DRAFT AGENDA – OPEN SESSION
FY24 BOARD OF GOVERNORS MEETING
2 Park Avenue, 6th Floor, New York, NY
Tuesday, December 12, 2023 – 12:00 pm to 4:00 pm (EST)

Lunch served 12:00 pm to 1:00 pm

1. Opening of the Meeting (Start Time 1:00 pm)

1.1. Call to Order
   Tom Kurfess

1.2. Adoption of the Agenda ACTION

1.3. President’s Remarks (10 minutes) INFORMATION
   Tom Kurfess

1.4. Executive Director/CEO’s Remarks (10 minutes) INFORMATION
   Tom Costabile

1.5. Consent Items for Action ACTION
   Identification of items to be removed from Consent Agenda
   Consent Items for Action are items the Board is asked to take action on as a group. Governors are encouraged to contact ASME Headquarters with their questions prior to the meeting as it is not expected that consent items be removed from the agenda.

1.5.1. Approval of Open Session Minutes from October 29, 2023
1.5.2. Proposed Appointment

2. Open Session Agenda Items

2.1. FY24 YTD Financial Report (10 minutes) INFORMATION
   Bill Garofalo

2.2. Washington, DC Office Update (10 minutes) ACTION
   Tom Costabile

2.3. Diversity, Equity & Inclusion Strategy Committee (20 minutes) INFORMATION
   Amy Betz

2.4. Committee Liaison Reports (15 minutes) INFORMATION
   Kathryn Jablokow (Volunteer Leadership Pathway)

2.5. Community Engagement Center (20 minutes) INFORMATION
   Jeff Patterson, Clare Bruff and Drew Lentz

Two Park Avenue
New York, NY
10016-5990 U.S.A.
www.asme.org
BREAK

2.6. Digital Badging Demonstration (20 minutes) INFORMATION
   Drew Lentz and Sandra Bullock

2.7. Salesforce Capability Demonstration (45 minutes) INFORMATION
   Josh Heitsenrether and Andrea Mahoney

3. New Business

4. Open Session Information Items

   4.1. Dates of Future Meetings

<table>
<thead>
<tr>
<th>DATE</th>
<th>DAY</th>
<th>TIME</th>
<th>LOCATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>April 17, 2024</td>
<td>Wednesday</td>
<td>1:00 pm – 3:00 pm</td>
<td>Virtual Meeting</td>
</tr>
<tr>
<td>June 2, 2024</td>
<td>Sunday</td>
<td>9:00 am – 3:00 pm</td>
<td>Long Beach, CA</td>
</tr>
<tr>
<td>June 4, 2024*</td>
<td>Tuesday</td>
<td>9:00 am – 3:00 pm</td>
<td>Long Beach, CA</td>
</tr>
<tr>
<td>July 10-12, 2024*</td>
<td>TBD</td>
<td>TBD</td>
<td>TBD</td>
</tr>
<tr>
<td>November 17, 2024*</td>
<td>Sunday</td>
<td>9:00 am – 3:00 pm</td>
<td>Portland, OR</td>
</tr>
</tbody>
</table>

*FY25 Board of Governors

5. Adjournment of Open Session

Dinner will begin at 6:30 pm at the A.I. Fiori Restaurant. Meet in the hotel lobby at 6:15 pm.

List of Appendices

1.5.2. Proposed Appointment
2.2. Washington, DC Office Update
2.3. Diversity, Equity & Inclusion Strategy Committee
2.4. Committee Liaison Reports
Date Submitted: November 17, 2023
BOG Meeting Date: December 12, 2023

To: Board of Governors
From: Committee on Organization and Rules
Presented by: Emily Boyd
Agenda Title: Proposed Appointments

Agenda Item Executive Summary:
Proposed appointments reviewed by the COR on November 17, 2023.

Proposed motion for BOG Action:
To approve the attached appointments.

Attachments: Document attached.
## DECEMBER 2023 PROPOSED APPOINTMENTS TO ASME UNITS

<table>
<thead>
<tr>
<th>Internal Unit</th>
<th>Nominee</th>
<th>Appointment Position/Title</th>
<th>Appointment Term/Category</th>
<th>Appointment Type</th>
<th>History</th>
</tr>
</thead>
<tbody>
<tr>
<td>Committee on Honors</td>
<td>Marcello Dapino</td>
<td>Member-at-Large</td>
<td>February 2024 – June 2027</td>
<td>Initial</td>
<td>Executive Committee of Smart Materials, Adaptive Structures, and Intelligent Systems Division</td>
</tr>
<tr>
<td>History and Heritage Committee</td>
<td>Elisabeth Deeb</td>
<td>Member-at-Large</td>
<td>December 2023 – June 2026</td>
<td>Reappointment</td>
<td>Past ECLIPSE Intern</td>
</tr>
<tr>
<td>History and Heritage Committee</td>
<td>Thomas Fehring</td>
<td>Member-at-Large</td>
<td>December 2023 – June 2026</td>
<td>Reappointment</td>
<td>Past Chair, Petroleum Division</td>
</tr>
<tr>
<td>History and Heritage Committee</td>
<td>Maya Reslan</td>
<td>Member-at-Large</td>
<td>December 2023 – June 2026</td>
<td>Initial</td>
<td>Past ECLIPSE Intern</td>
</tr>
<tr>
<td>Section Engagement Council</td>
<td>Jennifer Atchison</td>
<td>Vice Chair</td>
<td>December 2023 – June 2026</td>
<td>Initial</td>
<td>Drexel Student Section Advisor</td>
</tr>
<tr>
<td>Section Engagement Council</td>
<td>Jamie Sotomayor</td>
<td>Vice Chair</td>
<td>December 2023 – June 2026</td>
<td>Initial</td>
<td>Past District Leader</td>
</tr>
</tbody>
</table>
## Board of Governors Meeting
**Agenda Item Cover Memo**

<table>
<thead>
<tr>
<th>Date Submitted:</th>
<th>November 15, 2023</th>
</tr>
</thead>
<tbody>
<tr>
<td>BOG Meeting Date:</td>
<td>December 12, 2023</td>
</tr>
<tr>
<td>To:</td>
<td>Board of Governors</td>
</tr>
<tr>
<td>From:</td>
<td>William Garofalo, Chief Financial Officer</td>
</tr>
<tr>
<td>Presented by:</td>
<td>William Garofalo</td>
</tr>
<tr>
<td>Agenda Title:</td>
<td>FY24 YTD Financial Report</td>
</tr>
</tbody>
</table>

### Agenda Item Executive Summary:

An FY24 YTD financial report will be provided.

### Proposed motion for BOG Action:

**None**

### Attachment(s):

**None**
Board of Governors Meeting  
Agenda Item  
Cover Memo

Date Submitted: November 15, 2023  
BOG Meeting Date: December 12, 2023  
To: Board of Governors  
From: Tom Costabile, Executive Director/CEO  
Presented by: Tom Costabile  
Agenda Title: Washington, DC Office Lease Update

Agenda Item Executive Summary:

The Washington, DC office lease expires at the end of this calendar year. An update will be provided on the lease renewal.

Proposed motion for BOG Action:

Whereas the current lease at 1828 L St NW Suite 510 will end on December 31, 2023;

Whereas the Board of Governors has determined that it is in the best interests of the Society to maintain an office in Washington D.C.;

Whereas it has been determined that the Society can be best served by an office with less square footage;

Resolved: that the Board of Governors hereby authorizes the Executive Director/CEO to execute and deliver such documents as necessary to secure a lease 1828 L St. NW Suite 406 substantially on the terms and conditions described in Appendix 2.2 to the December 12, 2023 Open Session Board Agenda.

Attachment(s):  
PowerPoint Presentation
Current Situation

- 1828 L Street Associates, LLC dba Tower Companies
- 1828 L St NW - Suite 510
- Rentable Sq. Ft. – 6,337
- Annual Base Rent per Sq. Ft. - $55.82
- Annual Increase – 2.5%
- CAM’s Annual $22,375 (estm)
- Lease expires 12-31-2023
Existing Space
Review Process & Alternatives

- ASME served Notice of termination – October 1, 2023
- Retained Colliers, ASME’s long term real estate broker
- Alternatives reviewed
  - 1 new build to suit space
  - 3 co-working spaces
  - Downsizing of existing space
  - New space in current building
- Based on initial submittals, considering location, offered services, amenities and the unnegotiated costs, the best option is to relocate to new space on the 4th floor of the existing building in a reduced footprint.
- Executed a nonbinding LOI to allow for detailed discussion regarding costs, terms and conditions of a proposed lease
Proposed Alternative

- 1828 L Street Associates, LLC dba Tower Companies
- 1828 L St NW - Suite 406
- Rentable Sq. Ft. – 2,709
- Annual Base Rent per Sq. Ft. - $50.50
- Initial Term – 3 years 6 months commencing June 1, 2024 with 3 months free rent
- Option to renew for one 3 year term
- Annual Increase – 2.5%
- CAM’s Annual $12,000 to $15,000 (estm)
- Rent of existing space during construction based on reduced square footage, appx 50% savings
## Summary Comparison of Key Terms

### 1828 L Street NW

<table>
<thead>
<tr>
<th></th>
<th>Suite 510</th>
<th>Suite 406</th>
</tr>
</thead>
<tbody>
<tr>
<td>Location</td>
<td>Suite 510</td>
<td>Suite 406</td>
</tr>
<tr>
<td>Rentalable Area (Sq. Ft.)</td>
<td>6,337</td>
<td>2,709</td>
</tr>
<tr>
<td>Annual Rent per Sq. Ft.</td>
<td>$55.82</td>
<td>$50.50</td>
</tr>
<tr>
<td>Base Rent Annualize</td>
<td>$353,731</td>
<td>$136,805</td>
</tr>
<tr>
<td>Annual Increase</td>
<td>2.5%</td>
<td>2.5%</td>
</tr>
<tr>
<td>CAM’s Annual (Estimated)</td>
<td>$22,375</td>
<td>$12,000 to $15,000</td>
</tr>
</tbody>
</table>
Motion

Whereas the current lease at 1828 L St NW Suite 510 will end on December 31, 2023;

Whereas the Board of Governors has determined that it is in the best interests of the society to maintain an office in Washington D.C.;

Whereas it has been determined that the society can be best served by an office with less square footage;

Resolved: that the Board of Governors hereby authorizes the Executive Director/CEO to execute and deliver such documents as necessary to secure a lease at 1828 L St. NW Suite 406 substantially on the terms and conditions described in Appendix 2.2 to the December 12, 2023, open session Board agenda.
Date Submitted: November 17, 2023
BOG Meeting Date: December 12, 2023
To: Board of Governors
From: Amy Betz, Chair-Elect, Diversity, Equity & Inclusion Strategy Committee
Presented by: Amy Betz
Agenda Title: Diversity, Equity & Inclusion Strategy Committee

Agenda Item Executive Summary:

An update will be provided on the committee’s current activities and priorities for the remainder of FY24.

Proposed motion for BOG Action: none

Attachment(s): PowerPoint Presentation
Agenda

Committee Priorities for FY24 and Beyond
DEI Toolkit Updates
Liaisons to Other Groups
LGBTQ+ Committee
Committee Priorities

In June, the DEI Strategy Committee identified priorities for the current year and beyond:

Communications:

• DEI Toolkit training and outreach
• Convene meeting of all DEI groups and constituents in ASME
• Work on storytelling about why DEI matters

Operations:

• Review Society Policy on Diversity, Equity and Inclusion and update as needed
• Create a plan for liaisons between sectors and DEISC
• Creation of an LGBTQ+ Pride Volunteer Committee
DEI Toolkit Updates

NEW DEI RESOURCES

• Newly Added Toolkit Resources
  • Tips for Inclusive and Accessible Meetings
  • Using Rubrics to Create Fair Assessment Processes
  • Succession Management Plan
• Rotating Featured DEI Moment
  • Featured moments highlight timely topics

COMING SOON

• Welcome video introducing the DEI Toolkit
• Short video introductions to each resource included in the Toolkit, with suggestions on how to use it
• Committee outreach to volunteer groups about new Toolkit features
Liaisons to DEI Strategy Committee

**Concept:** The recommendation is that DEISC asks specific groups to identify individuals to serve as liaisons to DEISC. This would be a pilot with voluntary participation by ASME groups. Where applicable, there may be individuals who already have dual appointments who can serve as liaisons.

**Liaison Responsibilities:**

- Participation in twice yearly meeting or forum with all liaisons
- Serve as DEI point person in their units and be a DEI steward in their unit
- Share information with DEI Strategy Committee (and each other) about DEI-related activities in their units
- Ongoing communication among liaisons to share information throughout the year
- DEI Strategy Committee will send periodic scheduled email updates to liaisons with key DEI info/updates
Proposed LGBTQ+ Pride Committee

**Charge:** A sub-committee of the DEI Strategy Committee, the LGBTQ+ Committee represents the LGBTQ+ community within ASME, voicing its concerns and advocacy. The group supports the efforts of the Diversity, Equity, and Inclusion Strategy Committee in its work to advance diversity, equity, and inclusion (DEI) in ASME and promote DEI in the engineering field at-large, specifically as it relates to the LGBTQ+ community.

**Deliverables:**

- Sponsoring LGBTQ+ community events
- Supporting partnerships with other societies and organizations
- Providing resources for LGBTQ+ people in the engineering community
- Working with the ASME Foundation to promote scholarships for engineering students from the LGBTQ+ community and other relevant activities
LGBTQ+ Pride Committee
Proposed Timeline

- LGBTQ+ Pride Committee Framework Presented to DEISC
  (September 2023)
- DEISC Operation Guide Updated to Reflect New Committee and Positions
  (November 2023)
- DEISC Vote to Approve Framework for Creation of the Committee
  (January 2024)
- Committee Members Identified
  (March 2024)
- Kick-off meeting and event with new LGBTQ+ Committee at Annual Meeting
  (June 2024)
Thank You

Amy Betz
Chair-Elect, DEI Strategy Committee
A report on the Volunteer Leadership Pathway pilot will be presented.

Proposed motion for BOG Action: none

Attachment(s): PowerPoint Presentation
VOLT Volunteer Leadership Pathway

Kathryn Jablokow, BOG Liaison to VOLT
### Engagement

Recommending best practices and providing guidelines and templates for all aspects of volunteer engagement, from recruitment, selection, and onboarding, to leadership development, evaluation and recognition.

### Orientation & Training

Collaborating with staff and volunteer units across the Society to identify volunteer orientation, training, and leadership development needs and opportunities, and develop training to meet those needs, in partnership with staff and volunteer units.

### Leadership Pipeline

Ensuring that ASME has a continuous corps of prepared volunteer leaders ready to take on key roles in the Society, providing support for developing leaders, and assisting with succession planning.

### ECLIPSE Program

An intensive leadership development program for active early career members who have some volunteer experience with ASME. The program provides mentorship, leadership training, networking with peers and senior ASME leaders, and funding to attend certain conferences and workshops.
What is the Volunteer Leadership Pathway?

The Volunteer Leadership Pathway is a training, experience, and leadership development roadmap that guides ASME volunteers through a leveled progression to enhance their preparedness as ASME volunteers and professionals.
Why did VOLT create the Volunteer Leadership Pathway?

The Volunteer Leadership Pathway (VLP) was created by VOLT and endorsed by the Board of Governors to help ensure that ASME has a continuous pipeline of volunteers with the training and experience to become future leaders of the Society.
Volunteer Leadership Pathway Team

Rick Marboe
Cis De Maesschalck
Johné Parker
Callie Tourigny, VOLT Chair
Emily Boyd, Vice Chair, Operations
Definitions

• **Training:** Includes training offered by VOLT and training acquired elsewhere (e.g., relevant L&D courses or training provided by a volunteer’s sector or unit can count toward the training component).

• **Experience:** Includes volunteer experience in ASME and may also be complemented by relevant volunteer experience outside ASME (e.g., in another professional society or non-profit).

• **Development:** Includes steps taken to develop as a leader, including working with a mentor or coach, conducting a 360 assessment, among other things. This may include relevant development offered outside ASME, such as at work or another professional society.
## VLP Progression

<table>
<thead>
<tr>
<th>Basics</th>
<th>Training</th>
<th>Experience</th>
<th>Development</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Complete ASME 101</td>
<td>Complete volunteer profile or apply for a volunteer position</td>
<td></td>
</tr>
<tr>
<td>Level 1</td>
<td>Participate in 3 VOLT Leadership Workshops on different topics, or the equivalent</td>
<td>Volunteer with a Section, on a team, in a micro-volunteer role, or other capacity (e.g., ECLIPSE)</td>
<td>Mentoring, coaching, or other leadership development work</td>
</tr>
<tr>
<td>Level 2</td>
<td>Complete the above, plus 3 additional VOLT Leadership Workshops on different topics, or the equivalent</td>
<td>Serve on a committee, board, or other top-level unit reporting into a sector or the BOG</td>
<td>Mentoring, coaching, or other leadership development work</td>
</tr>
<tr>
<td>Level 3</td>
<td>Complete the above, plus one intensive VOLT training (e.g., Cross-Sector Workshop), or the equivalent</td>
<td>Serve in a leadership role on a committee, board, or other top-level unit reporting into a sector or the BOG</td>
<td>Mentoring, coaching, or other leadership development work</td>
</tr>
<tr>
<td>Level 4</td>
<td>Complete the above, plus training modules specific to an ASME leadership role</td>
<td>Complete one term in a leadership role on a committee, board, or other top-level unit</td>
<td>Serve as a mentor to developing leaders</td>
</tr>
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</table>

The above table outlines the progression of training and experience required for various levels of volunteer leadership development within the VLP framework. Each level builds upon the previous one, incorporating additional training and experience to prepare volunteers for progressively more significant leadership roles.
About the VLP Pilot

Phase 1
- FY22 and FY23
- 16 mentees with varying levels of ASME experience
- 14 mentors

Phase 2
- FY24 – ?
- 11 mentees
- 11 mentors
New Additions for Phase 2 of the VLP Pilot

• Mentors and mentees will be using the ASME Mentoring platform to gain additional benefits and resources it offers
• The Community Engagement Center will provide easy access to information about volunteer opportunities for program participants
• Mentors will work with mentees to set SMART goals to improve assessment of outcomes
• The VLP team will offer additional resources for mentors and mentees, such as adding articles and tips in monthly emails
VLP Timeline & Operations

• Mentee outreach was done over the summer
• Mentor recruitment done in September/October, based on selected participants
• Kick-off meetings with mentees and mentors in November
• Short surveys sent monthly
• Midpoint check-in with mentees and mentors in March
• Year-end meeting with all participants in June/July
What’s Next

• Scaling
• Outreach and Marketing
• Integration with Salesforce
• Calling all mentors!
Any questions?
ASME Board of Governors
Agenda Item
Cover Memo

Date Submitted: November 8, 2023
BOG Meeting Date: December 12, 2023

To: Board of Governors (BOG)
From: Jeff Patterson
Presented by: Clare Bruff and Drew Lentz
Agenda Title: Community Engagement Center Demonstration

Agenda Item Executive Summary:

Clare Bruff and Drew Lentz will demonstrate how the new Community Engagement Center meets the needs of volunteers seeking opportunities to volunteer within ASME, and the needs of volunteer leaders who wish fill volunteer openings.

Purpose of the Presentation:

Information

Attachments: None
Date Submitted: November 8, 2023
BOG Meeting Date: December 12, 2023

To: Board of Governors (BOG)
From: Jeff Patterson
Presented by: Sandra Bullock and Drew Lentz
Agenda Title: Digital Badging Demonstration

Agenda Item Executive Summary:

Sandra Bullock and Drew Lentz will demonstrate how the new Digital Badging initiative enables our constituents to acquire new skills and share their accomplishments via social media.

Purpose of the Presentation:

Information

Attachments: None
ASME Board of Governors
Agenda Item
Cover Memo

Date Submitted: November 8, 2023
BOG Meeting Date: December 12, 2023

To: Board of Governors (BOG)
From: Jeff Patterson
Presented by: Josh Heitsenrether and Andrea Mahoney
Agenda Title: Salesforce Capability Demonstration

Agenda Item Executive Summary:

Josh Heitsenrether and Andrea Mahoney will demonstrate how ASME’s adoption of Salesforce: 1) currently enables staff to more effectively conduct business; and 2) soon will enable members and volunteers to more effectively engage with, and derive value from, ASME.

Purpose of the Presentation:

Information

Attachments: None