

**1. Presence and Quorum**

Nelson Baker called the IACEE Executive Committee (hereinafter ExecCom) meeting to order at 8:49 a.m. at the Wenjin Hotel and announced that it would be our goal to get through items 1 - 10 on the agenda by lunch so we could spend the entire afternoon on Strategic Planning. If this is not possible, the agenda order will have to be modified to accommodate Kim Scalzo's need to depart Beijing at mid-morning on 21 May. All current ExecCom members plus six other Council members and one guest were present for the ExecCom meeting:

\*Nelson C. Baker, President

\*Mervyn E. Jones, Past President

\*Hu Dongcheng, First VP and VP, Special Interest Groups (SIGs)

\*Kim Scalzo, VP, Projects

\*Colin Leung, VP, World Conferences on CEE

\*Frank Huband, Secretary General

Yury Bocharov

Frank E. Burris

Louk Fennis

Leizer Lerner

Patricio Montesinos

Katriina Schrey-Niemenmaa

\*signifies the actual members of the ExecCom but, as has been our custom, all Council members were invited to participate in the ExecCom meeting.

In addition, Hao Juandi (Judy), a colleague of Hu Dongcheng, participated as a guest.

**2. Apologies for Absence**

Nelson Baker indicated that he had received apologies for absence from the following:

Edward G. Borbely

Susan M. Bray

Andy DiPaolo

Flemming K. Fink

Patricia E. Hall

Linda Krute

Philip R. O'Leary

Francisco Javier Rebolledo

Alfredo A. V. Soeiro

**3. Approval of the Agenda (ATTACHMENT)**

The agenda was approved as distributed, with the stipulation that we may have to alter the order of some agenda items to accommodate Kim Scalzo's 21 May mid-morning departure plans.

**4. Electronic Ballots Since Palm Springs ExecCom Meeting**

Four separate electronic ballots have been conducted since the 2 February ExecCom meeting in Palm Springs:

4.1 Minutes of the 29-30 October 2009 Council meeting in Aarhus, Denmark (ATTACHMENT) were approved by eleven Council members casting votes of approval and no Council members dissenting.

4.2 Minutes of the 2 February 2010 ExecCom meeting in Palm Springs, CA, USA (ATTACHMENT) were approved by nine Council members casting votes of approval and no Council members dissenting.

4.3 For the 2010 Martin Award, ten Council members approved the nomination of the Baosteel Group, with none dissenting. For the 2010 Biedenbach Award, eight Council members cast votes for Mervyn E. Jones of Imperial College London and two Council members voted for Wei Jie of Tsinghua University. Mervyn Jones was declared the 2010 recipient of the Joseph M. Biedenbach Distinguished Lectureship Award.

4.4 IACEE Bylaws Revisions (ATTACHMENT) discussed at the 29-30 October 2009 Aarhus meeting and at the 2 February 2010 Palm Springs meeting were approved by sixteen Council members, with no dissenting votes, in March 2010.

A brief discussion of electronic voting processes led to agreement that any future electronic ballots would be clearly marked as such in the subject line of the e-mail and that a two-week response time would be standard unless there are some known extenuating circumstances that might require a longer period.

## **5. Report of President Nelson Baker**

5.1 ExecCom Meeting Goals – Nelson Baker outlined four principal areas that must be given detailed consideration before we adjourn on 21 May: Headquarters transition away from ASEE in Washington; Strategic Planning process; planning for the 12th WCCEE in Singapore in October; Nominating Committee report and elections at the General Membership Meeting in October.

5.2 Pending Headquarters Changes – The need for a smooth transition to a new Headquarters operation is recognized and will be discussed in several subsequent items in the agenda.

5.3 Strategic Planning progress – Nearly a half-day of this meeting (afternoon of 20 May) will be spent reporting on the state of the IACEE Strategic Planning process.

## **6. Headquarters Report of Frank Huband**

6.1 Financial Report – A financial report (**ATTACHMENT**) for the first seven months of the current fiscal year (1 October 2009 – 30 April 2010) was distributed, indicating a Net Income of \$7,577.04 for FY10. Frank Huband reported that he received \$1,000 in cash from Chinese member dues on 19 May and that HQ in Washington had received an additional \$500 the same day. He indicated that Warren Sallade has spent a considerable amount of time following up on lapsed members since last fall. Nelson Baker reported that we are losing significant dues income on some wire transfers when the transfer fees are deducted from the dues amount. Yury Bocharov suggested putting together advice on “how to pay” membership fees for new and current members.

*(Subsequent to the ExecCom meeting Warren Sallade compiled a brief report on DAETE funds that have been received. (ATTACHMENT))*

6.2 Transition matters from ASEE’s perspective – Frank Huband reported that the norm is for the great majority of IACEE dues statements to go out in September for 31 December dues expiration dates. Because the HQ transition must be completed by the October WCCEE, Warren Sallade will likely not do the invoicing this year. Frank Burris asked for information on the volume of archival

information that will have to be moved from Washington and Nelson Baker asked Frank Huband for an IT contact to discuss the transition.

*(Subsequent to the ExecCom meeting Nelson Baker and Frank Burris had a conference call with Warren Sallade and Dwight Wardell at ASEE on 27 May to learn about the Access database that has been designed for membership records and to ask many questions about the transition. It was also determined on 27 May that both Nelson Baker and Frank Burris will visit ASEE HQ on 9 June to further plan a smooth transition.)*

## 7. Headquarters Transition Discussion

7.1 Burris/Jones list of HQ roles and responsibilities – On 11 March 2010 Frank Huband informed Nelson Baker and Frank Burris via phone call that ASEE would not be able to continue to host the HQ for IACEE after the 12th WCCEE. Shortly thereafter Frank Burris generated a list of functions that, in an ideal world, IACEE would like a HQ to perform. Mervyn Jones then improved that list by categorizing the various HQ functions. Mervyn then further improved the list of “IACEE HQ Functions” by putting it into a spreadsheet and assigning an importance rating to each function, whether each function was essential at HQ, and an estimated work load in person-days for each function. Mervyn presented his spreadsheet (**ATTACHMENT**) to the ExecCom and asked for comments. A lengthy discussion ensued and time constraints made it difficult to edit the spreadsheet details in real time. Many comments were made that Mervyn will take under advisement in revising the spreadsheet. Frank Huband noted that the number of person-days required on Mervyn’s spreadsheet is approximately twice the time estimate used in Françoise Come’s SEFI proposal presented in Aarhus last October. Nelson Baker asked if we should not include the filing of a tax statement for IACEE as a HQ function. After a lengthy discussion, the ExecCom decided to refer the spreadsheet to Mervyn’s Goal Team #4 for further revisions by 30 June 2010. The ExecCom expressed its thanks to Mervyn for his effort in developing the spreadsheet to assist with the transition process.

7.2 Conversations with SEFI – Mervyn Jones visited Françoise Come at SEFI HQ in Brussels on 12 April 2010 to follow up on the conversations that Flemming Fink had had with her last fall about SEFI possibly hosting IACEE HQ. She remains interested but the proposed annual fee of 15,000 Euros is higher than IACEE can currently afford.

7.3 New options – Nelson Baker displayed a project management spreadsheet covering the years 2010 – 2011 that he has begun to construct to manage the HQ transition process. Mervyn Jones proposed that we identify an interim staging point (such as Georgia Tech?) while IACEE searches for a long-term home for its HQ. Nelson Baker also shared with the ExecCom the web site of Vieth Consulting <http://www.viethconsulting.com/pricing.php>, which is one of several outside membership management systems that he has identified as possible hosts for our membership, web site, and financial records. He said that for an organization of our size the annual cost for Vieth’s services would be approximately \$600. Significant discussion of our current options led to a consensus to accept Georgia Tech’s offer to be an interim staging point for HQ. As lunch was pending, Nelson Baker asked Mervyn Jones and Frank Burris to collaborate on a couple of motions that would enable such an action and be proposed after lunch.

The ExecCom adjourned for lunch at the Peking Roast Duck Restaurant.

**MOTION: Upon reconvening after lunch, Mervyn Jones moved that:**

- 1. Nelson Baker be empowered to move HQ to Georgia Tech on an interim basis;**

2. **An IACEE account should be opened as a joint account where either the President or Secretary General may sign for transactions on the account. Furthermore, transactions greater than \$1,000 shall require e-mail concurrence by both parties.**

**The motion was seconded by Kim Scalzo and then approved by the ExecCom and Council members present.**

7.4 Role and title for Frank Burris – At the 29-30 October 2009 Council meeting in Aarhus a motion was approved by the Council stating that “Frank Burris will become Secretary General of IACEE on 1 February 2010.” Frank B. has been reluctant to use this title in view of the continuation of its use by Frank Huband in his role as Executive Director of the HQ host ASEE. Given the recent news of the end of ASEE’s IACEE HQ role by October 2010, Frank H. indicated his willingness to give up the IACEE Secretary General title.

**MOTION: Mervyn Jones moved that the decision in Aarhus to appoint Frank Burris as Secretary General of IACEE be reaffirmed, effective immediately. Kim Scalzo seconded the motion and the ExecCom and Council members present approved.**

As an addendum to this conversation, it was noted that we have been using the words Headquarters and Secretariat interchangeably in our considerations of the forthcoming move. It was proposed that we all adopt the use of the term Headquarters (HQ) to avoid any future confusion and those present agreed to stop using Secretariat interchangeably with HQ.

*(To allow discussion of the Strategic Planning Reports for the balance of the afternoon, agenda items 8, 9, and 10 were delayed until the morning of 21 May.)*

## **11. IACEE Strategic Planning Led by Nelson Baker and Kim Scalzo**

The Strategic Planning (SP) process to-date was reviewed by Nelson Baker and Kim Scalzo through a PowerPoint presentation. (ATTACHMENT) Nelson reviewed the agenda for the afternoon, stressing that we needed to move quickly to achieve completion by 4:30 p.m. to stay on schedule for the evening’s dinner and show at the Laoshe Teahouse.

11.1 Reports from four Goal Team Leaders – Kim asked that the four Goal Teams review their reports in detail for the ExecCom in the following order: 3, 2, 1, 4.

a) Goal Team #3 – Membership – Team Leader Frank Burris walked the ExecCom point-by-point through the team report dated 7 May 2010 (ATTACHMENT), identifying the changes from an earlier version. The ExecCom expressed concern about the insertion of the “improve financial stability” phrase in the Goal Statement and Frank agreed to remove it. Concern was also expressed about the Critical Success Indicator #2, which set a goal of increasing membership by 50% per year for five years. Frank explained that a 50% increase per year was necessary to reach a level of 500 members in five years, which was the level of membership at the founding of IACEE and during the first few years. Frank agreed to take this ambitious goal back to the team for further discussion. Yury Bocharov was also added to the Goal Team #3 for future deliberations.

b) Goal Team #2 – Communication/Member Engagement – Team Leader Louk Fennis walked the Exec Com point-by-point through the team’s report (ATTACHMENT). Far less time was spent on this report because we realized we had a time problem to complete all four reports by the end of the afternoon.

c) Goal Team #1 – Products and Services – Patricio Montesinos, Colin Leung, and Hu Dongcheng led the ExecCom point-by-point through a nine-page PowerPoint presentation (ATTACHMENT) of this Goal Team’s report.

d) Goal Team #4 – Organizational Sustainability – This team had no written report for the ExecCom’s consideration and the team had met for the first time via Skype on the Thursday preceding the ExecCom meeting. Several of the goals, however, have to do with the selection of a new Headquarters and an annual review of the partnership between IACEE and the HQ operation. These matters were widely discussed elsewhere during the ExecCom meeting.

**ACTION: Kim Scalzo asked each of the Goal Teams to finalize their Strategies and Actions, including timelines and responsible persons, during the month of June 2010. These finalized documents will be given to the entire Council for review in July 2010 and the goal will be to finalize the plan by 31 July 2010.**

Nelson Baker expressed his thanks to all for all the good work on the Strategic Planning process. The meeting adjourned at 4:32 p.m. for the evening’s dinner and entertainment at the Laoshe Teahouse.

## 10. Report of Vice, President, Projects Kim Scalzo

10.1 DAETE Project – Kim Scalzo supplied a written report (**ATTACHMENT**) to the ExecCom, which is largely repeated below.

DAETE Project Coordinators for IACEE are Nelson Baker and Kirsti Miettinen.

List of DAETE dissemination activities planned for 2010-2011:

- ASEE CIEC – Palm Springs, CA, USA (February 2010)
- Building Quality in Online Programs Workshop – Madison, WI, USA (March 2010)
- UCEA Annual Conference – San Francisco, CA, USA (April 2010)
- EUCEN Conference – Rovaniemi, Finland (May 2010)
- IACEE-CACEE Meeting – Beijing, China (May 2010)
- LACCEI Conference – Arequipa, Peru (June 2010)
- ASEE Annual Conference – Louisville, KY, USA (June 2010)
- RECLA – Dominican Republic (July 2010)
- IACEE 12<sup>th</sup> WCCEE – Singapore (October 2010)
- AMECYD – Guadalajara, Mexico (October 2010)
- ASEE CIEC – San Antonio, TX, USA (February 2011)
- Other 2011 events to be determined

Leizer Lerner commented that WFEO will be meeting in Buenos Aires, Argentina in October at the same time as our 12<sup>th</sup> WCCEE. **ACTION: Kim asked for all to identify other events that might be good dissemination activities.**

FIPSE/EU Deliverables:

- Evaluation planning was held in March 2010 with the project evaluator Fred Lockwood.
- An evaluation plan is being developed.
- Interim reports are due July 2010.
- Final reports are due Fall 2011.

Kim expressed her thanks to Alfredo Soeiro and the project members that have worked with him for their work in updating the website to include all the documents and tools.

DAETE website is at <http://daete.up.pt> and includes:

- All documents and tools from DAETE2, including the online matrix.
- Links to other projects (DAETE1 and UNI-QM).

- Links to FIPSE, EU Commission, and IACEE.

#### Prospect Management & Enrollment:

- All contacts from dissemination activities are being captured and recorded in a document sharing portal at the University of Wisconsin. John Klus is spearheading this and is contacting those who have expressed interest to encourage them to formally enroll in the project.
- Enrollment will be available at three levels: Level 1 (Public Access), Level 2 (User) will be available once we have collected more best practices, and Level 3 (Developer).
- There are approximately 35 Registered Users and 11 Developers (current Project Team members)

#### Future Work:

- Best Practices – We are collecting these from the Developers and working on the form for online collection and what the database for querying will look like.
- The DAETE matrix will be further revised based on feedback from dissemination activities. Wang Aiyi of Tsinghua University will be invited to participate in this review based on her experience translating the matrix and in coordinating the reviews of the Chinese organizations who are using the matrix.
- An open source governance structure is still to be developed.
- A Quality Award is still to be developed. Such an award will enable IACEE to exploit DAETE. **ACTION: Nelson Baker has asked for a group to work on this award and requested a formal recommendation for exploitation of DAETE at our Singapore Council meeting.**
- The DAETE2 team will seek to identify future funding sources.

#### 10.2 CEE Manager Training

Project team members are Pat Hall (USA), Patricio Montesinos (Spain), and Phil O’Leary (USA) Pat Hall and Patricio Montesinos will serve as the Project Coordinators at the outset.

This project is one strategy for achieving Goal #1 – Products and Services in the IACEE Strategic Plan.

#### Current status:

- Team met in early May 2010 and shared information on what the project might look like for IACEE.
- Both Patricio and Phil have experience delivering such training programs and Pat has experience delivering leadership programs for engineers. They have a good basis for developing this concept for CIEC next year. Patricio has suggested a combination of face-to-face and webinar activities that could be held in conjunction with Council activities. **ACTION: Patricio would like feedback from the Council on this concept.**
- The team would like someone from CACEE (or Tsinghua) who may have experience with CEE manager training programs to join the team and hopes that Hu Dongcheng will help identify someone for this role.

#### Next steps:

- Conduct some research and develop a proposal for this project for the Council meeting in October in Singapore.

## 8. Report of Past President Mervyn Jones

8.1 Bylaws update – As noted earlier, Bylaws discussions and changes that began in April 2009 and continued through the 29-30 October 2009 Council meeting and the 2 February 2010 ExecCom meeting were approved by the Council in March 2010. **ACTION: The associated Rules of Order still require revision.**

8.2 Nominating Committee Report – Mervyn Jones presented a draft list of candidates (**ATTACHMENT**) for the 2010-2012 IACEE Council dated 13 May 2010. The list of current proposed nominees was reviewed and discussed. Frank Burris indicated that it would no longer be appropriate for him to serve as the voting ASEE Representative to Council. Sergey Gavriushin has been proposed by Yury Bocharov as a representative of Professional Organizations (RACEE). We have a new Industrial Organization member (General Motors) and Debra Cvengros has been suggested as a Council Representative from GM. Mervyn has secured a commitment from Wim van Petegem of KU Leuven in Belgium and Kim Scalzo has proposed Tuula Bergqvist of Chalmers University in Sweden as new Council members from Europe. Louk Fennis clarified that he would be willing to stand for election as a representative of Individual Members. While progress has been made in broadening the reach of the Council, we still need very much to get more representatives from Asia, Latin America, Africa, and Australia/New Zealand. The forthcoming IACEE Newsletter will solicit additional nominees for Council. **ACTION: Please propose additional nominees to Mervyn as soon as possible.**

8.3 Election process at General Membership Meeting on 18 October in Singapore – The election of President and a new Council will take place at the General Membership Meeting (GMM) tentatively scheduled for 3:30 – 5:00 p.m. on Monday, 18 October. Frank Burris accepted responsibility for the preparation and distribution of election ballots to eligible voters. He has also arranged with Warren Sallade to get a Membership Report in mid-June, the requisite four months before the election, to determine the distribution of seats on the new Council. A discussion of the election process concluded that nominations from the floor at the GMM will NOT be permitted.

## 9. Report of Vice President, World Conferences on CEE Colin Leung

9.1 Colin Leung reviewed a 7-page written report (**ATTACHMENT**) on the 12<sup>th</sup> WCCEE for the ExecCom.

a) Program – Colin listed the following special speakers:

Joseph M. Biedenbach Distinguished Lectureship Award – Mervyn E. Jones

Glen L. Martin Award for Corporate Leadership in CEE – Baosteel Group is responsible for designating a speaker.

Keynote Lecturer – Merja Strengell, Chair of Board of Finnish Society of Graduate Engineers  
Invited Lectures – Zhang Huatang, Tsinghua University, China; Dario Montoya Mejia, SENA, Colombia; Nelson C. Baker, Georgia Tech, USA; Yang Jianming, former Dean of Hong Kong University SPACE.

DAETE Speaker – Wang Aiyi, Tsinghua University, China

Other possible special speakers – Gretchen Kalonji from UNESCO; Russell Otter, Kelly Human Resources, Singapore; Ting Seng Keong, Singapore Institute of Technology, Singapore.

122 abstracts have been received and 108 of these are deemed suitable from 16 different countries. The countries represented are: China 63, USA 14, India 6, Japan 5, Russia 4, Finland 3, Indonesia 2, Portugal 2, Saudi Arabia 2, Denmark 1, Germany 1, Hungary 1, Netherlands 1,

Norway 1, Philippines 1, Slovakia 1. The geographic distribution is Asia 79, Europe 15, and North America 14.

Colin will distribute abstract files to all Council members in early June. **ACTION: Council members should expect to be asked to review several papers (<10).**

The proposed program layout was discussed with four daily time slots of 90 minutes each on Sunday 17 October and Monday 18 October at the National University of Singapore and Tuesday 19 October at the Marina Sands Hotel. Daily time slots will be 9:00 – 10:30, 11:00 – 12:30, 13:30 – 15:00, and 15:30 – 17:00, with daily lunch from 12:30 – 13:30.

- b) Sponsors – Colin shared the proposed Sponsorship Packages with the ExecCom with the amounts shown in Singapore dollars. 1 US\$ = 1.37 S\$ approximately.

Dinner Sponsor S\$15,000

Daily Meals Sponsor S\$5,000

Keynote Speaker Sponsor S\$5,000

Thumbdrive Proceedings Sponsor S\$3,000

Conference Bag Sponsor S\$3,000

Full-page ad in Program S\$2,000

Table-top Exhibit Space S\$3,000

Nelson Baker indicated that he has turned up four possible sponsors and will work with Colin to confirm them. **ACTION: Colin also asked the ExecCom for other sponsorship ideas.**

- c) Fees – Early bird registration (before mid-September?) will be S\$750 for IACEE members and S\$850 for non-members along with a 1-year IACEE membership. A discount will be offered for three or more registrants from the same organization. The NUS organizers will consider a discount for Council members, especially those who wish to attend the extra days of the World Forum after the 12<sup>th</sup> WCCEE conclusion. After the early bird deadline, fees for members and non-members will be S\$850 and S\$950, respectively.

In all cases, 10% of the registration fee will be paid to IACEE. The organizers will also consider paying IACEE 10% of the sponsor fee for sponsors introduced by IACEE.

**ACTION: This discussion brought to light the fact that, as yet, there is no contract between IACEE and NUS; this needs to be remedied ASAP.**

- d) Special Events for Council – The “old” 2008-2010 Council will meet all day on Saturday, 16 October at NUS so current Council members should arrange to arrive in Singapore no later than Friday, 15 October. The “new” 2010-2012 Council will meet either late afternoon or evening on Tuesday, 19 October for 2-2.5 hours for its initial organization meeting and the election of a new Executive Committee. Social programs will be arranged for Council on evenings when other events are not scheduled (e.g., Saturday evening).
- e) Accommodations – Single rooms at the new Marina Sands Resort will be S\$290 per night including breakfast (plus 17% service charge and government tax). Doubles will be S\$340-S\$360 per night plus tax. Buses will be provided to transport registrants from the hotel to/from NUS. Colin also stated that less expensive accommodations may be easily found on the web.
- f) IACEE Awards and Presentations – Colin confirmed that the award plaques will be covered by the conference budget and arrangements for them will be handled by the conference organizers.
- g) Nelson Baker indicated that the World Forum will issue a declaration on Engineering Education on Thursday afternoon, 21 October. Those IACEE members planning to stay on for other Forum events should plan to participate in this declaration session.

9.2 13<sup>th</sup> WCCEE – Valencia in 2012 – Patricio Montesinos confirmed the recent receipt of a letter from the Rector at UPV in which the Rector supported the holding of the 13<sup>th</sup> WCCEE in Valencia. A discussion was held on the desirability of a return to the traditional May timing for the WCCEE. After a look at the 2012 calendar, Patricio proposed Wednesday, 16 May 2012 for the annual Council meeting, followed by the 13<sup>th</sup> WCCEE on 17-19 May 2012. **ACTION: He would like to know by June if there are any problems with these dates.**

9.3 14<sup>th</sup> WCCEE in 2014 – At this time we have no institutions seeking the 2014 WCCEE. Patricio indicated that he will explore the possibility of a conference in Guadalajara, Mexico in 2014 with his Mexican colleagues. **ACTION: In the meantime, the Council needs to be encouraging potential hosts for 2014 to step forward with their interest.** Geographic balance suggests that a location in the Americas in 2014 would be appropriate.

## **12. Report of Vice President, Special Interest Groups Hu Dongcheng (ATTACHMENT)**

12.1 SIG activities – Since the 2 February ExecCom meeting in Palm Springs, SIGs' work has been promoted in the following ways:

- IACEE members have been encouraged to join SIGs. So far, there are still only 14 people who have registered an interest. SIGs will be further promoted through the IACEE website and newsletters.
- We also tried to organize the first papers to be released on the IACEE website and newsletter. With the idea of “throw away a brick in order to get a gem”, we sent emails to all the people registered for SIGs, inviting them to write articles or notes, hoping their interesting comments will attract more people to participate in the discussion and SIG activities. Ed Borbely replied saying that he would take this encouragement to generate some productivity in his group and he looked forward to putting some useful articles and discussions together over this year. In particular, some papers and notes from China were organized to be released. Six papers and short notes have been received, the topics covering university-industry collaboration, CE quality evaluation, learning society/enterprise, CE marketing, etc. We are discussing with the writers their content and especially the English language usage before they make some revisions, so it will take some time to release on the SIG column of IACEE website.
- We tried to choose the group leaders of SIGs. Pat Hall was contacted about becoming a group leader of SIG Topic 4 “University-industry collaboration and knowledge transfer”. She will give us a reply when her term on the ASEE Board is up this June. We contacted Linda Krute about becoming a group leader of SIG Topic 1 “Survey of best practices and different methodologies in CEE/CPD” and are waiting for her confirmation.

One of the strategic goals focuses on products and services. We will try to make SIG a valuable product and meanwhile promote SIG activities through valuable services. Since we have received many abstracts for the coming WCCEE, we may select some excellent papers on different topics to publish on the website of IACEE in addition to the conference proceedings, hoping that they could promote further discussions among the members.

12.2 Follow-up on 19 May meeting with CACEE – Both the presentations and the meeting with Chinese members on 19 May 2010 were successful and of great significance. The presentations by our Executive Committee/Council members brought many ideas and information to the Chinese audience and helped them learn more about the advanced countries' concepts, practice and experience

in continuing engineering education. The presentations will play an important role in promoting the work of CACEE and its members.

The dialogue between IACEE Council members and Chinese members was of mutual benefit and great significance. On the one hand, it helped the Chinese members understand more about IACEE's strategic development and promoted their interest and initiative in taking part in IACEE's activities. On the other hand, the Association learned more about its Chinese members' development and problems and their hopes for IACEE. This kind of dialogue can be developed into regular activity. Whenever and wherever we have an Executive Committee Meeting or Council Meeting, we could have a meeting with our local members to enhance the connection with them.

### **13. Report of the Vice President, Membership Development**

13.1 Selection of New VP, Membership Development – Frank Burris noted that one of the Action items in the Goal Team #3 report is “Fill the VP, Membership Development position on Council immediately.” **ACTION: Nelson Baker suggested that he would give consideration to a recommendation for this opening on the Executive Committee soon.**

13.2 Membership Report from HQ – A membership report dated 6 May 2010 (**ATTACHMENT**) was distributed with the agenda. It indicates 79 Active Paid Members as follows: 4 Regional Leader members, 2 Professional Society members, 2 Industrial members, 29 Academic/Provider members, and 42 Individual members.

13.3 Recommendation for disposition of lapsed members – The 6 May report shows 192 Active Past-Due Members and 371 Lapsed/Canceled Members. The time crunch facing the ExecCom meeting's agenda prevented us from taking a look at the disposition of lapsed members in the normal way.

**ACTION: Frank Burris and/or the new VP, Membership Development will need to find a way to address the disposition of lapsed members before the October Council meeting.**

13.4 Recommendation for new members from non-member WCCEE registrants – This matter had already been discussed in the VP, World Conferences on CEE's report. Non-member registrants will be enrolled as IACEE members, with a fee going to IACEE for each registrant.

### **14. IACEE Website**

14.1 Current status – ability to update – Nelson Baker reported that he and Frank Burris have received the Administrator USERID and PASSWORD to access and make changes to the existing IACEE website. Nelson has made a number of changes to update the site.

14.2 Salvage current site or create new one? – Nelson indicated that the site update and maintenance will be an integral part of the HQ transition activity and he will reach out appropriately. Louk Fennis will also help as a part of his Goal Team #2 – Communication/Member Engagement Leader responsibilities. Strong sentiment was expressed for keeping the site with a company and not an individual whose position might change with time.

14.3 Long-term site host – As noted in 14.2, selection of a long-term host will be an integral part of the HQ transition activity.

### **15. Newsletter**

15.1 Production plan – Phil O'Leary has volunteered his Department of Engineering Professional Development at the University of Wisconsin to produce a quarterly IACEE Newsletter. He has an issue ready to be sent in June 2010 and quarterly thereafter on a trial basis through the end of this

calendar year. This activity will also be an important activity of Goal Team #2. **ACTION: Please provide Phil with your thoughts on the content of future Newsletters.**

## 16. Awards

16.1 Appointment of new IACEE Awards Committee – **ACTION: Frank Burris urged the appointment of an Awards Committee and Chair** to separate this responsibility from the responsibility for planning the WCCEEs in the future.

16.2 Biedenbach Award objectives/definition – It was noted that there is significant ambiguity about the purpose of the Biedenbach Award: is its intent to honor an IACEE member for outstanding service or is its purpose to honor one with prominent contributions to the CEE field? **ACTION: A new Awards Committee should study this matter and make recommendations to the Council.**

16.3 Establish new award(s)? – **ACTION: Having settled the matter in 16.2, an Awards Committee should be urged to consider potential new awards for IACEE to fill the voids.**

## 17. Future Meeting Plans/Locations

17.1 2008-2010 Council meeting Saturday, 16 October 2010, Singapore – The “old” Council will meet at NUS all day on the Saturday preceding the 12<sup>th</sup> WCCEE.

17.2 2010-2012 Council meeting Tuesday, 19 October 2010, Singapore – The “new” council will meet for 2-2.5 hours on Tuesday afternoon or evening to organize itself and to elect the Executive Committee for 2010-2012.

17.3 Executive Committee meeting Tuesday, 1 February 2011, San Antonio, TX, USA – While this date conflicts with the Chinese New Year celebrations, the fact that many ExecCom members will likely be attending the ASEE CIEC makes the coupling of our winter meeting with CIEC desirable.

17.4 2011 Annual Council Meeting – It is desirable that IACEE return in 2011 to its habit of holding the annual Council meeting in May (spring). While a site has yet to be determined, Patricio Montesinos has been investigating a possible site in Guadalajara, Mexico with a Mexican colleague.

**ACTION: If others have other sites to recommend, please forward them to Nelson/Frank ASAP.**

## 18. Other Business – No additional business was forthcoming.

## 19. Adjournment – Nelson Baker and all those in attendance expressed their profound thanks to Hu Dongcheng and Hao Juandi (Judy) for the excellent accommodations and hospitality that we have enjoyed the past three days. The meeting adjourned shortly after 12:00 noon. After a light lunch the bus for the trip to the airport will depart at 1:10 p.m. to allow the participants to catch their 3:35 p.m. Air China flight to Shanghai.