

## Civil Engineering Division: Executive Board Meeting

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June 4, 2019

1. Welcome and Call to Order Andrea Welker
  - Meeting called to order by Andrea, 12:02 EDT
  
2. Approval of 2018 Executive Board minutes David Saftner
  - Kevin made the motion, seconded by Andrea, unanimous approval.
  - **Action item:** Tonya noted she would correct typos in notes identified by Kevin.
  
3. Upcoming conference C.J. Riley
  - Awards: Kevin Hall went private; cost going to be close to \$500; the challenge is to get them to the venue - Awards Chair has to transport to the venue; CJ Riley asked if we wanted to maintain consistency – Kevin Hall noted there is a PowerPoint sample in CE Division Dropbox.
  - A review of needs for updating by-laws was discussed at length.
  - **Action Items:**
    - Kevin Hall volunteered to make changes to the awards section of the by-laws based on past discussions and notes in meeting minutes from 2018 Executive Board and General Business meetings.
    - CJ Riley may have updates and will to send if he does.
    - Steve Burian to send Kevin Hall a version he has that has edits and comments based on past meeting notes
    - Kevin Hall to update with edits and comments and return to Steve Burian, as Parliamentarian, CJ Riley (Brock Barry may also be involved as he is noted in previous meeting minutes as offering to help craft the award descriptions in the by-laws).
  
4. Upcoming social events C.J. Riley
  - CJ Riley updated on RAP Session:
    - ~80 tickets for RAP session, expecting cost of ~\$2500. Andrea Welker noted last year was ~\$4500, but that was partly due to the ExCEED event. 2 drink tickets confirmed.
    - Tom Lenox suggested to have self-introductions at the session to help welcome a new person and lead to greater mingling after intros.
    - Kevin Hall reminded that the RAP session should be purely social – in the past lab tours were not favored – need more social/fun topics for conversation.
  - CJ Riley updated on Banquet:

- ~30 tickets for banquet. Low. 36 paid last year plus award winners, 70+ in the past. Kevin Hall noted the trend is alarming because it is essentially “regulars”, award winners, officers, and a few others. Kevin Hall posed the question of how to increase attendance at banquet. CJ Riley suggested a keynote speaker might help. Matthew Lovell mentioned the need to consider what others are charging. Tom Lennox has observed in the past that there were senior members with guests that attended the banquet and that there is in general very few guests now. Mary Katherine Watson noted the possibility that two social events may be too much and may be contributing to low attendance at banquet. Attendees may be choosing if they are involved in multiple divisions.
- **Action item:** Matthew Lovell will do a straw poll of those attending conference this year to collect data on costs of other division banquets. Tonya checked online session locator and noted there was generally lesser costs, but registered attendees were highly variable – some quite low (4) and some sold out (Mechanical).
- Tom Lennox brought attention to order of the awards presentations at the banquet, and strongly recommended that the Martin and Wadlin awards should be last. CJ Riley reviewed the order in the current program, and noted it to be different than Tom Lennox suggested. Discussion of order of awards led to a proposed order of JPI awards, ASCE Awards (Seeley Award, ExCEED), ASEE Awards (Ressler, Martin, and Wadlin).
- **Action Item:** CJ to adjust the award presentation order in the program. CJ adjusted program real-time to match.
- CJ Riley updated on papers:
  - ~112 abstracts submitted, ~60 papers accepted, leading to a small poster session (only 3). Most oral presentation sessions have 4, some 5, and then one (Best in 5) session with 9 talks. Andrea Welker reviewed last year’s numbers.
  - Kevin Hall noted the packed sessions with shorter talks may lead to some authors being less interested in attending for high costs.
  - Andrea Welker noted that only 3 posters leads to a weak session that may not be attended by CE Division members.
  - Tom Lennox wondered if the numbers for CE Division papers relates to overall ASEE registrants.
- Kevin Hall asked for a way to share about the ASCE Education Summit held in Dallas in May. CJ Riley suggested it could help stimulate papers for next year. Kevin Hall noted that there will be a workshop session proposal likely coming out of it. Andrea Welker suggested this be noted at the planning meeting.
  - **Action Item:** Planning meeting to include summary of Summit by Kevin Hall within the context of planning for next year’s conference.
- CJ Riley updated on Seeley award indicated he has self-nominees. Kevin Hall (Chair of Awards Committee) did not have the nominations.

- **Action Item:** CJ Riley to send nominated papers and reviews to Kevin Hall. Kevin Hall to forward to Brock Barry and Sean St. Clair, committee choose winner, and Kevin have certificate ready for banquet.

5. Updates on budget David Saftner

- No discussion.

6. Action Items Completed All – lead by Andrea Welker

7. Items for Business Meeting Agenda All – led by Andrea Welker

- Ideas for getting more people to attend conference and banquet
- Matthew Lovell to provide summary of results from ASEE survey
- By-laws
- Following from By-laws discussion - awards discussion update
- Discussion of best in 5 session – reflections, thoughts. Other ideas for changing up the program and other ideas for enhancing the conference program (Kevin Hall’s Dallas Summit reflection perhaps)

8. Other business/discussion Andrea Welker

Item #1 - Dropbox Reminder

Item #2 - Division Operating Manual

9. Adjourn