



## ***ASME North American Pacific District D Board Meeting 1/27/07***

**Attendees:** Bill Robbins, Scott Burr, Phil Young, Paul Biba, Bill Darden, Eric Worrell, Jessica Sampson, Michela Moreland, Lynden Davis, Dr. Debendra Das, Dr. Long Pham, York Lew, Allen Green, Marianne Chan, Jennifer McLeod, Scott Carlson, Robert Snyder, Kalan Guiley, Karen Moore, Dennis Armstrong, Dave Taylor, Shameer Bachani, Carmen Watkins, Scot MacEwan.

**Issues:** Raising revenue through professional development, volunteers for sections and funding \$10 dues increase, section revitalization, student correspondence – explain how to get involved and what the benefits are, ways to keep sections vital and grow, FIRST robotics and Lego League, Professional engineering recognition, engineering representation in government, working with student sections, supporting young engineers after the student support is gone, leadership succession plan, support to keep sections from dying when key leaders move out of those positions, ways to show that more people are involved in ASME than just the local people (MegaRAC).

**Structure of meeting:** Present information in morning, box lunches to be brought in, break into smaller groups to determine what is needed. Define 1 specific goal (measurable) to meet in the next year. For example: 1 section revitalized, 1 young engineer forum, etc. Leader succession. Input on K&C from Karen.

### **“The way I see it” Bill Robbins**

**What do the members need?** To be welcome, be teachers and mentors, opportunities to learn and grow. Sections are ideally suited to meet those needs. Assess health of sections, advocate for them and help them. Balanced scorecard is a level up, doesn't mean much if the member's needs aren't being met.

### **“This is Our District” Bill Robbins**

Mission statement: Monitor, aid and advocate to enable our local units to meet our member's needs.

### **Operating Board**

Need a Vice Chair for someone to cover if the Chair can't perform duties.

Student Section Support: looking for chair

Recognition and Awards: S. Krishanmurthy chair

Industry Relations: Metin Ozen chair

History and Heritage: Richard Myhre chair

Professional Development: Scott Burr chair

Section Revialization: Bill Darden, Long Pham, Dennis Armstrong

Communications: Bill Robbins chair

Government Relations: Allen Green chair

Technical Relations: Judith Bamberger chair

District Trainers: 8 plus

### **“Section Revitalization” Dennis Armstrong**

Connections for a lifetime. Job opportunities and friends.

30-34 sections, with varied levels of activity.

Unit activity reports, merit funding, financial report, coded officers

Links to each section on the web, only links if a website exists, but many haven't been updated. Should we



list the defunct sections on the web. Want to get the sections back up and running before we break the links. Need simpler rules to update the websites. Talk to Denny Wall (ASME staff) to get them updated.

Judy Cobb has been helping with (student?) web sites, free space. COP of webmasters.

Links to District D – should be included.

Want to use as another metric to judge the sections.

Members only directory – need to activate to have your contact information available to be seen.

Right now coded officers are dropped in July, want to get it so that new officers have be identified and then used to update so there is at least a contact even if it is old. Trying to change with national.

Members served as another metric. Currently serving 50% of District D members.

Could use of listserv be included?

Include other chairs on section newsletter distribution. Post newsletters on web and send email to tell members it has been updated

Red = purple and yellow = green on presentation screen.

Sections need support to renew.

Plan forward: Non-performers identified, Section Revitalization Development Fund, email, townhalls to try to help.

Plan for succession in the sections? Specific weak spots: geographic, etc.

Allocation of funds for revitalization?

## **“Section Revitalization Development Fund” Lynden Davis**

Funding for this year based on activity last year

Money to fund program from dues (additional donation). \$40M for all ASME

Section Revitalization committee to pick some sections and get money to help them.

## **“Treasurer’s Report” Dave Taylor**

Account for seed money for professional seminars/conferences. Didn’t need to repay unless program makes money, then pay back 1.5 times to help the fund continue. Funds not disbursed with the reorganization.

Current balances: \$20, 600 North, \$25,000 South. Possibly put money in CDs that are staggered with ~\$2-3,000. Held by Dave Taylor.

District budget: \$8,000 for the fiscal year.

Used to get \$60,000 for the region but had to hold RACs, Student Competitions, Fall Leadership Conferences.

To accomplish today(?): Move to combine accounts and move to interest bearing. Will distribute by email at a later time.

Technical divisions have a lot of money. Asked to put 1/3 of it at risk each year. Performance indicator.

Financial Committee needs to be formed.

Dennis Armstrong moved to consolidate North and South money. Seconded by Karen Moore. Move to close discussion by Kalan Guiley. Jessica Sampson seconded. Vote unanimous.

## **Breakout Sessions of Committees and Report Out**

- Section Revitalization: Dennis Armstrong chair. Go with the hit list of 17 that was generated by Dennis. Develop a technique to measure continuous improvement. Each member of this meeting to

get a couple of local sections to help, and will come up with ideas to help. Shopping cart of techniques to communicate with struggling section. Worksheet “how to keep up a web page”. Connection to K&C for this? Need to get as much as we can from national and not try to create in each District. Goal to get someone from each section to TLC.

- Section Support: District Board, not really a committee. Need to get as much as we can from national and not try to create in each District. All sections to have coded officers. Section awards in Regions VIII and IX. Dormant during reorganization. Succession plans for every section. How to recognize a successful section? Are the Bylaws up to date with all the changes in ASME?
- Student Section Support: Marianne Chan chair. Review student section health to determine which ones need help. Automatic upgrade renewal to keep students in ASME after graduation. Student Professional Development Conference and SLS preparation. Early career forum in the South. May need seed money for this. Best 6 and worst 6 sections to understand how to improve. John Wesner may be able to help with “Best Practices”. Best Practices and Local Sections committees need members. See Kalan for information. Prepare a list of speakers of interest to students. Need to link with the Section Revitalization. Student Section advisors may need revitalization too. Oregon has college liaisons. Industry liaison. Communication between students and sections. Potential for scholarships. Advertise internships in the District. Communication Districtwide – newsletter? K-12 event advertising District-wide.
- Communications: Bill Robbins chair. Potential for District newsletter, website. Contact list is a critical need. Can we get distribution lists for District members? No – only coded chairs can get the list for the members of their sections. Members only a way to access this information? Need to protect list from inappropriate solicitations. Probably better to work through the section chairs and Bill Robbins.
- Professional Development: Scott Burr chair. District level professional development, need to set up an account and get Acteva. Cost of face to face seminars – goal to conduct Webinars.
- Technical Communities: Karen Moore chair. Goal for every chair to become more knowledgeable about the Technical Divisions in their areas. Sections stand to leverage the experience that smaller, easier to attend technical conferences are more successful.

## **“Student Sections Committee Report” Dr. Debendra Das**

Student Section committee used to meet 2 times a year, group of about 30. Now with districts, there are now 6 student section advisors and 1 from international. The number of student reps have diminished also due to lack of funding. We have 2 (1 north and 1 south). There will be 6 from districts 4 from international and 4 “at-large”. Student issues discussed, conferences, design competition, Old Guard, HPV, Ingersoll Rand, etc. Each student presents a report. Rotate conference attendance since only 1 funded. The new rep will be elected by the students. Have 5000+ graduate students, Graduate Student Research Conference in District E – looking for 30 papers and will publish volume and prizes. Dr. Das’s term will end after the winter meeting this year (IMECE).

District website, if someone doesn’t want their email on there they should tell Bill. If you have two on the list, he’ll use your ASME one.

## **“K&C Performance Indicators” Karen Moore**

Report is not yet ready for distribution. Purpose is to serve the member, not to get obsessed with the structure. Short list to compare strategy and performance. Strategic objectives are the most important not face to face meetings for the sake of face to face meetings.

<<In progress >> Draft ideas about strategy: Engage young engineers, enhance the competitiveness of



industry professionals, grow revenue through new products and global growth, run a cost effective and entrepreneurial operations, increase and expand market relevant content, improve coordination and effectiveness of communication within and across sectors, develop a business minded culture that is adaptive, continually evolving, identify, develop and retain a diverse corps of volunteers, capture and disseminate best practices. Hasn't been reviewed by Terry Shoup yet.

Go to ASME.org Communities/Technical/Divisions to find information on the divisions.  
Can get the technical interests of the section members from national.

### **“Leader Succession” Scot MacEwan**

We have one year to find the next district leader. Used to be a national event. Now handled by volunteers within each district: will need to form the District Elections Committee. Call for nominations and collect packets for candidates. Distribute packets to executive committees and receive votes. Maintain packet as indicators of future candidates. Use a parliamentary method to determine the vote by section. Sections get 2 votes, sub-sections and groups, technical chapters get 1 vote. Quorum = votes from at least half of the active units. Nominee is presented to K&C Sector Board at Summer Meeting 2008. May serve as leader-elect for one year. Definition of “active” = coded chair for the current year (can be further specified by election committee). Full text available at ASME.org K&C/Governance Documents to find information on the election process.

### **“Miscellaneous” All**

Congress will be held in Seattle next year.

Old Guard competition run-off, Dennis is a regional judge, contact him if you'd like to be a judge (likely should be from the Seattle area to help with costs).

Doing fine on judges for the spring student competition.

No District representation on the nominating committee.

Section excellence award in Bill Darden's hands (steam engine is Lynden's)

### **“Recognitions” Bill Robbins**

Dennis Armstrong, past VP of Region VIII

Lynden Davis, past District D Leader (among many other things)

Dr. Debendra Das, Faculty Advisor Award for ASME (one in the nation)

Karen Moore, past VP of Knowledge and Communities

Kalan Guiley, committee on student development

Jennifer McLeod, recording minutes of meeting

### **“Closing Comments” Bill Robbins**

Give Bill feedback on this meeting.

Thinking about a District Operating Board meeting along the lines of a RAC for next year.

Send expense reports to Burt Dicht. He's planning to pay!

Adjourn for group photo.