

**CPD Business meeting minutes – approved at CPD Business meeting, February 2024 (CIEC)  
Wednesday, February 8, 2023**

**Call to Order, Welcome and Introductions**

K. Poppler James called the meeting to order at 8:00 am with a welcome and introductions. She announced there are 2 CPD business meetings scheduled this week, one today and the second on February 9, and provided a brief overview of the division.

**CPD Treasurer’s Report – L. Krute**

L. Krute reported that prior to ASEE financial challenges, the division’s BASS account balance was approximately \$37,000, however we no longer have access to this account. ASEE expects to replenish the division BASS accounts. We are working off the division account that is separate from our ASEE BASS account; this account is specifically for CIEC income and expenses. The CPD balance in this separate account is \$13,031.83.

**CPD Events at CIEC this week – T. Swann (CPD Program Chair)**

T. Swann reviewed CPD hosted sessions for this week and encouraged everyone to attend as many sessions as possible. The Friday morning CPD session is to generate ideas for next year’s CPD program at CIEC which is in Garden Grove, CA.

She has also distributed ‘punch’ cards for a CIEC/CPD Scavenger Hunt. The list of Scavenger Hunt tasks is attached. After receiving 10 punches, return the card to T. Swann to be included in the drawing for a gift card. The drawing will be held Friday morning and winners must be present to receive the prize.

**Presentation of Division Awards – K. Poppler James**

The following division awards were presented:

**Certificate of Merit – Candace Teixeira**

For her work during the pandemic to maintain programming to serve CPD members and keep members engaged.

**Certificate of Service - Linda Krute**

For her work as the CPD Division treasurer

**Joseph M. Biedenbach Award** – will be presented at the Thursday CIEC Awards Luncheon

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**CPD Business meeting draft minutes  
Thursday, February 9, 2023**

K. Poppler James called the meeting to order at 8:00 am with a welcome and introductions. This is the second CPD Business meeting this week and the purpose of this meeting is to vote on the board nomination slate.

The board vacancies are Treasurer and 2 Directors.

Board Nomination Slate Presentation and Vote – K. Plemmons (Past Chair)

K. Plemmons presented the nomination slate for the vacant positions noted earlier. The nomination slate (copy of slate attached) was emailed to the CPD membership prior to the conference to allow voting of members who would not be attending this conference.

Seven electronic votes affirming the entire slate were collected prior to the conference.

Nominee for Treasurer – Linda Krute (incumbent)

Vote: All votes were in favor

Nominee for Director – Tamra Swann

Vote: All votes were in favor

Nominee for Director – Hiro Ino

Vote: All votes were in favor

CPD Schedule – remainder of the conference

K. Poppler James reminded everyone of the conference wide hospitality event in the hotel lobby this evening at 6pm. The CPD Planning session is tomorrow morning at 9am. This session is to recommend sessions for next year's CPD CIEC program.

T. Swann has contacted 2 of the current SIG leaders (Special Interest Group) to ask if they will remain as SIG leaders. She plans for 'lunch and learn' sessions on zoom this year to continue conversations on topics pertinent to CPD.

CIEC 2024 – L. Krute

CIEC 2024 is in Garden Grove, CA and CIP will be hosting. Universities and colleges in the vicinity of the conference should be contacted and invited to the conference.