

Business Committee Meeting Agenda

June 24, 3:30 PM to 4:30PM

Online Zoom Meeting

- I. Call to order and Introductions (3 min)
- II. Secretary / Treasurer’s Report – **Petros Katsioloudis** (5 min)
 - A.Review and approve minutes from MY 2019
- III. Director’s Reports
 - A. Membership – **Lei Gu** (3 min)
 - B. Programs – **Magesh Chandramouli** (5 min)
 - 1. 75th Midyear New Dates
 - a.Dates Still Under Consideration
 - 2. 76th Midyear Conference
 - a.Conference Location Are Being Solicited
 - 3. 2021 ASEE Program Chair
 - a.Lulu Sun & Magesh Chandramouli
 - 4. 2022 ASEE Program Chair
 - C. Publications – **Nancy Study** (3 min)
 - 1. Editor, Paper Reviews
 - 2. Finances
 - D. Communications – **Jennifer McInnis** (3 min)
- IV. Committee Reports
 - A.Logo Vote – **Lulu Sun** (10 min)
- V. Vice Chair’s Report – **Holly Ault** (5 min)
 - A.New Officers
 - B.Distinguished Service Award
- VI. Chair’s Report– **Heidi Steinhauer** (5 min)
- VII. Old Business (10 min)
 - A. Bass account spending plan (complimentary membership; midyear conference expenses, food purchase for meetings, awards, banquet cost coverage for the awardees)
 - B. Form non-bylaws committees to promote activities in the Division
 - 1. Awards review committee
 - 2. Membership/communication committee (newsletter, listserv announcement, division mixer, business meeting etc)
 - 3. EDGJ committee (reviewers, impact factor, paper submission etc)
 - 4. Program committee (papers, posters, workshops, panel discussion etc)
- VIII. New Business (5 min)
 - A. N/A
- IX. Adjournment