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**DRAFT AGENDA – OPEN SESSION  
FY24 BOARD OF GOVERNORS MEETING**

**2 Park Avenue, 6<sup>th</sup> 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

**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

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

\*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



**ASME Board of Governors  
Agenda Item  
Cover Memo**

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**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**

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**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**

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



## Board of Governors Meeting Agenda Item Cover Memo

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Date Submitted:	November 15, 2023
BOG Meeting Date:	December 12, 2023
To:	Board of Governors
From:	William Garofalo, Chief Financial Officer
Presented by:	William Garofalo
Agenda Title:	FY24 YTD Financial Report

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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

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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

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### 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**

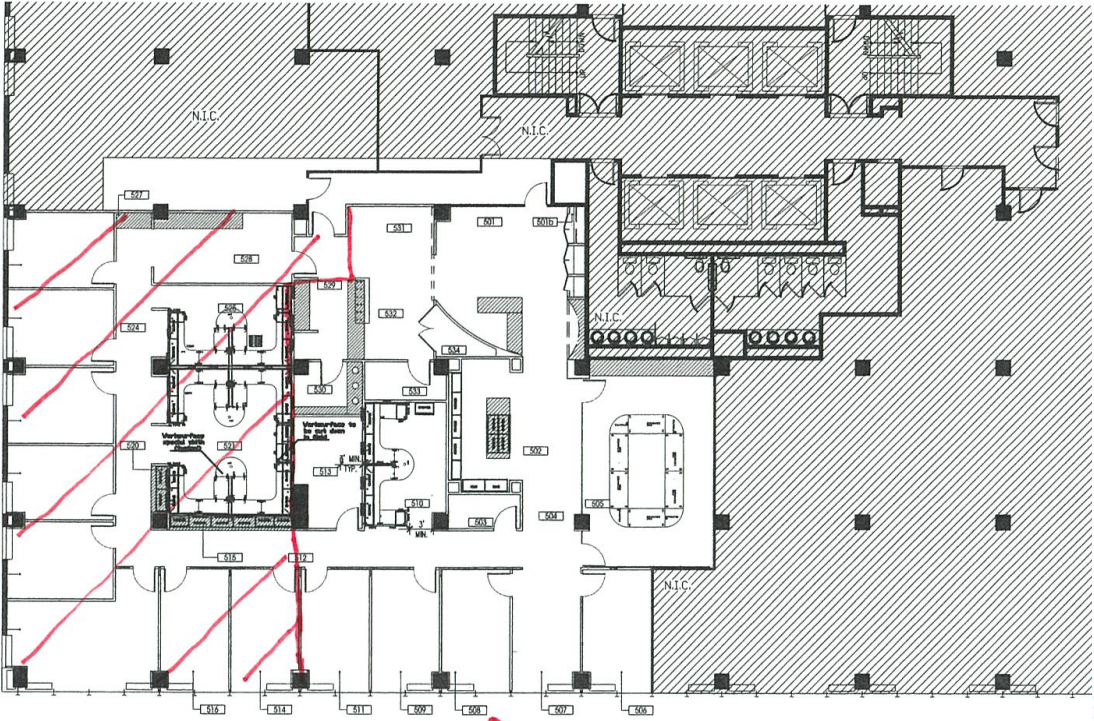
# ASME Washington DC Office Relocation

# 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

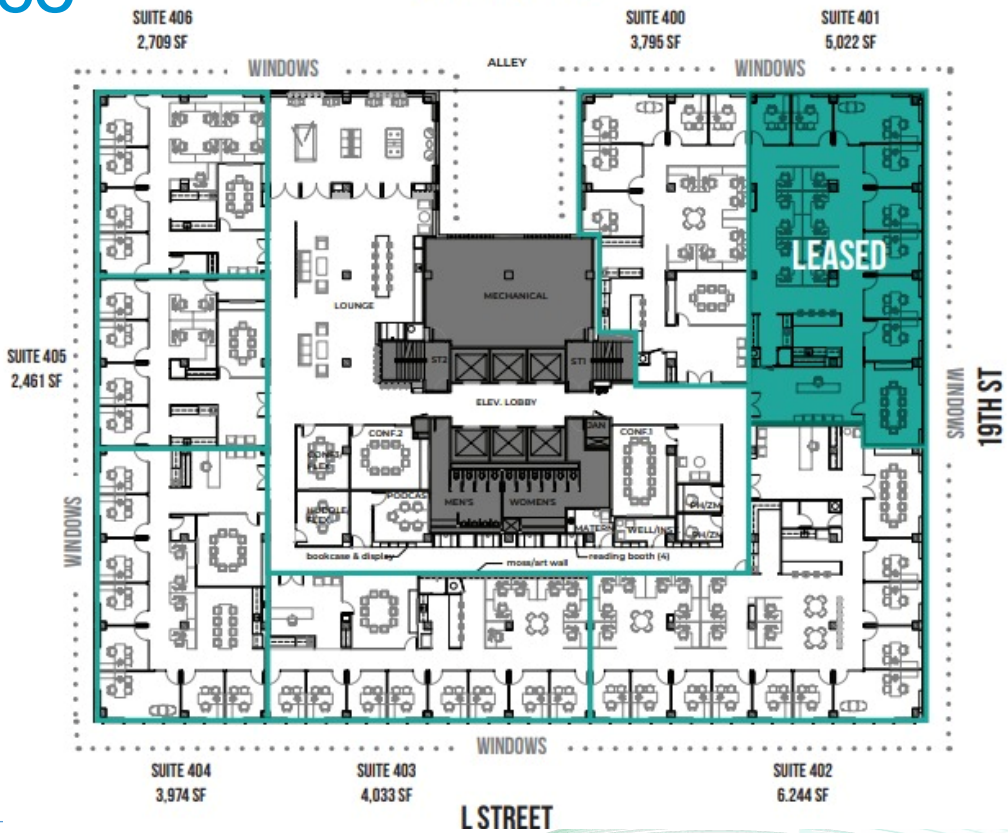
- ASME served Notice of termination – October 1, 2023
- Retained Colliers, ASME's long term real estate broker
- Alternatives reviewed
  - 1 new build to suit space
  - 3 co-working spaces
  - Downsizing of existing space
  - New space in current building
- Based on initial submittals, considering location, offered services, amenities and the unnegotiated costs, the best option is to relocate to new space on the 4<sup>th</sup> 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



# New Space



# Summary Comparison of Key Terms

## 1828 L Street NW

Location	Suite 510	Suite 406
Rentable Area (Sq. Ft.)	6,337	2,709
Annual Rent per Sq. Ft.	\$55.82	\$50.50
Base Rent Annualize	\$353,731	\$136,805
Annual Increase	2.5%	2.5%
CAM's Annual (Estimated)	\$22,375	\$12,000 to \$15,000

# 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.



## Board of Governors Meeting Agenda Item Cover Memo

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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

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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**



# DEI Strategy Committee Report

Amy Betz, Chair-Elect | December 12, 2023



# 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:

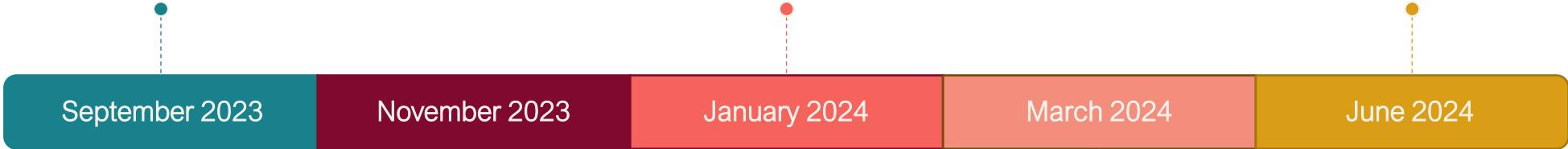
- Sponsoring LGBTQ+ community events
- Supporting partnerships with other societies and organizations
- Providing resources for LGBTQ+ people in the engineering community
- Working with the ASME Foundation to promote scholarships for engineering students from the LGBTQ+ community and other relevant activities

# LGBTQ+ Pride Committee Proposed Timeline

LGBTQ+ Pride Committee Framework  
Presented to DEISC

DEISC Operation Guide Updated to Reflect  
New Committee and Positions

Kick-off meeting and event with new  
LGBTQ+ Committee at Annual Meeting



DEISC Vote to Approve Framework for  
Creation of the Committee

Committee Members Identified

# Thank You

Amy Betz

Chair-Elect, DEI Strategy Committee



## Board of Governors Meeting Agenda Item Cover Memo

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Date Submitted:	November 15, 2023
BOG Meeting Date:	December 12, 2023
To:	Board of Governors
From:	Kathryn Jablokow, VOLT Liaison
Presented by:	Kathryn Jablokow
Agenda Title:	Committee Liaison Reports

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Agenda Item Executive Summary:

**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

## The **VOLT Academy Executive Committee** supports volunteer leaders and volunteerism in ASME through the following activities:

### 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?

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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?

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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

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- **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

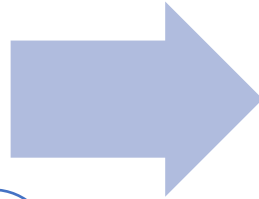
	Training	Experience	Development
<b>Basics</b>	Complete ASME 101	Complete volunteer profile or apply for a volunteer position	
<b>Level 1</b>	Participate in 3 VOLT Leadership Workshops on different topics, or the equivalent	Volunteer with a Section, on a team, in a micro-volunteer role, or other capacity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



# 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

## New Additions for Phase 2 of the VLP Pilot

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- 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**

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**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

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### **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



**ASME Board of Governors  
Agenda Item  
Cover Memo**

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**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

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**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**

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**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

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### **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