

**Old Guard Committee
IMECE Congress Meeting
Houston, Texas - Hilton Americas
November 13 & 16, 2015**



November 13, 2015 1:00 PM

Attendees:

Dennis Armstrong, Chair
Jim Welty, Treasurer
David Cook
Brian Dietz
Madhu Rangi, Staff

Not Present

Bob Luna, Secretary
Bill Coleman, Emeritus
Pandeli Durbetaki, Emeritus
Duane Jordan, Emeritus

1) Call to Order - Welcome – Introductions

The 2015 IMECE Old Guard Committee meeting was called to order by the chair at 1:15 PM, Friday 11/13/15. Dennis Armstrong presented Brian Dietz with a Plaque and gift recognizing his service to the OGC as Chair.

2) Quick review of Old Guard IMECE activities Friday through Monday (OGC-2016-9);

Dennis handed out several pages detailing various meetings of potential interest to OGC members and a current Committee Roster. He noted that attendance at the Sunday SECD Council meeting may be in the best interest of the OGC.

3) Approval of Minutes from September 29 Telecom (OGC-2016-10)

The Secretary had distributed minutes by email on 10/8/2015. A motion to approve the minutes from the 9/29 Telecom was passed.

4) Approval of 2015 Annual Report (OGC-2016-11)

The OGC Annual Report was distributed by email on 10/20/15 by Jim Welty. A motion to approve the report as distributed was passed.

5) Status of 2016 Student Professional Development Conference host selection process (OGC-2016-12)

Madhu Rangi advised the committee that the 2016 lineup of SPDC venues was nearly complete - with only the possibility of an SPDC in Columbia, South America open. The number of SPDC's (without Columbia) stands at 6 US and 6 International. She noted that the venue list may be accessed at: <https://www.asme.org/events/student-professional-development-conference-spdc/spdc-venues>

6) Early Career Forum revision to Future ME Programs (OGC-2016-13)

Referring to email distributions from 10/21/15, Dennis discussed a concept from the Early Career Programming Committee to rename the Early Career Forum grant program to the FutureMe grant program. Brian noted that he had participated in the concept development and did support much of the proposed text revisions. Discussion followed focused on why ASME should rename a successful operational program. Dennis advised that he planned to attend the Saturday ECE meeting, and would hopefully learn more details.

A motion to accept the rewrite concept in principle was approved, but Dennis will advise the ECE that the new name seems to expand breadth of the grant program to a larger audience beyond the intended early career focus.

Action (OGC-2016-13): Dennis to meet with the ECE and advise them of OGC's views relative to the FutureMe Grant request program.

Related Information Item: Dennis noted that he had just received a FutureMe grant request from the Metropolitan Section that had been processed through the ECE. No action is needed, since it was to be on the agenda of the ECE for discussion on 11/14/15.

7) Early Career Award; Dennis - Status - Review for Committee on Honors (OGC-2016-14)

Dennis had circulated details covering a periodic review provided by the COH of the Early Career Award. He noted that a recommendation by the OGC had been sent to the CoH on October 9th to add \$2000 Honorariums for up to two runner-up recognitions was to be considered at their 11/17 meeting.

8) SECD Interactions and Organization Briefing; (OGC-2016-15)

Dennis briefed the OGC on several telecoms (e.g., 10/8/15 email to Paul Stevenson) with SECD leadership and presented selected slides from a PowerPoint presentation received from Paul Stevenson which detailed a proposed SECD organization structure in which the OGC is noted as a member of the Student Programming Committee, but with no representation on the Early Career Programming Committee and as a non-voting member of the SECD Sector. Discussion followed within the OGC, supporting continued conversation with Stevenson to become equally represented on the SECD Council as the other Committees are and to seek representation on ECE.

Action (OGC-2016-14): Dennis to send a position note to Paul

9) Financial Report (OGC-2016-15)

Dennis reported success in obtaining login onto the General Ledger and downloading financial reports from the Crystal Report system. Jim is approved for access, but still needs to set his computer to defeat the Java block that we have struggled with for three years. Dennis logged onto the ASME General Ledger during the meeting and exhibited the financial data now available. He emphasized that the ledger field "code 3605 Unrestricted Contributions" has shown Zero for all of FY16 YTD and FY15 confirming that all incoming donations are being held by the Foundation. He noted that Noha El-Ghobashy will be present at the Monday 11/16 OGC meeting.

Action: (OGC-2016-15) Jim to proceed with setup of his computer to gain access to the General Ledger.

10) Local Oral Competition support; (OGC-2016-16)

Dennis provided a draft proposal related to local Oral competition support which was not discussed.

Meeting of the OGC was recessed at 4:05 PM on November 13 2015

Meeting reconvened at 10:10 AM November 16, 2015

Attendees:

Dennis Armstrong, Chair

Bob Luna, Secretary

David Cook

Brian Dietz

Madhu Rangi, Staff

11) Visit by Noha El-Ghobashy - ASME Foundation (OGC-2016-17)

The OGC was visited by Noha El-Ghobashy Foundation Director and Foundation staff members Tom Meehan & Petr Spurney plus Board members Jen Jewers Bowlin and Kenneth Balkey.

Noha presented a prepared promotion PPT detailing current objectives for Foundation programs with particular emphasis on STEM programs in K-12 curriculums and an emerging NASA partnership.

Noha, Petr and Tom all confirmed that current donations plus the endowment supporting the Student Section Advisors Award are being held in Old Guard accounts within the Foundation's assets. Basically all Old Guard assets are in these two accounts. Their accounting system does

not have a volunteer viewable accounting ledger as is available for the ASME General Ledger, but they promised to send us quarterly reports on our balances.

When asked about how to spend out of these accounts, details were wishy washy. There did not seem to be any issue to paying a bill out of the donations holding account, but the OGC members questioned this approach because we would lose the link that we now have from the General Ledger in terms of seeing and knowing our actual program costs - particularly in preparing an accurate good year-end program report. A suggestion was made to sweep the contributions held at the Foundation over to 4-0002 (account in ASME GL) periodically would allow the OGC keep better track of our costs. A specific proposal for a quarterly full balance sweep over into our 4-0002 account was not well accepted.

In response to my email several months ago relating to future solicitation mailings, Noha was not excited about helping us solicit - thinking was that we would be competing for potential donors that would possibly give directly into Foundations controlled assets. OGC emphasized our stand that we are actually looking at much different pools of potential donors, but apparently her thinking is that if anyone is prone to making a donation then it should go to the Foundation. She was not very definitive, but has promised to send us a partnership proposal shortly. This may take the form of a share split - possibly some potential of receipts split with some percentage to us and a cut for the Foundation.

2) Lessons Learned from Saturday Oral Competition finals (OGC-2016-18)

Brian noted that the Student Enterprise Committee of some 25 members visited the Oral Competitions on Saturday. Very good collaboration.

It was noted that we had ordered a sound system, but it was not present - need a better room setup check.

Members noted very weak student attendance at the Speaker Breakfast. We need to work on their invitation letter to strengthen emphasis on attendance.

Several details were discussed that should be stressed to the speakers: Slow down. Have a clear message. Repeat or paraphrase questions before answering.

Judges liked the prefilled judging forms which helped to speed things up. Discussion of a proposal to shorten the time between speakers to 5 minutes for time efficiency and maintain continuity was confronted by a suggestion that the 10-minute transition period was mostly needed for the judges to gather their thoughts together for each presenter.

Meeting Adjourned at 12 Noon November 16

Minutes accepted at OGC Meeting 2/18/2016