ASME Tribology Division Executive Committee Meeting 05/23/2017

Attendance: Terry Blanchet (Chair), Bharat Bhushan (Vice-Chair), Michael Varenberg (Education), Aaron Greco (Technical Exposition), Bart Raeymaekers (Secretary)

Absent: Melih Eriten (Education), Fred Higgs (At large)

Meeting started at 3:18 pm Eastern Time

PART 1: Discussion with STLE leadership regarding the joint STLE/ASME Tribology Frontiers Conference (TFC)

STLE representatives attending: Mike Anderson, Mike Duncan, Ed Salek, Ali Erdemir, Paul Hetherington, Greg Croce, Merle Hedland

Venue selection: The TFC planning committee suggests staying in Chicago (Drake Hotel) for 2018, as this has been the most successful location in year 1 and 3 of the three TFC conferences held so far. Downtown Chicago is a more attractive option than Rosemont (O’Hare airport) as downtown Chicago offers plenty of food options and evening activities. Merle is already working with the Drake Hotel to reserve the property for conference in last week of October 28-30, 2018. The Drake hotel has offered sufficient meeting space during that time frame so that the TFC could be hosted there.

Operating manual: Both ASME and STLE leadership suggested that the TFC planning committee considers writing and adopting an operating manual. Specifically, such a manual would include procedures for:

1. How to select and approve new members (it was suggested that the # of members representing STLE or ASME on the committee should be 3 or 4, respectively, at all times).
2. Starting point: IJTC operating guide (dated but structure is good). Ed Salek is going to e-mail the legacy operating guide to Aaron and Bart, as a starting point. While the legacy operating guide contains irrelevant and dated material, its structure may be useful.

The committee stressed that the operating guide is particularly useful for the long term viability of the TFC planning committee. The committee also argued for equal treatment of STLE and ASME in the operating guide, e.g., if approval of a new incoming planning committee member is required by STLE, also build-in approval by ASME.

TFC marketing: Ed suggested to make sure that promotional materials do not leave room for interpretation about acceptance of journal paper submission being implied by accepted conference abstracts in any of the tribology journals. Last year one conference attendee, whose journal paper submission (based on the accepted 150 word TFC abstract) was rejected from Tribology Letters after peer review, caused problems.

It was suggested that these promotional materials be ready by the end of the summer for distribution at the World Tribology Congress (WTC) in September.

ASME leadership requested promotional materials to be run by ASME prior to release. Since we will be using the ASME logo, it seems appropriate to do that.

Conference paper/abstract format: The STLE and ASME leadership both agreed that a one-page extended abstract would be more useful than only a 150-word abstract, particularly with categorizing the submissions in tracks or sessions.
PART 2: ASME Group Leadership Team (GLT) meeting

Rick Cowan joined the ASME GLT meeting.

**Custodial account:** The Tribology Division custodial account may disappear in four years; currently there is approximately $140k in that account. Several strategies to handle this problem were discussed, but a decision was not made on how to proceed, as the committee decided to wait-and-see how this topic would evolve with ASME. However, there seemed consensus that one good way to use custodial account funds would be to maintain the Mayo D. Hersey award. Terry informed us at the previous GLT meeting in Chicago (Nov. 2016) that the endowment for this award is low. Since ASME works with a 5% rate of return for its endowments, a $40k endowment is needed to award a $2k award. Terry also noted that it is actually $2,900 rather than $2,000 because several fees for the plaque and mailing (totaling $900) come on top of the award amount. Consensus existed that the Mayo D. Hersey award would be maintained, on an annual basis, by either funding the endowment, or by funding the annual shortfall for the award. No final decision was made.

Historically, custodial accounts generated generous interest for the different ASME divisions. However, after moving to the segregated account model, this disappeared, i.e., the Tribology Division is not receiving interest on its custodial account.

**ESS Liaison from Tribology Division:** The committee discussed and agreed on the need for representation on the ASME ESS (Engineering Sciences Segment). ESS invites the Tribology Division to have a Liaison join it. ESS holds four face-to-face meetings per year, with telecom meetings in the other months not having face-to-face meetings. The division would have to fund the travel of its Liaison to any face-to-face meetings, and thus it is rare for any division to have its Liaison to ESS travel to such a face-to-face meeting (Rick reports only one Liaison from one division attended a single ESS face-to-face meeting during this fiscal year). Currently both Bharat and Rick are part of the ESS meetings, as members of (rather than liaisons to) ESS which thus covers any of their travel expenses, so the Tribology Division already has some representation. Nonetheless, it would be helpful to have a Liaison from the division continue to call in to the teleconferences during the coming year, as Terry has done as Liaison during this past year.

**Tribology Division Operating Guide:** Rick chaired a committee to revise the previous division bylaws into a new division-specific Operation Guide document, so the Tribology Division’s operations document is in compliance with the ASME society-wide Group Operation Guide which came out in October 2014 and is stated as replacing all prior group/division bylaws. Both the nominations and oversight committee (NOC) with Robert Jackson, and the Tribology GLT (group leadership team or ‘executive committee’) with Bart Raeymaekers, gave input and then proofread the Operation Guide drafted by Rick. An electronic version of the proposed Operation Guide is attached to these meeting minutes, and Terry will organize an e-mail vote before July 2017 to adopt the Operation Guide. It is noted that the Operation Guide can be changed at any time, and ASME does not control them.

Rick walked the committee through the new Operation Guide and highlighted the main differences with previous bylaws. The main difference is the elimination of the NOC, which in fact was already officially eliminated in October 2014 per the society-wide Group Operation Guide released then which describes how a Group leadership Team (division executive committee) would on its own nominate and determine its own continuing membership year-to-year. Robert Jackson will inform his fellow NOC members that the committee is to be disbanded. Again, the motivation for this change is the new structure adopted by ASME, which leaves no need for the NOC. In addition, in the past the GLT was governed by the NOC, which could cause delays, and elimination of the NOC enables the GLT to govern by simple majority votes.
**Student conference travel stipend program:** With there not being a TFC this year due to the WTC in Beijing, there was only one student showing interest in the travel stipend program, which was to attend IMECE. The committee suggested to keep the maximum number of stipend awardees the same in the next years (10), but to more appropriately advertise (for example the email sent out by ASME staff publicizing the program truncated on the subject line so as to not mention either ‘Tribology’ or ‘Travel Stipend Program’ so the lack of response is not surprising). For instance, it was mentioned to take more advantage of our division webpage on ASME.org. Bart mentioned that this may not be very effective since it only has 60 members associated with it, most of which are not U.S. based. In addition, there are not a lot of options to advertise/place content on that website. Another suggestion was to post the GLT committee meeting minutes on the ASME.org website, to inform our membership and seed participation.

**Awards:** There were no nominations for the Burt L. Newkirk award this year. The committee discussed ways to increase the number of nominations, including advertising it on the website. However, it was suggested to do this carefully, as we do not want to impact the prestige of the award. A Wilcock Service Award nomination package has been put together this year and approved by the Honors and Awards Committee, name to be kept confidential at this time.

A question was raised about who sends the letter of award for such a division-level award? Bharat mentioned that the most logical way to do this would be that the letter originate from the chair of the honors/awards committee chair as that committee provides the final approval? However it is a division award, and perhaps makes more sense for notification to the awardee to come from the division chair.

The venue to present the award was discussed. In the past this has been done at the TFC, but since there is no TFC it seems best to present the awards at the 2018 STLE AM (Minneapolis).

**House resolution:** Terry informed the committee about a US House of Representatives resolution introduced in support of tribology. As also done by STLE as well as several universities, ASME has provided a letter of support for the resolution. However, the practical importance for the community of this action remains to be seen.

**Newsletter:** Terry informed the committee that Melih is proactively working on a Tribology Division newsletter

**Memberships:**

- Michael Khonsari: new Honors and Awards Committee member
- Bharat Bhushan: ASME Tribology Division representative to the International Tribology Council (4 years)
- Terry to organize selection for new roles and new members for Tribology Division GLT.

**Committees:** The committee discussed the option of re-instatting committees such as the Research Committee on Tribology (RCT), with its Innovative Research Award. However, no decision or plan was made.

Minutes prepared by Bart Raeymaekers, Tribology Division GLT secretary.