



**ASME**

TEC NEXT 2023

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March 30–31, 2023

Virtual Conference

# Holding Effective Meetings

Shannon Stott, PhD

ASME Bioengineering Division Chair

Work is required *BEFORE* your meeting

# Set Goals for the year

- Assess strategic plan
- Define critical tasks and the resources you will need to conduct them
- Survey your EC
- Set a timeline

# *Example: Annual Tasks for ASME BED*

- Onboarding new EC members (July)
- Documentation for our Annual 'Open Meeting' (July)
  - Committee Reports
  - Updates to operations manual
  - Election results
- Division ASME Medals (July-Sept)
- Conference Activity: IMECE (Nov)
  - SWOT Analysis
- Honors Committee Nominations (peaks in March)
- Division Election (Feb-June)
- Student Webinars (All Year)
- Annual Budget (April)
- Strategic Plan (April)
- Monthly activities: EC Meetings, Assembly of Divisions, Social Media, Meeting Planning, Member Engagement, Fellow Nominations

# Define Roles and Responsibilities

- Each EC member should know what their tasks are for the next year. If this isn't formally defined, work to do this with your EC.
- If new members are needed to meet your goals, recruit!
- Share the operations manual and expectations of each EC member
- Get to know your EC members
- Chair should prepare any special accommodations that are needed for the meetings

# Detail how information will be shared and how meetings will be run

- Make sure everyone has access to SharePoint
- Highlight 'Roberts Rules'
- Share who is a voting member of the EC
- Remind members of the votes needed for a quorum, stressing value of participation.
- Share ASME Policies
  - Meetings cannot be recorded
  - SharePoint access
  - Process to change

# Define Meeting Responsibilities

For meetings:

- Who will set the meeting schedule / calendar invites? (*Secretary*)
- Who will draft the agendas (*Secretary, going off minutes and emails from Chair/EC*)
- When should the draft agenda be shared with the Chair? (*1 week*)
- When should the draft agenda be shared with the EC? (*5 days*)
- Who will maintain the Division Archives in Sharepoint? (*Secretary*)
- Who will take minutes of the meeting? (*Secretary*)
- Do the minutes need to be reviewed by the Chair before sending to EC for feedback? (*No, sent within 1 week*)
- When scheduling, who should be prioritized?
- Define when a meeting is cancelled (*if it can be an email!*)

# Tips for an effective agenda

- Create and share your agenda as early as possible
- Link to any relevant pre-reading materials
- Assign facilitators for each agenda item
- Define and prioritize your agenda items
- Seek input from your EC members
- If there are items that require a vote, highlight them before the meeting.
- Format your agenda so that it can be the template for your meeting minutes

# Tips for an effective agenda

- Agenda should be appropriate for the length of the meeting
  - Identify if any topics can be completed before the meeting.
- Early placement of a topic to get people talking.
- Difficult topics should start mid-way into the meeting.
- Work with your Secretary to have an awareness of schedule limitations for any EC member.



# BIOENGINEERING DIVISION



## ASME BED EC MEETING Agenda

Thursday February 2, 2023, 11:00 am – 12:00 pm Eastern Time

Meeting via [Zoom](#)

Meeting ID: 92237957443

Passcode: 242476

Meeting materials posted on SharePoint:

[ASME Sharepoint](#)

**PLEASE REVIEW PREVIOUS MEETING MINUTES IN ADVANCE**

**Invitees:** Shannon Stott (Chair), Alisa Morss Clyne (Secretary), Alison Marsden (Past Chair), Spencer Lake (Secretary-Elect), Rafael Davalos (Treasurer), Rouzbeh Amini (Student Relations), Matthew Fisher (Member in Charge of Member Affairs), Craig Goergen (Member at Large), Josue Sznitman (Member at Large), Zhenpeng 'ZP' Qin (Communication and Outreach Specialist), Parisa Saboori (Communication and Outreach Specialist), Caleb Berggren (Chair, ASME BED SLC) and Shelby White (Vice Chair, ASME BED SLC), April Tone (ASME Staff),

**Apologies:** Robert Hauck (Member at Large), Jessica Oakes (Member at Large),

**Guests:**

**Agenda:**

1. Call to order – Shannon Stott
2. Approval of minutes and review of action items from January 2023 meeting (All / 5 min)
3. ASME BED Medal Recipients for 2023 (Shannon, 5 min)
4. ASME Division Assembly Meeting Report Out (Alisa, 5 min)
5. Year-round BED activities (Matt, 10 min)
  - a. Member Survey (Matt)
  - b. Upcoming TEC talk (Alisa)
  - c. Monthly email to BED members (Shannon)
    - i. Black History Month (ASME Centered Items?)
6. ASME SLC Updates (Caleb, Rouzbeh, 5 min)
7. Social Media / [Website](#) Updates: (Z.P., Parisa, 10min)
  - a. ASME BED Tech Committee Website Updates (Spence)
  - b. Overall Website Updates Needed
8. BED Journal Updates (Shannon, 5 min)
  - a. Update on Editor Nominations for the Journal of Medical Devices
9. Round robin on updates for tasks (All EC Members, 15 min)

**ASME**  
TEC NEXT 2023

TEC Newly Elected Leaders  
**NEXT**  
TRAINING FOR SUCCESS

Items of Interest:

Today! **Thursday, Feb. 1<sup>st</sup>, 1-2:15PM EST.** ASME Student Virtual Workshop, Making Memorable Conference Presentations.

February is **Black History Month**. Short YouTube Video Celebrating Engineers that Move Humanity Forward: <https://www.youtube.com/watch?v=NeKPmPSopn4>

ASME Student Scholarship Application Portal Open (UG: Due Feb 16<sup>th</sup>, Grad: Due March 2<sup>nd</sup>):  
<https://www.asme.org/asma-programs/students-and-faculty/scholarships>

Friday, February 17, 2023, WEBEX - 3:00 to 5:00 PM (EST)

The Bioengineering Women's Networking Group Welcomes Dr. Susan Franks.

THE JOURNEY: DISCOVERING YOUR FUNDAMENTAL APPROACH TO UNIVERSAL CHALLENGES

Webinar Link: <https://lnkd.in/ebfBYN4U>

Melville Medal Deadline: March 1<sup>st</sup>. <https://www.asme.org/about-asme/honors-awards/literature-awards/melville-medal> Best original paper published in the ASME Transactions during the two calendar years immediately preceding the year of the award.

Next ASME Fellow Nomination Window: Due March 1<sup>st</sup>. <https://www.asme.org/about-asme/honors-awards/fellows>

# *Running the Meeting*

# Running an effective meeting

- Start and end on time
- When introducing a topic, identify if it is to share information, seek input for a decision or make a decision.
- Work to promote discussion over 'reporting'
- Have a time keeper (*Secretary*)
- Recognize when a sub-committee should be formed
- Define action items and person responsible
- Be nimble

# Running an effective meeting

- If helpful for your group, a virtual white board
- Value the power of silence
- Monitor who is engaging. Have an ally on your team to help support increased engagement / volunteers.
  - “John, would this be a topic that would be of interest to you”?
  - “Steve has just completed some great work on X. Is there someone else that can contribute to this task”
- Recognize the strengths of your EC members
- Express gratitude

# *After the Meeting*

# Meeting follow-up

- Share draft minutes with action items highlighted
  - Minutes will be approved and finalized at following meeting
- Deposit relevant materials to SharePoint
- Share information via platforms (webpage, twitter, LinkedIn)
- Draft next agenda that can be modified during the month

# Summary Thoughts

- Evaluate if your format is working
- Assess if members feel that they are bringing value / contributing in a meaningful way.
- Be receptive to critiques
- Promote supportive and inclusive spaces
  - “Respond with wonder”

*Thank you!*