

Meeting Minutes
Executive Committee of the AFSE
November 4, 2022
12:00 – 1:00pm via Zoom

Present: Xiao Wang (chair), Dianne Hansford (secretary),
Brian Atkinson, Daniel Aukes, Nancy Cooke, Shenghan Guo, Vikram Kodibagkar, Rosa
Krajmalnik-Brown, Anthony Lamanna, Hyunglae Lee, Guoliang Xue, Yanchao Zhang,
Yong-Hang Zhang

Absent: Heather Emady, Pitu Mirchandani

Guest: Kyle Squires, Kelli Haren

1. Approval of minutes

The minutes from October 7, 2022 were unanimously approved.

2. Parliamentary procedure and rules of order

Daniel addressed the group regarding following Robert's Rules of Order Newly Revised (RONR) to improve decision making process and make meetings more effective. Daniel shared three links.

-- https://assembly.cornell.edu/sites/default/files/roberts_rules_simplified.pdf

-- <https://www.boardeffect.com/blog/roberts-rules-of-order-cheat-sheet/>

-- http://communitysector.nl.ca/d/btb/roberts_rules_0.pdf

Motion (Daniel): Adopt RONR for EC meetings.

Vote: 11 in favor / 0 opposed / 0 abstention (Yong had not joined the meeting yet.)

Motion passed.

3. Zoom versus in person meetings

Tony and Rosy asked the EC to consider returning to meeting in person because it improves communication. Meetings are meant for discussions and brainstorming. Tony feels that the committee was more productive when we met in person. In person meetings would require considerable travel time for those at the Poly campus. If a member is travelling, Zoom meetings are a good option. As a middle ground, Daniel suggested meeting in person once or twice a year.

Motion (Tony): Meet in person.

Vote: 2 in favor / 6 opposed / 3 abstention

Motion failed.

Motion (Daniel): meet in person 1-2 times per year, scheduled well ahead of time. (If a member cannot attend in person, then Zoom will be made available.)

Vote: 11 in favor / 0 opposed / 0 abstention

Motion passed.

4. Dean's Distinguished Lecture

The EC reviewed the suggested speaker [spreadsheet](#).

Kyle: we need feedback quickly on availability. EC members could ask nominating person if they have a relationship with the person. We want a speaker to give a talk that a general audience can understand and enjoy.

Procedure:

- a. EC members will reach out to those in their school who have nominated someone to determine if they have a relationship with the suggested speaker.
- b. EC members will communicate this information to Xiao and Dianne, and it will be entered into the spreadsheet.
- c. Spreadsheet will be shared with Kyle.

Motion (Guoliang): Send list to Kyle without ranking the speakers.

Vote: No objections

Note: After the meeting, Guoliang clarified that his motion had following meaning:

"Check with the nominators about their contact with the nominees, and send the result to Kyle".

Yanchao suggested selecting an area for a speaker and rotating through the schools.

Yong recommended adding an entry in the recommendation sheet for the nominating person to state if they have a personal relation with suggested speaker.

5. Other items from EC members

None.

ACTION ITEMS

- EC members will reach out to those in their school who have nominated a speaker. Email Xiao and Dianne with a contact for each speaker, if available.
- Dianne will ask the communications department to update the speaker nomination form to ask about a personal relationship.
- Dianne will survey members as to a good date to meet in person.

Next Meeting

Friday, December 2, 2022, 12:00-1:00pm

Location: [Zoom](#)