

Minutes of SAE meeting in Cedar Rapids Iowa 18 Dec 2001

Present: Dan Cowley (Chair), Jim Sheets (past **Chair**), Paul **Exstrom**, Justin Sample, Jim **Houch**, Jim Oftelie, Bruce Janvrin (secretary)

(Bruce, Please see

http://www.sae.org/servlets/sectionOfficerDisplay?PAGE=getSectionListPage&OBJECT_TYPE=SectionOfficerPageAdmin&SECTION_CODE=MS040 for specific titles.

All, As a side note, does any one know who Jim T Noonan is? The webpage shows he is the section historian.)

Chair: Meeting was called to order. Introductions. Review of electronic spread sheet of plan and responsibility, sponsor listings, operational report, financial plan by line item, audit.

Past **Chair:** Recognition that **MVS** has earned **Silver Section Award** for the **2000/2001 year**.

Sponsor letters have been sent and have received 2 responses thus far.

Discussion of possible joint meeting in Ames with ASME. Issues to be resolved are what are SAE committing to, what is the costs, how do we advertise if we do have a joint meeting, timing to our January joint meeting in Quad Cities.

Action: Bruce Janvrin volunteered to discuss with Max Gassman and report back.

Minutes from last meeting are on the website. Moved and seconded to approve. (This seems a little backwards to me. I would think that we would circulate minutes and only put them up on the website when the Governing Board approves them. I would be open to board opinions on this.)

Moved and seconded to send a check to **U of I** SAE student chapter representing **a 2000-2001** commitment. The \$1500 was a commitment made in the 2000-2001 year that we were not able to make last year because of cash flow. We have budgeted other funds for the three schools in 2001-2002.

Member retention. Paul **Exstrom** to determine dropped member's location and make assignments to members of the governing board so that they can make "local" follow-up calls to dropped members. We will review the results of this campaign at the next governing board meeting.

Discussion of how do we need to get authorization for section meeting organizers to update the registration information on the website. Jim Oftelie received this authorization for the Quad-Cities meeting. Section Meetings Chair should make these arrangements for each meeting.

Discussed the need to close all the loops if we intend to use electronic communications within the section. (e.g. How do we inform new members of the section to subscribe to the listserv? Do we request that SAE International provide that information with application approval?) There is ongoing concern that there are some in the section who might not have taken the appropriate action to subscribe to the listserv. Jim Sheets agreed to work with Matt Oliver to make sure the word gets out again through company reps.

Dan Cowley to talk to Kevin Mahler concerning why MVS listserv is not functioning correctly for him. The board agreed that once fixed, all the governing board members should be authorized to send announcements to the listserv that pertained to their committee activities. (If you are a board member, send an email message to .org from the email address you will be using to send the messages. He will check your name in the MVS officers list and authorize you to send your message to the listserv from that particular email address.) Care should be taken not to abuse this service and risk alienating the membership to future electronic communications.

Discussion of current newsletter. There are charges to layout the newsletter. Currently there is a \$150 charge to send PDF file to Pioneer. Do we really need a copy of Acrobat to create web page? It is not clear how to proceed in an efficient manner. Brad Keleher has expertise for how to manage the information on the web and Steve Hart has responsibility for the content. The board asks Brad **Keleher** and Steve Hart to get together and define a new process and the tools needed to complete the electronic newsletter in the future. We will still have to run off hardcopies to be mailed for the 9 members who need them. All others to get via email or can download from the website. Moved, seconded, and passed.

Proposed Dubuque meeting date and subject. Have been in touch with Steve **Whiteman** and Greg **Luecke**. So far no response. Suggested that Jim Bolinger talk to UW-Platteville, will get contact name from Greg **Luecke** at ISU.

January meeting (AMC) discussion. Charge per member is \$22. Meeting is a joint meeting with ASME and ASAE in the Davenport. Jim Oftelie will talk to Lyle Stevens.

SOLS is in April. It is a good meeting for people considering being an officer in SAE. By next governing board meeting, we will need to identify who will attend May 2002.

Discussion of how we want the board to be organized. Required from SAE is **Chair** and **Treasurer**. Do we want to have a number of people to be on the board without any set titles? Jim **Houch** volunteered to report back on possible board organization. (Nomination activities need to begin soon to develop a list of candidates for next year's Governing Board Roster.)

Need to determine a policy for recognition, honorium, etc. Jim **Schmidt** and Jim Bolinger to develop a recommendation and report back at next board meeting.

Meeting adjourned.