

Meeting Minutes  
AIChE Education Division Board Teleconference  
Wednesday, May 24, 2017  
10:00 AM Eastern Time

Participants: David Silverstein, Kristine Chin, Matt Liberatore, Taryn Bayles, Katie Cadwell, Ben Davis, Bette Lawler, Polly Piergiovanni, Dan Burkey, Norm Loney

**I. Approval of 11/02/16 Board Meeting Minutes (Cadwell)**

Taryn sent out the minutes of the 11/02/16 board teleconference. The minutes were approved unanimously and without further changes.

**II. Financial Report (Cadwell)**

Our current balance is \$10372.17 as of March 30, 2017. At the last teleconference (November 2016) we had a balance of \$11408.86 and one year ago (March 2016) we had \$9980.38.

Our preliminary 2017 revenue (through March 30) is from dues (\$511) and interest (\$5.18). Our expenses in 2017 to date include travel reimbursement to send Ben to the Spring Programming retreat (\$302). Primary expenses in the end of 2016 included reimbursing mentors for mentor/mentee meal meetings (\$253), award honorarium (\$500), plaques (\$342) and the remainder of the banquet charges (\$2358 – the loss on the banquet was < \$500). Total dues received in 2016 was \$2177.00.

At first AIChE was charging us ~ \$16 per email sent to the EdDiv (mostly the monthly announcements) but after discussion with Diane Cappiella this charge was reclassified and reimbursed and should not recur in the future. Bette can help with financial report interpretation if needed.

If anyone has suggestions for the 2017 budget, please let Katie or another Executive Board member know. We should have sufficient funds for some new initiatives.

Will not be increasing membership dues from \$7. At current savings/rate/membership levels, have plenty of cushion to cover awards, banquet deposit, etc.

**III. Programming Report (Liberatore/Davis)**

- a. Fall 2017: Sent in session timing requests – asked for Mon/Tues/Wednesday slots for talks, workshops generally scheduled Sunday – awaiting results. Lower abstract submissions from SFO, ~95. Cut one planned session, ~22-23 left, not including poster/student sessions. Will put in meeting time requests soon.

Session chairs should contact speakers to congratulate and give details to. Invited speaker abstracts must be submitted by the end of June.

b. Spring 2018: No EdDiv sessions planned.

#### **IV. Future Faculty Committee Report (Burkey)**

Currently 20 mentees, 10 mentors, 8 junior mentors. Dan B. and Don trying to arrange a virtual meeting this June to follow up on the meetings last November. Will use WebEx via AIChE or Dan's account via UConn. Still short mentors, looking for ideas to recruit more. Board members attending ChemE Summer School will have an informal meeting on the sidelines to discuss this and guidelines for mentors reaching out to mentees.

#### **V. Membership Report (Patton-Luks)**

No report – Christi having trouble getting data from AIChE central.

#### **VI. Awards Report (Piergiiovanni)**

Have a list of 6 potential nominees for the 3 awards, working on getting nominators. Katie will send changes to Awards descriptions (contacts/deadlines) to Bette to be changed on AIChE web page.

#### **VII. Banquet Update (Bayles)**

Jason sent update to Taryn: asked for banquet date on Tuesday, Oct. 31. Two possible locations ~1 mile from conference center – Salsa a la Salsa or Café Lurcat. Seems likely cheaper than SFO options, tickets should be closer to the \$60 range again.

#### **VIII. Newsletter (no report)**

Taryn will contact Evan to see if he's willing to keep making newsletter but with more focus on interest items like member profiles, annual report, less focus on announcements since monthly emails are doing that now and are more timely for events and deadlines.

#### **IX. Committee/Liaison Updates**

##### **a. State of Chemical Engineering Curriculum (Silverstein)**

Next topic will be on Unit Operations Labs. David took suggestions for panel members and would take more.

##### **b. International (no report)**

**c. K-12 (Davis)**

Lucas Landherr has agreed to chair committee – has been trying to recruit more members.

**d. SACH (Lawler)**

Should be more new modules by the end of the year. They've launched an advertising campaign. Additionally a lot of faculty and student workshops being offered this year.

**e. CACHE (Liberatore)**

Updating available resources.

**f. CTOC (Silverstein)**

CTOC conducts surveys of division/forum officers/chairs. Let David know if there are any burning questions we want to ask of all the divisions/forums to be put in their survey report.

**g. Webinars (Liberatore)**

Four webinars offered this past semester. Attendance ranged from ~10-15 to ~30+. Saw a slip in attendance after first two, maybe due to timing/topic, not sure. Generally had 2X the number of registrants compared to live attendees. Matt wants to pull the numbers on views of the archived presentations. Bette will investigate promoting the EdDiv webinars via the Academy emails. Please send topic suggestions to Matt or Dan Lepek.

**IX. Other Business**

**a. Institute Items (Lawler)**

Kristine Chin will be taking over management of the Academy, allowing Bette to shift focus more towards International, membership, etc. Kristine will be new liaison to EdDiv.

**XI. New Business**

**a. Elections (Bayles)**

Jason has a slate nominated for 2<sup>nd</sup> Vice Chair, Secretary/Treasurer, Director. Has heard back from some but not all nominees. Please send him any other nominations by July 1. Elections will run in August.

**a. CDFO (Silverstein)**

CDFO conference call tomorrow to discuss RAPID.