



Business Meeting Agenda
ASEE/EDGD 74th Mid-year Conference
Norfolk, VA
November 17-19, 2019

- I. Call to order and Introductions (2 mins)
- II. Approve minutes 2019 ASEE Annual Conference Business Meeting (5 mins)
- III. Secretary / Treasurer’s Report (5 mins)
- IV. Director’s Reports
 - A. Membership (2 min)
 - B. Programs (5 min)
 - C. Publications (5 mins)
 - 1. Editor, Paper Reviews
 - 2. Associate Editor
 - 3. Circulation Manager
 - 4. Finances
 - D. Communications (2 min)
- V. Awards
 - A.Editor’s Award (presented at annual)
 - B.Distinguished Service Award (annual)
 - C.Showcase Award (midyear)
 - D.Oppenheimer Award (midyear)
 - E.Travel Award (midyear and annual)
 - F.Chair’s Award (midyear)
- VI. Committee Reports
 - A.Nominating Committee (5 mins)
 - B.Bylaws (2 mins)
- VII. Vice Chair’s Report (5 mins)
- VIII. Chair’s Report (1 min)
- IX. Old Business
 - A.Membership Recruitment Ideas (Division mixer, coffee & donut sessions etc.) (5 mins)
- X. New Business
 - A. EDGD logo design voting (3 mins)
- XI. Announcements
- XII. Adjournment

