



## St. Lawrence Section

### Meeting minute:

Location: University of Toronto

Date: October 19, 2007

Time: 4: 40pm

Attendance: David Schwartz, Joan Dannenhoffer, Richard Smith, Daisy Fan, Barry Jackson, John Stratton, Mark Afolabi, Dwight Wardell

- ❖ Members are to review the bi-laws regarding using Bass account for certain expenses during conferences since we have some financial issues about the Toronto conference
- ❖ St. Lawrence section is responsible for selection of students' paper in March and Joan is the point of contact
- ❖ The board agreed to pay \$500 toward software for conference paper review selection
- ❖ Bench marking of rooms, conferences, lodging, etc. for our next conference at RPI tentatively scheduled to take place in Late March or early April
- ❖ Richard Smith will check out dates for the next conference schedule meeting at RPI
- ❖ University of Toronto conference breakdown
  - We received 34 papers, and Susan thinks that we should look for ways to showcase the value of ASEE to attract new faculty members
  - We had 73 people at the conference
  - The conference revenue was \$14,800
  - The University Dean contributed \$10,000 in cash
  - The total cost of the conference was \$25,000 (Subject to change)
  - Spent \$3300 for dinner and \$500 for workshop
- ❖ For 2008, the zone and section meetings will be merging (I.e., One meeting for posters, presentations, students' papers, etc.)

- ❖ We are considering peer review and nomination of papers ahead of time before the conference
- ❖ We also think that we should start giving money for students' paper award, and probably for the posters session
  - Motion was made to give \$200.00 for the best paper and \$100 for the second paper
  - It was concluded that the \$200 and \$100 should be an annual or conference event
  - Suggestion to advertise this students paper award early, thereby giving an opportunity to some interested company to foot the award
- ❖ We really need to have a day at the zone meeting to give awards and the awards are:
  - Two year teaching award
  - Four year Teaching award (named after Carson Buck)
  - Best Section Paper (over the academic year)
  - Student Paper competition
  - Best Campus Rep
- ❖ Regarding campus rep nomination, Reps suppose to fill out reports due on or before end of fall. The selected Rep. will be copied along with his/her dean after he/she is awarded
- ❖ Suggestion to get in contact with all St. Lawrence school Deans to pay for part of ASEE members' conference participation ahead of time. (I.e., dean paying like \$500 based on the school members, thereby forcing the Dean to make sure that he sends people to the conference)
- ❖ RPI needs to lock in a date ASAP, which should be communicated to all the officials via email or phone calls
- ❖ All officers will stay on for the next year (2007 – 2008).
- ❖ Dave suggested the President terms to be work out between Joan and Richard on or before the next conference

Yours truly,  
 Mark O. Afolabi  
 Secretary