

**Old Guard Committee
Annual Meeting DRAFT Minutes
Orlando, Florida
JW Marriott
June 2, 2019**



In Attendance:

Dennis Armstrong – Chair
Bob Luna – Vice Chair
Hank Cook – Treasurer
M. Moman-Saunders – Secretary/Historian
Ed Seiders – Member
Rudi Landwaard – Member
Lynden Davis - Member

Guests:

Ty Booker, ASME Staff
Brandy Smith, ASME Staff
Tim Graves, ASME Staff
Jennifer Bowlin, Outgoing Chair of E-Fest
Anand Sethupathy, ASME Staff
Gretchen Crutchfield – ASME Staff
Kathleen Lobb, ASME Foundation

1) Call to Order - Welcome - Introductions

The Meeting was called to order at 8:40 am with introductions around the room.

2) Adopt Agenda - proposed additions

Ed Seiders motioned that the agenda be adopted as presented. Hank Cook seconded and the committee approved.

3) Approval of minutes from 4/23 Telecom

One addition was noted for the telecom minutes that were distributed via email on May 22, India should be added to the section on E-Fest East. Dennis Armstrong motioned to approve the minutes with the correction and the group approved.

Action Item: *Monica Moman-Saunders will convert the minutes to PDF and posted to the Old Guard website.*

3) Financial Report

Some unrestricted financial contributions have been received this year. The financial status is good, but it is important to continue to seek financial contributions. The financial status as of March 31 and the general ledger accounts were reviewed.

ASME foundation

- Early career Endowment: The allotted \$5K will be increased to \$9K for the Early Career Award
- Faculty Advisor Endowment: There are four candidates for the Faculty Advisor Award.
- \$20K has been moved to the Williston Endowment to cover these awards.

Dennis Armstrong recommended that the contribution levels listed on the Old Guard website be removed. The committee unanimously approved this recommendation. Hank Cook suggested that there should be some way to recognize the donors. Lynden Davis suggested the use of a newsletter.

Action Item: *Dennis Armstrong will update the Old Guard website.*

Currently, the only fund-raising methods are from the wording in the pocket calendars, the wording on the Old Guard Final Contest pamphlet, and word of mouth. Historical fact - the annual request, through a direct mail piece and/or the portal, used to bring in approximately \$90K from 300 to 400 donors.

5) E-Fest 2019 Reports

- E-Fest East (India). There were 27 students in the Oral competition and 19 students in the Poster competition. They could have run two sessions; however, they did not. Was there a breakdown in communication? Is that message clearly communicated in the rules? After discussion, the committee believes it is; therefore, how can the information be communicated more effectively? How are the competitions advertised? The first-place winner from the Oral Competition will be invited to Congress.
- E-Fest West (California). There were four students in the Oral competitions and five students in the poster competitions. The first-place winner from the Oral Competition will be invited to Congress.
- E-Fest North (Michigan). There were 12 students in the Oral competition and nine students in the Poster competition. Two sessions were held; therefore, there were two sets of winners. The two first-place winners from the Oral Competition will be invited to Congress.

- E-Fest South (South America) will be held August 8th – 10th. Rudi Landwaard will be the Old Guard Representative.

Oral Competition at the 2019 IMECE

The potential number of students to be invited to Congress is currently six, including the projection of two students from E-Fest South. Six is smaller than the committee would like to have compete at Congress. Hank Cook motioned to bring the second-place winners from each E-Fest to the 2019 IMECE, which would increase the potential number of competitors to 12. Lynden Davis seconded the motion and the committee voted to approve.

Action Item: Dennis to invite both the *FIRST* and *SECOND* place E-Fest winners to compete at IMECE during November in Salt Lake City, Utah.

2020 E-Fest Line Up to Date

E-Fest Asia Pacific has been set. It will be February 28 - March 1, 2020 at Marwadi University in Rajkot, India. The TWO US E-Fests are reported to be close to contract closure, but locations are not yet released. South America is close as well.

6) Outreach Update

Member and Student Luncheon

Leila Persaud, Honors Staff, informed Dennis Armstrong that the Member and Student Luncheon will be discontinued. The Old Guard Contest Winners were presented during this luncheon. Dennis Armstrong suggested that we present the winners at the annual Old Guard Reception. Historically, the cost of this reception has been shared with another group. However, currently no other board, committee, or groups has been identified. Dennis will extend an invite to Executive Director Tom Costabile and incoming President Richard Laudenat once the details are established. Ty Booker suggested combining the Old Guard reception with another planned Saturday night activity to gain a much larger audience. A potential event could be with the Student Leadership Technical Committee (SLTC), which will potentially include a connect event and a career fair.

Honors and Awards Committee

Per an email from Nicole Kaufman-Dyess, chair General Awards Committee, Travel support from endowments to honorees have been capped at \$750 for travel. She is requesting the Old Guard partner with the Honors and Awards Committee to increase the travel funding for the Charles T. Main Student Award, as both recipients are from outside of the United States. Lynden Davis proposed for the Old Guard to supplement up to \$250 for a total domestic travel contribution of \$1000; and up to \$750 for a total international travel contribution of \$1500. The motion was seconded by Hank Cook and unanimously passed by the committee.

Action Item: *Dennis Armstrong will inform Nicole Kaufman-Dyess of the support of supplementary funding, as stated above.*

Dennis Armstrong also recommended that the wording on the Old Guard web page be updated, with the new wording (supplementary funding up to....), to be consistent for all travel support including the Charles T. Main and Williston Awards. The committee agreed.

Action Item: *Dennis Armstrong or Monica Moman-Saunders will update the Old Guard website.*

7) Organization and Staff Support

Organization

The Old Guard Committee is on the org chart of the new organization as part of the Membership Development and Engagement Sector. The official approval is expected at the IMECE. However, the goals of the Old Guard Committee have been shared with the Group Engagement Committee (which will transform into the MDE Sector).

Staff Support

Timothy Graves, ASME Staff, stated that staff changes are in support of sections, student sections, etc. All changes were brought about by the new Executive Director. Tom Costabile wants to bring back the grass roots support. There will be geographic areas again. Tim Graves stated, "you will see us", "you can call us".

Dennis Armstrong mentioned that the Old Guard used to be able to actively seek funding, through the portal and a direct mail campaign. Currently, there is no way to actively seek funding support. Dennis Armstrong asked for support with this effort. Tim Gravels stated that he will help with the return of a funding sources. He will work to get the direct mail campaign back to the due's exempt members. Tim Graves is also going to investigate the possibility of providing a list of dues exempt members with contact information to the committee. The question was raised, "Can we get the check-off on the membership renewal notice, again?" Time Graves responded that there are so many other groups with the same request, so this may not be possible.

Dennis Armstrong also informed Tim Graves that based on the financial support commitment of the Old Guard, the level of spend will likely exceed the Committee on Finance and Investment (COFI) current 25% limit. Tim said to not be too concerned about this.

8) Voting via Email

Hank raised the issue on several recent email votes that he felt there was a lack of discussion prior to voting. The group agreed to make a conscience effort to provide some detail comments on future email voting.

9) Old Guard Competitions 2.0

Jennifer Bowlin, Outgoing Chair of E-Fest Steering Committee, and Anand Sethupathy, ASME Staff, presented two new proposed Old Guard Competitions – 'Impromptu Pitch Competition' and 'Engineering Team Lightning Talks'. The new programs are focused on increasing the number of student participants and lowering the per student expense. The specific details of each competition are provided in the handout that was shared during the meeting.

After much discussion the committee decided that the new competitions should be rolled out one at a time, as opposed to a full rollout/replacement implementation. Furthermore, the committee decided that the new 'Pitch' competition rollout should be initially held at a U.S. E-Fx venue. The committee also discussed Bob Luna's proposed competition changes of adding a web/video presentation competition. This could also potentially increase the student participants.

Action Item: *Dennis Armstrong will follow-up with Jennifer Bowlin and Anand Sethupathy with the decision of the Old Guard Committee*

10) “Annual Plan” Program and FY-20 Proposed Budget Review

Dennis presented the Annual plan and the proposed budget at the line item level. They were reviewed and approved by the Committee.\

Motion to eliminate Fourth Place on the Poster Competition passed. Action – Dennis to update the web page (after completion of the South America E-Fest).

On funding the FY20 FutureME events, motion to support FIVE venues passed. Action: Dennis to advise Simon Pun (Early Career Programming Committee).

11) Williston Status & the Path Forward

John Mulvihill gave the okay back in 2017 for the Committee to revise the Williston Award. The committee has the option of changing the focus of the award to civic or keeping it as it is. Lynden Davis has agreed to take the lead on revising the award to one emphasizing public service.

12) 2020 Pocket Calendars – Bob

Should we continue to use the calendars? The Committee was firm with a Yes, because people continue to ask for them. The cost last year was approximately \$3 per calendar. In order to receive them by IMECE, they must be ordered by September. The E-Fest presentation schedule tri fold will be included. Dennis Armstrong motioned to purchase 1000 pocket calendars. The committee voted and the motion passed unanimously.

Action – Bob to obtain current pricing

The inside cover information, as well as the trifold insert continues to be important. The trifold will be updated - member pictures removed, and the 2020 E-Fest schedule included.

13) Membership Terms & Officers

The terms of Dennis Armstrong and Monica Moman-Saunders' were to expire at the end of this Annual Meeting. Both were eligible to have their terms extended and they were extended to 2022. Additionally, all officers agreed to continue

Members	Terms	Members	Terms	Members	Terms
Robert Luna	2020	Hank Cook	2021	Dennis Armstrong	2022
Ed Seiders	2020	Lynden Davis	2021	M. Moman-Saunders	2022
Rudy Landwaard	2020				

Ed Seiders nominated Dennis Armstrong to continue as chair. Monica seconded. The vote passed unanimously. Bob Luna agreed to continue as Vice chair; Hank Cook agreed to continue as treasurer; and Monica Moman-Saunders agreed to continue as secretary/historian.

Dennis did note that the Old Guard Committee has a history book and he has a copy.

Adjourn by 4:30 PM

Later:

5:00 PM Roe Lecture

6:00 PM Opening Reception