



Executive Committee Meeting Agenda
ASEE/EDGD 74th Mid-year Conference
Newport News, VA
November 17-19, 2019

- I. Call to order and Introductions (2 mins)
- II. Approve minutes from 2019 ASEE Annual Conference (5 mins)
- III. Secretary / Treasurer’s Report (5 mins)
- IV. Director’s Reports
 - A. Membership (Vacant)
 - B. Programs (1 min)
 - C. Publications (10 mins)
 - 1. Editor, Paper Reviews
 - 2. Associate Editor
 - 3. Circulation Manager
 - 4. Finances
 - D. Communications (1 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 (10 mins)
- VII. Vice Chair’s Report (5 mins)
- VIII. Chair’s Report (1 min)
- IX. Old Business
 - A. ASEE Award Submission Policy and Template(10 minutes)
 - B. EDGD logo design voting vetting, reviewing, and vetting process (10 minutes)
- X. New Business
 - A. Potential EDGD participation grant (2 mins)
- XI. Announcements
- XII. Adjournment