAES Board of Directors
 2. AAES ExCom
 3. Member Society Executive Directors and Presidents
 4. AAES Group Leaders