AGENDA
ASME AUXILIARY BOARD
November 15, 2016
8:30 AM – 11:30 AM
Phoenix, AZ
Sheraton – Maryvale A
Circulated October 21, 2016

Guest Hospitality Suite
Sheraton Hotel
Room 126C
Sunday – Wednesday (7:30 am – 10:30 am)

Minutes from our June Meetings can be found on the Auxiliary Community Website.

1) Call to order
Benetta Cook

2) Welcome and Introductions – 2 minutes
Benetta Cook

Please sign the attendance sheet and the thinking of you cards being sent around.

3) Welcome from the Presidential Team & Guest, upon arrival – 10 minutes
President Keith Roe and team

4) Moment of silence for those in bereavement or ill. – 2 minutes
Benetta Cook

Special Intentions:
- Bo Flanders
- Margaret and Russell Holdredge
- Pat Jordan
- Libby Prochaska
- Nina Webb

5) Approve the Agenda as circulated on November 21, 2016 – 1 minute
Benetta Cook

Motion: to approve the Agenda as circulated on November 21, 2016

6) Approve the June National Board Minutes – 1 minute
Benetta Cook

Motion: to approve June 6, 2016 National Board Minutes
7) **Approve the June Annual Meeting Minutes – 1 minute**  
Benetta Cook  
Motion: to approve the June 7, 2016 Annual Meeting Minutes

8) **Approve the Special Meeting Minutes – 1 minute**  
Benetta Cook  
Motion: to approve the June 7, 2016 Special Meeting Minutes

9) **Announcements – 2 minutes**  
Information  

a) Luncheon – Elizabeth Roe  
Sheraton - Paradise Valley Room at 1:00 pm  
Guest Speaker – Dr. Kenneth Saczalski “Youth Football Helmet Safety Issues”

10) **Reports of Officers and Committee Chairs- 2-3 minutes each (1hour total)**  
Activities and concerns from July 2016 to November 2016  
Information  

a) President  
Benetta Cook
b) Executive Vice- President  
Elizabeth Roe
c) Recording Secretary  
Vatsala Menon
d) Corresponding Secretary  
Ada Ezekoye
e) Treasurer  
Stella Seiders
f) Student Loan Treasurer  
Ed Seiders
g) Student Loan Fund Account  
Raj Menon
h) Undergraduate Scholarship Committee  
Sara Sahay
i) Rothermel (Masters) Scholarship  
Cynthia Pool
j) Parsons (Doctoral) Scholarship  
Cynthia Pool
k) Rice-Cullimore (International) Scholarship  
Ella Baldwin-Viereck
l) Lucy & Charles W.E. Clarke Scholarship  
Lynn Gerber
m) Budget and Finance  
Stella Seiders
n) By-Laws & Constitution  
Karen Malesky
o) Executive Committee  
Benetta Cook
p) Courtesy  
Esther Rosenberg
q) Historian  
Lynn Gerber
r) Honors and Awards  
Kay Simmons
s) Membership Expansion  
Karen Roberts
t) Publicity  
TBD
u) Newsletter  
Ella Baldwin-Viereck
v) Nominating
   Ella Baldwin-Viereck
w) Parliamentarian
   Myrna Zamrik

11) Section Reports – 2 minutes
    Information
    a) CAM

12) Break – 15 minutes

13) Distribution of funds for the 2017 Scholarships – 15 minutes
    Information/Action
    Stella Seiders

    Motion – to approve the number of scholarships and the designated dollar amounts for the 2017 Auxiliary Scholarships with the understanding that the number of scholarships may change based on a review at the end of the third quarter of the Fiscal Year with the Auxiliary Treasurer and ASME Controller.

14) Unfinished Business – All
    a) Auxiliary Operations Guide – 3 minutes
       Information
       RuthAnn Bigley

15) New Business - All
    a) New scholarship readers - 5 minutes
       Information
       Benetta Cook

       There seems to be no process for appointing new scholarship readers.

    b) Recruiting new officers - 5 minutes
       Information
       Benetta Cook and Ella Baldwin-Viereck

16) Our next meeting
    Information

    June 12 & 13, 2017 – Marriott Newport Beach – Newport Beach, CA.

17) Adjournment