

**MEMBERSHIP DEVELOPMENT COUNCIL**  
**ASABE Annual International Meeting**  
**Minneapolis, MN – June 17 & 21, 2007**

**Minutes**

**Paul Heinemann, presiding**

**June 17, 2007**

MDC Members: Paul Heinemann, Brady Lewis, Sonia Jacobsen, Lope Tabil, Richard Cavaletto, Victor Duraj, Carolyn Jones, Kevin Keener, Earle Morton, Allen Thompson, David Jones, Chris Butts, Ramesh Kanwar, Grace Danao, Xinlei Wang, Mark Crossley

Guests: Charles Sukup, Don Erbach, Jim Dooley, Mac Legault

The meeting was called to order at 1:35 p.m. and introductions of the attendees were made.

Confirmation of Quorum Present

MDC bylaws state that a quorum of no less than 40% of Council members must be present in order to conduct MDC business. A quorum was present.

Review of Agenda

The agendas for both MDC meetings were then reviewed and additions to the agenda were requested. No additions were requested.

Approval of Minutes

After review of the minutes from the 7/9/06 and 7/13/06 Portland meetings and the November 8, 2006 conference call meeting (Attachment A), the following motion was made:

Motion: To approve the minutes from the three meetings as written. Seconded and passed.

2008 Threats and Opportunities – Strategic Planning

The BOT strategic planning committee has identified key opportunities and threats that ASABE is currently facing and has asked the councils to review them and identify programs that would directly address them. Please see Attachment B for further details. It was discussed that the current opportunities and threats seem to be much broader than the previous year's and that they are missing detail, thus making them difficult to handle in their current state. The council struggled with simply identifying strategies and felt that more information is needed. An article in *Resource* asking for member input was discussed. The council also thought that seeing the final report to the Board on last year's progress would help them in their future strategic planning. This report is included in Attachment B as well. Further discussion on this issue will continue in the coming months.

Report from the Finance Committee

Overall, the Society is in excellent financial shape. We ended 2006 in the black with just over a \$9,000 surplus. The 2007 budget forecast is on track. AETC was a profitable conference and attendance for the 2007 annual international meeting is projected to be up by about 100 attendees

over last year. Due to the fact that the restricted reserve is above the targeted 50% level of previous year's operating expenses as of April 1<sup>st</sup> (58%), the Finance Committee is recommending up to \$100,000 be made available for initiative funding for 2008, assuming no downward swings in the market. The final dollar amount will be confirmed at the Finance Committee's fall meeting

#### Dues Increase 2008 Update

Sonia Maassel Jacobsen updated the council on the report from the Dues Review Committee of which she was chair. She began by reviewing the existing Dues Review Procedure, which has been in place for a few years. The BOT requested a review of the dues structure sooner than the specified five year cycle. It was determined that the Society was indeed due for a dues increase of 10% across the board for 2008. Please see the report from the Dues Review Committee for further detail (Attachment C).

#### ED-204 Budget Request

ED-204 deals with ABET and engineering accreditation issues for ASABE. The needs of the committee are vitally important to the health of the Society, since this committee reviews the agricultural and biological degree programs at universities. ABET provides funds for travel for evaluators and EAC representatives. However, for several meetings where it is important that ASABE be represented, no travel funds are available from ABET. The leadership of ED-204 is thus asked to travel on behalf of the Society much more than the average member/volunteer. ABET and ED-204 are also looking to diversify their evaluators to bring in more women and minorities. Many non-academic members do not have travel funds available, yet ABET is strongly encouraging involvement of non-academic members. ED-204 will continue to work on their budget request and will come back to the MDC with a finalized budget in the near future.

#### Reports

##### District 1 & NABEC

No report.

##### District 2

Please see Attachment D.

##### District 3

Xinlei Wang reported that many sections within the district continue to have annual meetings at least once a year and that plans are underway for a new regional conference for 2008 which will be called the Great Lakes Regional Conference and will primarily involve the Central Illinois, Chicago and Quad Cities sections. Other surrounding state sections will be invited as well.

##### District 4

Richard Cavaletto stated that the CA/NV section once again held their meeting in conjunction with the World Ag Expo in Tulare, CA in February. The meeting was well attended and the California Secretary of Agriculture was in attendance, which brought some excitement to the meeting. They continue to get good involvement from industry, who subsidizes student meals at the meeting. The section also had an ASABE historic Landmark dedicated for the self-propelled combine. The section also had two ¼ Scale Teams this year from Cal Poly and Modesto Junior College.

District 5

Lope Tabil reported that the Red River Valley held their annual inter-sectional meeting in the fall and that plans are underway for their 2007 meeting in Fargo. He also reported that CSBE continues to subsidize dues for their student members and that they will be gradually paying less and less of the dues as the student member continues through school.

CSBE-SCGAB

Please see the report prepared by Grant Clark (Attachment E).

NABEC

NABEC continues to meet annually and consistently has a strong attendance. They met at McGill University in 2006 and plan to meet in Wooster, OH this July. This year, they invited members from the Michigan, Indiana and Michiana sections as well.

International Affairs

The IA Committee is pleased that the Watersheds Conference will be held in Chile next year and they will continue to work with the Meetings Council to see that more specialty conferences are held outside the US in the future.

PEI– No reportYoung Professionals Community

Aside from the prepared report (Attachment F), the YPC reported that they have had a request from ED-416 Continuing Professional Development Committee for representation on this committee to make sure that they are addressing issues of interest to young professionals as they develop future CPDs.

Reports from ASABE Leadership

Current president Charles Sukup, president-elect Don Erbach and president-elect designate Jim Dooly thanked the MDC for their efforts over the last year and commended them on attracting the most new members in recent history in 2006. They then discussed the centennial plans to date and offered the opportunity for feedback from the Council.

They then asked what hot topics the council was currently facing. Such items as ASABE having a global presence; diversifying the ASABE membership; having a bigger presence at E-Week and JETS; having more ASABE members represented on state licensing boards; and getting more high school students interested in ASABE were discussed.

Finally, they thanked the Dues Review Committee for their hard work and recommendation for a dues increase in 2008.

With no further business before the MDC, the following motion was offered:

Motion: To adjourn the meeting at 3:00 p.m. Seconded and passed.

**Membership Development Council Meeting  
June 21, 2007**

MDC Members: Paul Heinemann, Pat Murphy, Sonia Jacobsen, Lope Tabil, Richard Cavaletto, Yanbin Li, Allen Thompson, Kevin Keener, Earle Morton, Chris Butts, Grant Clark, Grace Danao, Jacob Bolson, Mark Crossley

Guests: Mac Legault, Derrel Martin, Jim Dooley, Don Erbach

The meeting was called to order at 8:05 a.m. and introductions of the attendees were made.

Confirmation of Quorum Present

MDC bylaws state that a quorum of no less than 40% of Council members must be present in order to conduct MDC business. A quorum was present.

Fellows Eligibility Update

The MDC appointed task force to further investigate potential limitations on non-engineer members within ASABE in relation to achieving grade of Fellow, concluded their work and made their recommendation to the Board in April 2007. The Board accepted their recommendation that all members, regardless of engineer status, be eligible for Fellow. The bylaws change will be published in the August 15<sup>th</sup> issue of *Resource*. It was pointed out that the committee received a Presidential Citation for their efforts at this meeting.

P-120 Preprofessional Engineering of the Year Award Proposal Update

Grace Danao gave an overview of P-120's desire to change the PP Engineer of the Year Scholarship to an award, which would be administered like the other major awards. They have sent a proposal to the ASABE Foundation. While the Foundation supports the idea in theory, concern was expressed for the financial implications that go along with it. In short, before the first award can be given, fundraising to support the administrative costs associated with it must occur. Grace will work with Melissa Moore to get the exact amount needed so P-120 can mount a fundraising campaign.

Thank You to Meetings Council

Sonia Jacobsen wanted to thank the Meetings Council for their assistance in helping her in her role as volunteer coordinator for this year's meeting. They allowed her the latitude to be able to recruit female and minority volunteers who might not otherwise have the chance to attend an annual international meeting. This in turn gets them more involved in the society and increases membership. The following motion was presented:

Motion: To recognize and thank the Meetings Council for allowing the MDC to work with the volunteer coordinator to increase minority and female membership.  
Seconded and passed.

Young Professionals Community Informational Session

The YPC held an informational session at this meeting entitled 'What You Didn't Know About ASABE'. It was aimed at helping new members become better acquainted with the structure of ASABE and what to expect from attending an annual international meeting. They have also created a booklet on this topic, which was very well received. The YPC is requesting that this booklet be

given to each annual meeting attendee, since it has proven to be such a useful resource. They also suggested creating a mentoring program for first-time meeting attendees. The following members volunteered to help with this effort: Mac Legault, Paul Heinemann and Sonia Jacobsen. These items will be put on the fall MDC conference call for further discussion.

### Reports

#### Awards

Pat Murphy presented awards statistics for 2007 (Attachment G). He also brought forward draft bylaws for the new Gale Holloway Award. This committee would like to first give this new award in 2008 and is seeking bylaws approval from the MDC. Since members of the MDC have not had the chance to review the bylaws yet, they will be sent via e-mail and balloted for approval within the next few weeks. This award is intended for ASABE members who have been practicing for 10 years or less.

Pat also indicated that ASABE is accumulating a backlog of good fellow nominees, so one action is to send information to section chairs inviting nominations of ASABE members for awards outside ASABE since we have so many outstanding members. The CAST (Council for Agricultural Science and Technology) call for nominations for the 2008 Charles A. Black Award will be mailed shortly after the annual international meeting.

#### P-120 Student Organizations

The number of entries for the various awards and scholarships was presented. It was pointed out that typically, the same schools are participating and P-120 would like to see this diversify. Grace Danao will draft a letter/message to be sent to all advisors and department heads urging them to spread the word among their students. She also presented a few new competitions that were discussed including a biosensors and college bowl competition. Finally, she discussed the fact that no funds remain in the graduate student research award fund, so unless someone steps up to sponsor this award, it will not be presented in 2008. P-120 would like to check into having a line item on the dues invoice for increasing the endowment to support IPC. Please see Attachment H.

#### Section Steering Committee (SSC)

Chris Butts reported that the SSC discussed the following items in their meeting on Sunday: ASABE centennial plans through the 2008 annual international meeting; section professional development hours and ASABE certificate recognition; ASABE section-related benefits overview; section feedback forum – ideas and issues from sections/NABEC, what can ASABE do to help, and what sections can learn from each other. The section chairs asked about increasing ASABE's role and visibility in E-week. Chris will be contacting others to learn more about this. It was noted that some giving papers are not ASABE members. This is a challenge for MDC, to recruit them as members. Also, as many as 40% of those with accepted poster sessions do not show up.

#### Preprofessionals (IPC)

Jacob Bolson stated that they had about 60 people at their business meeting this year. The fact that members had to register their posters for the undergraduate poster competition at the business meeting helped increase attendance. Their professional development seminar with the young professionals on transitioning from school to work was well received.

Division ReportsBiological Engineering (BE) –

Yanbin Li mentioned that the division is optimistic that their professional and student numbers are increasing. They too support the idea of a biosensors student design competition and will work on plans for outlining an event. Finally, some concern was brought up in the division about the high number of non-members who've been presenting papers in recent years.

Food & Process Engineering (FPE)

Kevin Keener expressed the need for a one-page document that would outline the duties and responsibilities for all division chairs. This would be especially helpful for new division chairs. The division has also been working on a white paper/action plan for the eventual development of a biofuels competition. They will be bringing this before the Meetings Council for further discussion.

Education (ED) – No report.

Ergonomics, Safety & Health (ESH)

Mac Legault reported that the division felt it was becoming increasingly important that the chairs of each division report on their activities to each other. They feel that having representatives sit on each others' meetings would be very helpful. After some discussion, the idea was modified to suggest that reports be posted online for other chairs to read, as more committee members giving reports would lengthen meetings that are already pushing against time limits.

Information & Electrical Technologies (IET) – No report.

Power & Machinery (PM) – No report.

Structures & Environment (SE) – No report

Soil & Water (SW)

Allen Thompson again reported that soil and water journal articles have had a high rejection rate in recent years. For example, there has been a 50% rejection rate for SW submissions to *Transactions of the ASABE* recently. They will be bringing this to the Publications Council along with problems they perceive in the review process. They are also in the process of developing guidelines for new division chairs. Please see Attachment I for more details.

BOT Liaisons – No report.

Headquarters Report

Please refer to Attachment J for further details.

Recognition of Outgoing Council Members

Paul expressed his gratitude to those members whose terms concluded at this meeting and thanked them for their service. He also thanks the MDC for their support over the last few years and welcomed Sonia Jacobsen as the new chair through 2009

Organization of the MDC for 2007-2008 and Schedule for Council Meetings

Sonia announced that the MDC meeting schedule for the next year will be as follows:

**2007**

-November Conference Call - time yet to be determined.

**2008**

-May Conference Call - time yet to be determined.

-June 29, 1:30 - 3:30 p.m. and July 3, 8:00 - 10:00 a.m., Annual International Meeting, Providence, RI.

With no further business before the MDC, the following motion was offered:

Motion:           To adjourn the meeting at 10:00 a.m. Seconded and passed.