

# AMERICAN ASSOCIATION OF ENGINEERING SOCIETIES

## Minutes of AAES Executive Committee Meeting

Friday, February 20, 2009

National Academy of Engineering  
Constitution Avenue Facility  
Washington, D.C.

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### AGENDA ITEM No.

### EXECUTIVE COMMITTEE ACTIVITY

- 1.0 The AAES Board Executive Committee (ExCom) meeting was called to order at 9:00 a.m. by Chair Ralph Wyndrum
- 1.1 Roll was taken: Present were -  
Ralph Wyndrum (Chair), Roger Simpson (Chair-Elect), Jon Nelson (Past Chair), At-Large Committee Members Thomas Hanley, Luis Kun, and David Mongan, Bill Salmon (Treasurer), Richard Anderson (Secretary) (at 9:30 a.m.), Bill Koffel (Executive Director), and, AAES Staff Connie Kyle.
- Present via telephone conference was – At-Large Member Anne Meyer and Dan Bateson (EWC)
- Pat Natale (Ex Dir ASCE) was present as a guest. Mike Sanio, (ASCE) also participated part-time via phone as a guest.
- A quorum was present.
- 1.2 The agenda was reviewed and the following changes were made:
- Wyndrum added  
3.1.a Adding new societies  
3.1.b Corporate members  
3.3 AAES website plans
- Nelson added  
8.2 ExCom member succession
- A motion to adopt the amended agenda was made, seconded and passed.
- 1.3 A motion to accept the minutes of the Executive Committee meeting of December 10, 2008, (Draft 2), was made, seconded and passed.
- 2.0 Officer's Reports
- 2.1 Chair's Report-Wyndrum
- Wyndrum stated that his main focus for this year is the growth in membership of AAES and the retention of the existing members. He would like to improve the perceived value of AAES to the membership and make more effective use of forums to communicate with the membership. AAES needs to span the needs of our members by looking for common denominators.

2.2 Past-Chair Nelson:

Nelson is trying to form two Working Groups – Engineering Education and Licensure.

He is also working on a date sensitive guide of Chair-Elect to Chair.

ED Koffel's performance evaluation has been completed and draft procedures for this activity will be drawn up by the next meeting.

He has not advanced the issue of non-AAES members serving on Working Groups.

Nelson is still working on the history of AAES. Salmon suggested Nelson contact Bob Frosch, former NASA head, and also David Belden, UEF. Nelson will also communicate with Koffel and Kyle to get more historical information.

***ACTION:** Nelson will try to get a draft of the history of AAES on the website by May 15<sup>th</sup>.*

2.3 Chair-Elect: Simpson

Simpson indicated that he will focus on the Image of Engineering during his term as Chair. He would like to develop an enthusiasm generating process that supports and unifies organizations. Simpson has also been advocating AAES membership with other professional societies.

3.0 Executive Director's Report-Koffel

3.1 AAES Membership Status

Koffel is making a significant effort to retain the existing members of AAES. He has scheduled meeting with the Boards of our member societies with Koffel, Wyndrum and Simpson, and they have had discussions with the respective Presidents. Koffel has calls every few months with the ED's of the various organizations.

Koffel will be attending the CESSE annual meeting the first week of March to try and identify prospective members.

***ACTION:** Koffel will report back to the ExCom on his visit to the CESSE meeting.*

A discussion on corporate membership was held. The initial concept would be that the corporate sponsors would bring funding to AAES, but they would not be a voting member of the AAES Board.

Wyndrum discussed his Four Themes relative to adding value to the current members and to prospective members:

- K-12
- Mid-career engineers
- Public image of engineering
- Innovation

Kun did not see a conflict of interest with corporate sponsorship, vs corporate membership. Mongan added that it would be imperative to show the corporations that there was value in sponsorship.

***ACTION:** AAES member societies to identify 1 to 3 appropriate companies to contact to support the Four Themes and report back to Koffel by March 20<sup>th</sup> with a contact point, phone number, and*

*a paragraph about the interest of the company.*

Kun suggested that we include governmental organizations also.

Natale stated that we need to approach these companies with a unified message so it looks like we have a common goal within AAES.

### 3.2 Status of NSF Proposal

Koffel has checked on the NSF proposal with the new head (Tom Peterson), but there is nothing new to report at this time.

***ACTION:*** *Koffel will follow-up with Mr. Peterson again by the end of February.*

### 3.3 Web Site Upgrade

Koffel has a person working on this issue. Member society events are being posted, but we need a homepage on the website.

### 4.0 Treasurer's Report-Salmon

4.1 Koffel reported that the outside accountant will be in during the next week to close out the 2008 fiscal year. It is expected the modifications will be completed in about 2 weeks. We are moving to a more practical system that is reflective of current membership and staffing levels. Indications are that fiscal 2008 was on target.

***ACTION:*** *Koffel to keep the ExCom apprised regarding the outside accountant's findings*

4.2 The 2009 budget approved by the Board in December is on target thus far.

### 4.3 Bank Signature Card

A motion was made and approved to have the four authorized signers as: Executive Director Koffel, the Chair, the Treasurer, and Connie Kyle.

### 4.4 Changes to Accounting Procedures

Proposed changes to the internal accounting procedures were discussed. These changes would reflect the smaller size of AAES (relative to several years ago), and the necessity to speed-up reporting and accuracy. An example would be quarterly adjustments by Kyle rather than waiting for the outside accountant.

***ACTION:*** *Koffel and Kyle will implement the changes in the internal accounting procedures by March 15.*

A discussion was held on the posting of financial documents to the website. What should be posted and who should have access to it? Should there be a password protected portion of the website, or should there be a separate website?

***ACTION:*** *Koffel to submit to the ExCom a proposal for "who, what, where" regarding the posting of documents by April 1, 2009.*

4.5 Forum Funding in AAES Budget

Wyndrum discussed the need for financial support of the forums that will emanate from the Four Themes. It is expected that about \$1,500 would be needed per forum for such things as breaks, and facilitator honorariums.

***ACTION:** Wyndrum and Koffel will begin working on the planning and outside funding opportunities for a forum at the end of June, 2009, on Mid-Career Education.*

5.0 Report from Engineers Workforce Commission-Bateson

Bateson reviewed the activities of the EWC and the report is posted on the AAES website.

The new surveys are prepared and are being sent out in a timely fashion.

Bateson has talked with Chris Brantley regarding the marketing of the EWC surveys.

6.0 Reports from AAES Groups

Written reports are posted on the AAES website for the ESF, and IntAC.

IntAC submitted drafts of two proposed MOUs with UPADI and WFEO that are intended to clear up future funding of the dues from the US to these organizations. Essentially, these documents memorialize the informal procedures that have been used for the past few years to pay the dues to these organizations. AAES is the conduit through which these dues flow from the interested professional societies to the two international organizations.

***ACTION:** Hank Hatch, the Chair of the AAES IntAC Working Group, is to submit the final signed copies of the MOUs to AAES headquarters as soon as they are both finalized. This will be the document that will trigger the AAES invoicing procedures to the signatory organizations that have agreed to participate in the funding of WFEO and UPADI.*

The K-12 forum that was held yesterday, February 19<sup>th</sup>, was successful. A report will be forthcoming from the steering committee.

There was no report from the Diversity Group. It was suggested that the theme of the 2010 NAE Convocation should be diversity. This theme would be developed in conjunction with another "outside" group. A motion was made, seconded, and passed that the AAES ExCom strongly supports this topic.

Kun reported on the Emerging Issues activities that the new administration has on-going in this regard. These include sustainability, global health, and global security. Kun also presented two recent publications in this regard: "Career Development in Bioengineering and Biotechnology", and an IEEE Journal-"Engineering in Medicine and Biology", Vol 27, No 6, November and December 2008.

***ACTION:** Kun will submit the AAES-Working Group Charter for the Emerging Issues group based on the charters on the AAES website.*

7.0 Old Business

7.1 Action Items from the Previous Meeting

***ACTION:*** *ExCom members will respond to the Secretary relative to the status of their Action Items from previous meetings within two weeks.*

7.2 Dues Structure Revision

***ACTION:*** *ED Koffel to set up a phone call or meeting with the EDs of the AAES Member Societies to discuss this issue no later than the 3<sup>rd</sup> week of March.*

8.0 New Business

8.1 Koffel reported that the program for the Spring 2009 NAE Convocation is set.

8.2 Nominating Committee

The invitations for candidates for next year's positions have been sent out.

The intent of the membership of the At-Large positions on the ExCom is that there would be staggered terms, with one person retiring each year. This is not the case with the current class of At-Large members. A motion was made to adjust the terms of the At-Large members in order to regain the staggered terms. The motion was seconded and approved.

***ACTION:*** *Koffel will include this approved motion on the staggered terms for the At-Large members on the Board agenda for the Spring meeting.*

8.3 Awards Committee

The nominations for the AAES awards are in to the Awards Committee. Two of the AAES awards will not be awarded this year.

8.4 WEC-2015

Anderson explained that an ad hoc task committee has been formed to explore the possibility of the US and/or Canada hosting the 2015 World Engineer's Convention. The US has been asked by the WFEO leadership to consider this possibility. AAES would be the lead organization, but the professional engineering organizations would be expected to be the actual organizers. A motion was made, seconded, and approved to encourage the task committee to continue researching the feasibility of the US hosting the WEC-2015 meeting. It was made clear that the AAES could not provide funding for this task committee or the actual meeting.

***ACTION:*** *Anderson and Mike Sanio will report back to the task committee that the AAES ExCom encourages further investigation into the feasibility of the US hosting WEC-2015.*

8.5 National Energy Policy Goals Proclamation

A proclamation letter being circulated by IEEE and ASME to other professional societies, dated 12-22-08, was reviewed. A motion was made, seconded and approved to have AAES support this proclamation.

***ACTION:*** *Wyndrum will sign this proclamation on behalf of AAES.*

8.6 UEF Grant Proposal

***ACTION:*** *Wyndrum and Koffel will work on a funding proposal to UEF for support of K-12*

*activities.*

9.0 Future Meetings

Some changes were made in the meeting schedule that was published previously.

(Extracted from May 7, 2008 Meeting Minutes)  
“Future dates of NAE Convocation – Nelson

The target date for the Convocation has been shifted to the 3<sup>rd</sup> Monday in April to better accommodate the conflicts with Member Society meetings. [This] 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.”

The NAE “F” Street facility may not be available to non-NAE groups during this time period, so the location for these meetings is not yet determined.

- AAES/NAE Convocation April 20, 2009
- AAES Board of Directors meeting on April 21, 2009
- AAES Executive Committee meeting on April 22, 2009
- AAES Executive Committee meeting September 18, 2009, Engineer’s Club in Baltimore
- AAES Board of Directors meeting on December 1, 2009 Engineer’s Club in Baltimore
- AAES Executive Committee meeting on December 2, 2009 Engineer’s Club in Baltimore
- 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

10.0 Action Items Generated From This Meeting

AGENDA ACTION IDENTIFIED  
ITEM

- 2.2 *Nelson will try to get a draft of the history of AAES on the website by May 15<sup>th</sup>.*
- 3.1 *Koffel will report back to the ExCom on his visit to the CESSE meeting.*
- 3.1 *AAES member societies to identify 1 to 3 appropriate companies to contact to support the Four Themes and report back to Koffel by March 20<sup>th</sup> with a contact point, phone number, and a paragraph about the interest of the company.*
- 3.2 *Koffel will follow-up with Mr. Peterson again by the end of February.*
- 4.1 *Koffel to keep the ExCom apprised regarding the outside accountant’s findings*
- 4.4 *Koffel and Kyle will implement the changes in the internal accounting procedures by March 15.*
- 4.4 *Koffel to submit to the ExCom a proposal for “who, what, where” regarding the posting of documents by April 1, 2009.*
- 4.5 *Wyndrum and Koffel will begin working on the planning and outside funding opportunities for a forum at the end of June, 2009, on Mid-Career Education.*

- 6.0 *Hank Hatch, the Chair of the AAES IntAC Working Group, is to submit the final signed copies of the MOUs to AAES headquarters as soon as they are both finalized. This will be the document that will trigger the AAES invoicing procedures to the signatory organizations that have agreed to participate in the funding of WFEO and UPADI.*
- 6.0 *Kun will submit the AAES-Working Group Charter for the Emerging Issues group based on the charters on the AAES website.*
- 7.1 *ExCom members will respond to the Secretary relative to the status of their Action Items from previous meetings within two weeks*
- 7.2 *ED Koffel to set up a phone call or meeting with the EDs of the AAES Member Societies to discuss this issue no later than the 3<sup>rd</sup> week of March.*
- 8.2 *Koffel will include this approved motion on the staggered terms for the At-Large members on the Board agenda for the Spring meeting*
- 8.4 *Anderson and Mike Sanio will report back to the task committee that the AAES ExCom encourages further investigation into the feasibility of the US hosting WEC-2015.*
- 8.5 *Wyndrum will sign this proclamation on behalf of AAES.*
- 8.6 *Wyndrum and Koffel will work on a funding proposal to UEF for support of K-12 activities.*
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11.0 From 12:05 to 12:32 pm, the ExCom was in executive session

12.0 Adjournment at 12:33 pm

Respectfully submitted:

Richard O. Anderson, P.E.  
AAES Secretary

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