

ASME District D “Meeting of the Leaders” Meeting Minutes
May 3rd and May 4th, 2008 Las Vegas, Nevada

Saturday May 3rd, 2008
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Introduction by Bill Robbins

Round Table introductions:

Name, where you are from, something to get out of this meeting
Purpose is to network.

Tom Houlihan- Comstock section, Nevada- revitalize relationship between working engineer and student engineers, new section leader

Satya Mahanty-Fresno Faculty advisor, passing on SSA to someone else, had SPDC, now he is the new SSC senior rep.

Scott MacEwan, former regional leader, call him coach

Lynden Davis, secretary of senior section, former everything

Vince Dilworth, staff support, assist and answer questions

Mark Connaughton, LA section, incoming chair

Holly Staffan, Boise,Idaho, will be chair next year.

Jennifer Spadafora, Washington section, incoming vice chair, Eclipse program Intern

Marcia Smith- north Peugeot sound, north of Seattle, Chairperson, EWB group

Derick Kam, VC, and represent Guam, Hawaii section, Next Chairperson

Rhonda Lehmann, Oregon section, moving into VC position, current program chair
(9 revitalized, 10 superstars, the ones in between need to be jazzed up)

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Karen Moore, Idaho Falls, Idaho section, not currently in a position- former VP of technical committees. How do we connect with the regular member who is not an active volunteer?

Justin Young Las Vegas resident, Chair of Silver State section, Las Vegas, VP of Affinity Communities

Tom Liberty- VP of Global Communities (past chair of south eastern Michigan section)

Ali Moharrer- California section, used to be in Houston, strongly promoting volunteerism.

Javier Larriategui- San Diego section, Chairperson could not come so he came in his place.

Scott Carlson- Peugeot Sound section; started at Regional Level- here to network.

Dave Van Dyke, Current VC incoming Chair of Oregon section. How can we distribute the workload?

Kelly Mears- Columbia basin section- incoming chair(?)

Nevil Neale- new chair of a revitalized section

Warren Kmicik is from the Northern Alberta revitalization section. ☺ North of Edmonton

Patrick Molvik-North Idaho, was chairperson

Deben Das- Northern Alaska subsection, has been SSA for many years, he is outgoing SSC rep. Want to know more about fundraising.

Scott Burr- Portland Oregon, Santa Clara valley section, chair of PD, want to know more about what we want in PD courses and offerings. What works what does not work.

Mahantesh Hiremath – Santa Clara section; 1600 members; mentored by Scott. They hold one seminar every month and have lots of joint meetings with other associations. How do you groom young engineers into volunteers for ASME.

Marian Heller, staff for K&C. Support development, foster relationships, recruitment and member involvement tools, LTC organization. Learn how she can support us directly.

Paul Biba- Los Angeles section.. Main task is to recharge our batteries and get to know who we email. Current Chairperson.

Steve Reese, Eastern Idaho, put names with faces

Tony Crawford, Eastern Idaho , academic to working engineer

George Tirone- San Fernando Valley. From Dayton section (past chair) Looking for networking and help from Los Angeles section so that they can be successful. 3 tours starting to be set up. Looking for ways to recover funds.

Ida Wierzba- southern Alberta section, this year we revitalized the student section, large membership. 30% of students are members. We are looking for ways to ensure we can transition them to regular members. We got money grant to do things now. This year they participated in the conference, Senior section- we have a lot of oil companies- tours are mainly for students. We organize lunches- one way to recruit members- non members are invited. Chairperson for 10 years.

Ophir Orr, San Francisco Section, Reactivated section, 3 active student sections, let students know there is more that we can offer outside of school.

John Rivera- Alaska section, student section in Washington, Anchorage section, Co Chairperson, wants more ideas, how to raise money etc.

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Curtis Barnard Portland Oregon, past regional trainer,

Dennis Armstrong- Richland Washington, Columbia Basin section, past leader in many areas. (told story of how he got involved with ASME- “voluntold” on a small task)

Metin Ozen- Santa Clara section, past chair

Marianne Chan- Southern Alberta Section, Calgary, AB, Secretary of District D.

Meeting Business

- Sign up sheets available for project ideas
- Expense Forms for this event- please complete and submit to Deidra Hackley (address on the form)
- BBQ at Justin’s house: We will rent a shuttle bus
- Make a Safe place: when you interact with people, make it a welcoming time.

Meet the Needs of our Technical Culture Locally-Bill Robbins

- hopeless enabler, can’t say no.
- need a position filled and that is how he got involved.
- Metrics need to be done, go to an event and make a report
- Be careful not to use metrics that do not work. I.e. 20 people at a meeting doesn’t say anything.
- We need to meet the needs of engineers.

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What are our needs?

1. Feeling like we belong
2. people need a context on how to deal with the onslaught of information (new technologies being funneled through mechanical engineering)
3. Networking to change or get a job. (Bill was promoting the teleconference bridge)
4. People want to know what else is happening in Mechanical Engineering in and outside of their industry.
5. Members want a good voice out to the public on the organization they are part of
6. Connecting with the students and getting them involved in ASME.
7. (Mahantesh) Cost of Education is not addressed by ASME. Affecting all middle class. Losing a lot of potential future engineers due to the cost increases.
8. (Warren) APEGGA is setting up a mentorship program- Engineers are seen as tools not leaders- stay technical not management. We are outsourcing a lot of design into low cost geography. Need to keep this in the country. People are seeing that management is the way to go and they don't see a future in technical jobs.
9. (Deben) There are less applicants to the engineering programs. Structural changes in society are causing this. The students work really hard and then when they are working, they are not in the same realm as people in accounting or medicine. The salary is not reflective of the work. People can do less work and earn more later (BBA degree for example). Uncertainty, layoffs etc. We need a higher salary, even if you are in management.
10. (Marcia) Undergrad education- a lot of kids do not like Math or Science, we need to work with schools on how we can make it fun. EWB, First Robotics, etc.
11. (Paul Biba)- There are reports that track enrollments. Kids ask what kind of car people drive and judge profession on that.
12. (Mark)- Encourage competitions. Voucher system- Alternative schools- you get something from the state to attend a school out of public school.
13. (Neville)- Members need to know what is going on with the section- if you go defunct, difficult. Need good follow through to keep sections going. (Dennis suggests that members should not accept status quo- ask about the section-but we can also ask membership to help)
14. (Ophir)- People need time to be active. Work is so busy for everyone now. (George suggests giving someone a tiny job- delegate the work and get people involved)
15. (Ali)- We need a system of people working for the organization- body of knowledge needs to be shared. There are things we do not know because it has never been shared. We never ask. We need to form project teams so we can leverage knowledge bank.
16. Technical Information to use on the job. Leadership jobs, organizational skills to use on the job. (can get by being a volunteer)

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From Bill’s slide:

- To Belong
- To feel welcome
- A safe place to grow
- Access to opportunity
- Easy access to information
- Be recognized
- Be inspired
- To teach, mentor, share
- Serve a higher purpose: volunteer (ASME local units)

The ASME Mission

Sanity check- is everything I am doing consistent with the mission.

...the well being of humankind.

What we do is important. ASME is volunteer led- not staff led. The integrity has stayed true over the years. We have honor.

Capture ideas

Local Technical Community

- Engineers
- Science Teachers
- (Karen) mechanics and technical trade people who have the skills but not the formal schooling in engineering.
- (Justin)- Professors
- K-12 teachers (Bill suggested outreach- even 3rd grade can learn about molecules)
- (Ophir)- encore for teaching program in California, mentor a high school student for a project each year. Get them excited and you just advise, you don’t need to do too much.
- (Sections need to share ideas- maybe we can use ASME Peer Link)
- Professors
- Students K-12
- College Students
- Grad Students (Justin says there is a national initiative to serve Grad Students no matter where they live)
- Ida says if you provide funding for them to attend conferences- you can get them involved.
- Deben- grad student group in region. Attract them and get them involved in a conference. There is funding available through the district. Section newsletter
- Researchers
- Work crafts
- Regulators

Links

Technical Divisions website: Cheaper for companies to pay for membership and then they get discounts on journals and conferences.

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International membership- thousands of student members for one year. And then a batch of brand new ones because they can be a member for free if they attend a conference.

Ophir- money is definitely a barrier. Need a marketing campaign to show the value of your membership-money breakdown.

George: We should not have to rely on membership dues to pay for our operating costs- actually we don't it is only 12-13% of ops costs.

Vince: What do we get for our \$135, we have hired professional marketing people who will market to the boss as to why their employees should be members.

Jen- at LTC- company paid for her to go. She had to present what she learned to upper management. Student Liaison team- go to Universities and present why they should be a member after they graduate.

George: cannot tell you what are the key benefits for being a member. At times company paid for it, at times not. Support on off time and on your dollar. (project- talking points to section leaders as to how to market the membership quickly)

Mahantesh: ASME Dues is cheap compared to civil engineers.

Warren: emails on membership benefits

Tom: huge range in dues across various organizations. Habitat for Humanity- what do we WANT out of our \$135. 60 second, one sentence. (Put together an elevator speech on membership.) Personal story.

Justin: What do you want and why do you still pay dues?

Marian: group exercises this afternoon. Recruitment and retainment kit.

Jen- What is going to push you above the rest when you are looking for a job? ASME can help with that. Leadership skills; organizational skills; people skills; management skills; meeting skills.

Paul: so many pounds of beef for your money. You get as much as you pay. Go to get more information that is available. Dig and find.

Warren: bean counters need to understand. Need to define the pound of beef vs. the money.

Scotty: we can have workshop on how to get your boss to convince your boss to pay for stuff. Every possible opportunity to bring up ASME in conversation. More exposure. Then management will know how helpful ASME is to your profession. Don't ever take your boss by surprise.

Tom: Candace said explain what you do to non technical people like you would to your grandmother. Make it simple. Share ideas on how to promote.

Dennis: industry relations, personal stories, personal worth. Industry relations- ASME members make good employees- now we have to live up to it. How do good employees be good ASME members. Show how much ASME helps you in your job. Annual dues = 1 pizza night. What is more worth it?

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Unit Leadership Resource Centre

Place to get forms and other section related items.

Best Practice Sharing between Section Leaders- Part I

One rep from each section to share one best practice:

Alaska: John Rivera- monthly luncheon meeting- bunch of ASME members. Guest speaker. Not during the summer months. Hosted PD courses. Piping course, boiler vessel code course. Convenient for local engineers and raises money for scholarships and events. Set up with ASME to get a speaker for the course. Arrange for a space, get course materials (\$) Fee covers incidental costs. 49 people have attended. CEI courses. Not cheap but fees charged can cover. Not much risk. (Steve) They need to know 2 months ahead. If not enough people you cancel the class- no monetary risk. (Karen) you don't need 100% to breakeven. Check your breakeven point for # of students for class. Some companies can pay for this too. Look at local vs sending everyone down there for the class(including expenses). Course can be brought to a company. Good money opportunity. Touching industry, technical community, giving skills. Tie into the students too can get free venue and good interaction with students.

Northern Alaska subsection: Deben 1 short course. Monthly luncheon meeting at a local restaurant 10-20 ppl attend. Interesting speakers. Not hard to find parking or hotel rooms. You need PD hours to maintain PE license- issue a PD certificate for attending signed by secretary and chairperson. Advertise this and then members will get 6-8 hours toward their requirement. Burt Dicht- presentation with technical speaker is qualified as 1 hour of PD. Course CEU = 10 PDH. You can get a course certified as a CEU course through the CEI. (Justin). (Scotty) Universities mainly, but things sponsored by your professional societies. Profiling your section- demographics to identify what courses to do.

British Columbia- not present (Paul Gill)

California Inland- Ali- 1. university relationship building, graduate students- talk to the students about benefits. Look at list of stuff that we have experience in and they can choose the topic they want to hear about. 2. fresh website is something that is important to convey information. 3. mentoring university students using the ASME.org mentoring program to understand who is looking for a mentor. Post yourself as a mentor and they can find you. Use a business plan as a section. Do these things to accomplish your goals. Ali is looking for knowledge on how to transition from Engineering into Science. 4. Promote the PE licence and how ASME helps you get it. Connect with the state PE board. 5. Set up specialty programs-nucleus- you can leverage technical divisions.

(Justin- ementor program. Staff will help to match geographically)

(Tom- any practical ideas on how we can involve senior engineers with young female engineers- professional facebook)

(Ophir- asking what is done to promote the PE license- so more promoting getting the license, it is not hard but it is a good idea, promoting information that is not well known)

Central Coast: No representation

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Channel Island- Neville: new section- don't let website go down, don't let the pamphlet die. Graduates and engineers hard to keep in the area because very expensive to live there. Get the group going. Offer people in the area what they need from membership. Summer season hard to get stuff done cause people are busy.

Columbia Basin: Kelly Mears- 1. SPDC- student conference. Old guard competition- 2 weeks before, hold student paper competition and offer monetary rewards. 3 universities in the area. Invite 2 or 3 from each to present. They are judged. 6 presenters this year. Good interaction between senior and student sections. MBF eligible. 2. Tour organizing- lose information if someone bails out of organizing. Get 5 Ws on tour information to be a central location for everyone to share the information so anyone can pick up and organize. (maybe we can get a standardized form to share with sections- good speakers, good tour opportunities)

George: secure area on the website to gain this information- we can do this on peer link. District can help with speaker funding.

Comstock: Tom – revitalizing- rename it to Tahoe section.
(Scott Burr- Silicon Valley Section- just marketing as that instead of Santa Clara Valley section)

Fresno section-nope

Hawaii- Derek – setting up student section relationship. PE review. Charge minimal fee. Brush up on general knowledge. 13 week course. Lectures and practice exams. \$200. Professors came up with the course. Industrial advisory board participation. Local community business. Frank Montgomery design competition. Designs are presented to senior section as a competition. 12 teams competing. ASME helps with welding for SAE student group on Mini Baja project.

Idaho section: Steve- Need 12 people to sign up for courses to break even. They have done lots of courses. Selling point to companies and managers is a ½ price class – no travel expenses. 220 members. Hold events 12 people attend. Focus on who is attending each event. If you have the same people you are not serving membership if you have different people at different events that is great.

Inland Empire Section: Patrick- This section is part of the new and revitalized group. What worked before were tours, (dams), internet webpage (forms processing capability is needed). 4 hour drive to Spokane- would like to set up an e-meeting- video conferencing or teleconference helps with this. (Karen said you can use the University to do this as well). 4 major universities in the area. Listserv- only text, you should be able to use pictures. (solutions- gmail, download roster, constantcontact.com – not listed as spam there is a cost but you can manage email lists there) MIT uses Smarttrans. Student section support.

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Tom Libertiny- GC website task force. Denny Wall is working on it. They are updating it or finding a new system to work with that will have more capability.

Section Revitalization Project- Dennis Armstrong

Which sections, what are the metrics, who is performing, who is not.

We have 30 chartered sections and subsections. Wide range of performance: high level of activity and service to no activity-no identified officers.

Section funding changed- MBF was created. Appropriation was sent out based on performance.

District D is the largest district.

Section- no limit in size

Sub section- child of section. Smaller group to address local members.

Group- child of section. Smaller group to address local members.

Senior Section is based on the whole membership including the subsection.

Money is paid to senior section and subsection gets money from section.

Section performance 2007 initial study

65% members served vs not served (section officers, getting funding etc)

50% members served vs no served (web content up to date)

One year later

63% are up to date

37% are not current (Dennis shows the list of who is delinquent)

2006/07 merit funding, members services, LTC 2008 Atlanta attendance, website up to date

Some people did not ask for money because they did not know what to do with the money. The Form to submit will allow them to opt out of getting the money but still submit metrics to be tracked.

9898 members served out of 13909.

4011 members served out of 13909 with up to date websites.

Dennis crafted a letter and emailed the listserv. 63 responses to email.

Improvement 4606 members served with new chairperson or town meeting to get officers. George is scared. ☺ What we need to do is run a mini training session to help the new chairs know what they need to do.

Dues Statement Donations (members can donate \$10 to their local section) \$15,549.00.

Justin is asking what the distribution of the donation was. One person, 5 people, 30 people?

Student Section Alliance:

SDOB are working on a plan to do student section revitalization. Which ones come to the competitions?

SSC runs the SSA training. SSA committee on Board of Education and Centres.

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Main point is get in touch with your student section and be sure to host joint events to facilitate the interaction between senior section and students.

We will not leave you high and dry. We will work with you to make sure you are successful- even with baby steps.

The Case for Diversity: Innovation and Creativity

diverse points of view from different ethnicity and genders will help get you to a solution that works.

Global Communities: Serving our Members-Tom Liberty

Tom talked about what he has been doing to gather information from the districts and what he is doing with the information.

He laid out what our mission statement should be based on what he heard from everyone. Global Communities VP Elect. We are the delivery channel to our membership. Justin represents the virtual communities.

Content Coordinating: He can direct us to whom we need to talk to. He wants to put together a database to share information on programs we can run easily.

Expansion: Especially overseas. Helping sections succeed and grow. Helping new sections get started and subsections form. Section revitalization.

Strategic and Performance Measurement: What are the metrics we are using to measure performance? What metrics should we be using? How will this be communicated to the section leadership? We need to train people on how to use metrics properly- collecting, reporting, analyzing.

Gorilla: Biggest complaint is we let things fall on the floor, people get frustrated and don't get answers. Triage team: 1. Respond to the person and they will state how it will be communicated by when. 2. Here is what we are going to do to help the problem. Diverse on age, gender, race, nationality, industry etc. Work on website and figure out where to get the information and who can help.

These are volunteer positions with staff support.

Think out of the cube. This is an entrepreneurial business. Is the money that we have going to the best use?

www.globalcommunities1.com

Strategy will be discussed at the ASME Annual Meeting Sunday June 8th, 2008 in Orlando.

Centers: mission focused

K and C: member unit based

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Best Practices Sharing with Section Leadership Part II:

Southern Alberta Section: Ida- Regular technical lunches. We invite members who can bring non members. Technical topics are quite popular. Oil and gas industry mainly in Calgary. Environment is also a hot topic. We provide judges for competitions and for science fairs. We support our student section- supply speakers for lectures/presentations. We hold technical lunches in the downtown core as most of our membership has traditionally been in that area. Different schools K-12 schools. Design competitions with university. We are finding it difficult to get new members. We invite students to the lunches. We pay for students. Attract graduate students to ASME.

Los Angeles section: Paul Biba- 4 new people to executive- send out emails but got good response by people coming to face to face meetings. Invite all membership to the executive meeting. Kids from 12 schools came to get involved. Even from high school. Technical chapters- not all are active.

Mount Diablo: Vince- inactive for the past 4 years. Do joint meetings with Santa Clara and San Francisco section. Share programs.

North Puget Sound: Marcia- tours of businesses in the area (aerospace, biomedical, etc), ask people to come to a meeting- not much attendance, but tours work well. They have joint meetings with Western Washington section. Review student projects with EWB and provide funding. Board is not very active as many have moved away.

*Map of sections to see borders?

Northern Alberta- Warren- events are run by other organizations that we would overlap and we need to find something unique to offer them.

Oregon – Curtis: Hang on to past chairs, college relations chair provides liaison, event planning- keeping track of what you do. Activa- no charge unless you charge a fee. They can sign up for events. Run reports for you. They also handle credit card transactions. Students meet industry day; working engineers pair up with college student for a half day and then at night have a reception to discuss. Call 8-10 people from the list and see who was interested in doing it. The engineer would pay for their dinner and the dinner for the student. SSA would arrange for the sign up list and the time.

Peugeot sound: Scott Carlson: Focus on quality of the event and schedule around speaker/plant availability. Ask people to volunteer and don't punish with scathing email if it is not done. Emails don't work all the time- use the phone! Designate an ASME stalker- look through the roster to see employer list to see who can help. “Profiling”. Invite students to meetings and have joint dinner during Eng Week with other associations.

Sacramento: No representation

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San Diego: Javier-Tours, call people it helps to convey the message better. Express gratitude, humbleness.

San Fernando Valley: George- from Dayton Roster is minded very often to understand the profile of your section on a regular basis as it changes with people coming in and out of the area. Also people change jobs and industries.

San Francisco: Ophir- held events with the 3 student sections- joint, annually. Joint events with Santa Clara and Mount Diablo. Program with University of California Berkley- Students put on a crab feed and they have a speaker at the event. 224 showed up to hear the designer from Apple talk. 188 students attend (59 student members).

Santa Clara: Manhantesh: PD courses. Ask members to speak as a day long lecture. Price the seminars reasonably. Members donate their time and often the space is donated too. They have a relationship with local industry and other associations. Abacus gave seminar for free. Usually charge \$5000. ANSYS does the same thing. Good success with seminars and now they can do webinar too- so people can do it from work or home. Industry sponsorship. HPV was funded through industry and converting biogases. It is best to collaborate with other professional organizations. Cross market. As for picking members for speakers- pick members who regularly give seminars at work. Expenses are scalable based on their business plan. Still hold seminars even though the turnout was only 4. That means you have touched 4 people. “Gotomeeting.com” and “gotowebinar.com” are the tools for the webinar. They have been approached to hold some of their seminars nationally through the webinar tool. Scott wants to profile and send webinar specifically based on interest. You have Voiceover IP and on screen capability; or you can call in to a conference call to hear the audio.

: Justin- over the past 4 years keep losing members as projects close in the area. Getting new volunteers. Using Evite to invite people to events and manage RSVP. Yuca Mountain project-Nuclear people. Christmas party – 80 people with 6 other associations. Currently only 45 people come through ASME. Socially focused networking event- wine tasting 25 people came. They also asked members to invite people from work. It was at someone’s house and it was catered.

Treasure Valley- Holly (Boise Idaho)- Huge geographical section. Need to reach people and neighboring sections. There is a hub of action in Boise. They hold an annual meeting in January- link between 2 sections. Virtual meeting- using the university to get the video conferencing. Share speakers. Student section liaison- recent graduate. Keeps them involved.

Western Washington Jen (Seattle): Peugeot sound region engineering society 1 rep goes to this board meeting and they share ideas and do joint meetings/events. Diversify what we are offering members. Chiller plant tour, power plant tour, Dinner meeting and a tour. Speakers- Energy, conversion of bio gas, student papers, insulation guy, engineers day

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out- family day and tour. \$5 for non ASME members. Annual survey on zoomerang. 1100 members only 65 responded. 90% were not happy with how things were going. 95% of that 90% are not interested in helping.

Recruitment and Retainment Resources: Marian Heller

Marian sent out articles from Volunteerpower.com

How did you get involved with ASME?

Jen- active in student chapter. Got into workforce, joined ASME because of her degree. Personal level.

Bill- got a discount on the Marks Handbook- joined in University. Chatted with chairperson of the senior section when they came to visit.

Marianne- got recruited in University in second year to be the secretary of the student section. Got recruited to be the chair of the student section the following year to run a conference. Got a job based on her affiliation with ASME and was invited to be part of the senior section during the internship.

Breakout session: share stories of recruitment.

What worked what did not work.

Table 1: Self fulfillment- something beyond the classroom. Addressing needs being met: life insurance to job networking, or finding potential candidates for a position.

Table 2: Personal invite and being specific/persistent.

Table 3: intelligent conversation- joining ASME by attending a conference or talking to a technical crowd.

Table 4: Heard about it through College and became a student member, job related networking, looks good on your resume.

Table 5: ASME lunch meetings, casual contact or cold calls.

Table 6: Target new grads- most impressionable time.

Survey Data: 725 ASME members responded.

Decision to Volunteer

1. Another Volunteer
2. Local Chapter or Section
3. Meeting, conference, other event
4. Staff member asked them.
5. Call for volunteers
6. My Employer

Bill: Likes “Projects” as a tool. Something definable. Ask someone that you feel has the necessary skills and ask them to do something specific.

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Paul Biba: people can smell success. People are less likely to volunteer for something unknown. They want to get involved when they can sense “something good here.” This makes things difficult for struggling sections, at first. The officers (and initial volunteers) will have a harder time at first (establishing credibility).

Marcia: make a big deal of a small success and no deal of any failure.

George T: agrees. Anything can be turned into a “success” with the proper outlook. Recognize success and learning in disappointments/failures.

Dennis: respect the volunteers time. Don’t invite volunteers to a meeting and then let it be long, inefficient, disjointed.

Nevil: Emails to Channel Island group for revitalization. Sent emails to local members, lots of negative answers- evenings are bad, restaurants are loud... then sent very concise, specific invitation. The meeting is: date, time, place. Can you come? Then got more positive answers.

Scott Burr: when starting small-- demonstrate passion for project, get people excited, then build on that.

Bill: start with something you are excited about, this way you have energy around it from the beginning.

Paul: Element of common sense / wisdom. Successful event must have certain basics. Interesting topic, close/familiar and easily findable location, etc. Also, keep things simple. Short, simple messages rather than long emails with attachments, etc. Very accessible.

Marian asked group to email best practices so they can be incorporated. Also, the slides can be sent out. On the web site: “Leadership” and “Communities” have lots of useful information. Recruitment and Retainment kit on site and also emailed; Marian also wants to leverage the work being done now to create a Revitalization kit.

Added to Parking Lot: After activity reports – status of viewing online. Vince: form is hard to use, this might be part of what Tom is working on – adding this to IT request list and making a more user-friendly form.

Marian: Also lots of good information, best practices on the LTC 08 website.

Short Workshop: *Applications and Scenario- 20 minutes to work, 10 to discuss result*

Table 1: Scenario E- set your goals high. Meeting member needs- recruit volunteers to the event- ask them for input rather than telling them what you want them to do. Their input gets more support from them and the role is expanded and greater than what you think. Identify the key bench marks and milestones. What are the key things that you need to accomplish in this project.

Table 2: Scenario E- created project calendar. Finding a course. Look at area to find out what you can sell to employers. Keep an eye on competition and understand them. ASME corporate offers stuff, government agencies.

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Table 3: Scenario C- how to engage engineering graduates. Identify who the graduates are and retention would be an indicator of success. Hold a formal event like a dinner meeting for the graduates and pair them with a senior section member. This member would find out who they are, what their interests are and work on them to join the committee or get involved somehow. Career Development opportunity.

Table 4: Scenario A: Hold 2 technical sessions a year and encourage students to participate in competitions. Get 3 new people in the executive as a result of these events.

Table 5: Scenario B- Why should I get involved with ASME? 4 step 1. Interview, 2. Qualify 3. Present 4. Close. Communication plan outline. Comfortable conversation, determine the prospects, present to them items of achievement, goals, encourage support, award. Close with asking them specifically to join where and when.

Affinity Communities:VP- Justin Young

Part of the reorganization a few years ago. Sections by zip code. Technical by technical interest, no special interest type of groups.

Lots of work to form sections and divisions.

Construct- mission oriented, easy to form, and special interest

Two types: sponsored- governance endorsed- from another committee

Self formed- ‘nuff said

Reasons to form a group: privileges, marketing, ASME logos, access to services etc.

6 that we have right now:

- ECLIPSE Alumni- keep all the eclipse people together
- Entrepreneur’s Network-share a body of knowledge
- International Outreach
- Student Sections Committee
- Women in Engineering
- Young Engineer Correspondents

On the Drawing board:

- HH correspondents
- Graduate Students
- Federal Fellows
- Trainers

What to do:

Figure out your mission. You need 5 other people. Submit the form petition and then execute the plan.

ASME Peer Link

<http://peerlink.asme.org>

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Nominations Committee: Scott Carlson

Mandate: Elect Bill's replacement

You can self nominate or nominate someone who would be well qualified for the position.

They have some people in mind and they will speak with these people. They are still looking for nominations. There are no rules that say that Bill cannot run again for this position. We would like a 1 year transition so that the Leader Elect can shadow Bill.

Do an election. 2 votes for each section. Watch your email for candidate information.

Sunday May 4, 2008

Start of meeting mostly off-agenda

Honors and awards: some to be awarded this morning. Deferred until Justin and Marianne get back from dropping off the van.

Official statements – speaking on behalf of the section, district or org. Lobbying, value of Peer review in public statements.

Awards: resources (printing plaques, etc.) on website.

Honors and Awards: presented by Bill Robbins

Certificates given out to present Chairs.

District Awards

-Dennis Armstrong- for section revitalization project and overall support of District D

-Lynden Davis for overall support of District D- especially Student Conferences.

Winncy Du- Student Section Committee Senior section south

Deben Das- SSC Senior North

Scott Waters- junior south SSC

Scotty MacEwan-student sections support

Jennifer McCleod- Secretary

Dave Taylor- Treasurer

Kalan Guiley- Student sections support

-Scott Burr-Professional Development Chair

-Karen Moore-PD Bolting Course Organizer

Gary Hickman- Lead District Trainer

-Scott Carlson-Chair of Elections Committee

Satya has asked for us to keep him updated on what is going on with joint events between the student sections and senior sections. He is interested in the upgrade activity from student section to senior section.

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Project Talk:

Project nominations, sign up list throughout the day-need to set goals and projects to work on as a District. We don't want to draw resources away from your activities but we need your feedback and your ideas.

Student unit responsibilities- Being catered by ASME through different channels but we need to monitor and assist where needed. We need to help the schools to organize their conferences and competitions. Student District Operating Board- we have 2 reps North and South. Their focus is revitalization of sections. There are 69 school sections in our District.

We want to see the emails that student sections send out.

Ophir- executive board one liaison for each school- usually an alumni of that school so there is a connection. Keep track of the events and faculty advisor.

District leaders have the listserv of the student section members.

District Roles: Redefinition of the DOB

Monitor and Enhance health of local leadership-sections, student sections,
Meet member needs in area not served by local leaders-members without section leaders were being ignored, revitalization project is working well to address this. We need to maintain this activity.

Advocate, represent for members to rest of ASME-10 districts instead of 13 regions. International sub-regions are now recognized as full districts. With District groups working with the District Leader, we fight for the rights of our sections and our members. We fight for tracking the right metrics so we can monitor the health of everyone.

Current District Structure:

Student section support

Honors and Awards

Professional Development

Committees do not work very well. Not self starting.

Idea to have a small operating board and no one really has titles just get stuff done or organize people to deal with projects.

Exists to serve the member units. Does the structure make sense to support you? This is the question that we are asking ourselves. Karen thinks we need a fresh infusion every year. One committee can keep around the past chair people as a wealth of knowledge.

Legacy structure was based on Member Initiatives. Any member can propose an idea and it would be voted on to go forward or not. All committees would report down to everyone. This would be done at the Regional Administrative Conference (RAC).

Would the sections be the tool that the District uses to serve the membership?

Warren: Biomedical engineering, computer engineering, Would ASME be interested in honoring members in these types of fields? The technical divisions would be a good place to start.

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Scott Burr- the district should come up with more tools so we can help more with outreach with the geographical challenges.

Bill- we can have joint meetings with international sections to share ideas.

Mahantesh- suggested to have a telecom between the senior section leadership to give an update on what they are doing and what they need help with.

District D Operating Board Community- Peer Link (Justin ran a quick navigational session)

(insert some basic instructions here)

Email notification can be set up.

As for the call, we will do one quarterly. Telephone conference. We can use the web component to show the agenda, and maybe each section can submit a one page power point slide on their update. One thing that worked that they want to share, one thing that did not work so well. One thing they are working on and anything they need help with. Bill will send an email on when this meeting will be. We may have one after the Annual meeting if he has any updates for the section chairs.

Dennis went through on how to navigate the roster. (<http://roster.asme.org>)

Treasurer’s Report:

This fund is for entrepreneurial endeavors. (seed money for setting up courses or seminars)

Savings \$31.89

Money Market \$43,849.97

Chequing \$2651.63

Balance of all accounts \$46,037.78

(mainly money that was taken in from PD courses- Districts should get allocation too- Dennis Armstrong)

Sections have legacy bank accounts. Dennis is trying to find the treasurer of each section and figure out what money does everyone have and make sure money is still available for ASME use. In some states, there are laws that if the account is dormant for a certain amount of time, the State is entitled to that money.

District By Laws dictate how we spend our money but if we change our leadership, do we need to look at how fund distribution is decided. Right now it is at the discretion of the District Leader. We need to check the by laws to see if this is formalized. Maybe we can put in a threshold such as anything that is over \$1000 needs approval from the “Board”.

Dennis and Bill will walk through new chairs on where money comes in from and how money should be spent. (Setting up the Budget).

Dennis, Scotty, Bill, Lynden and Dave Taylor will work together to make sure that this is documented in the by laws and things are clear when a new District Leader comes in.

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Section leaders are asking for a calendar of events of when we expect them to send people if they have money for it.

LTC- section chairs need to send someone who has never been before, including themselves. This would be funded by the district. However, you can send more than one person if you fund those other people through the section funding.

As for the AM or the IMECE, it is under the chair’s discretion based on section funding available.

A proposal can be created to ask for funds to attend these meetings can be made to the district leader for consideration.

Project List:

Early Career Forum (District Project)- Scott Burr.
Invention to Venture, Innovation (District Project)- Scott Burr
Region Wide Mentorship Program- Kelly Mears
Section Operating Training- George Tirone
Student Section Advisor group- Bill Robbins

Adjourn at 11:30am.

Parking lot:

Official statements
Student and section email copy to SR section chair
MBF for districts
Districts by laws, funds disbursement
List serve attachments
Webpage scripting capability
See contribution breakdown membership checklist released it out of trust?
Section boundary map
After activity reports- status of viewing online