MEMORANDUM

To: 2018-2019 ASEE Board of Directors

FROM: Laura Byers
ASEE Assistant Board Secretary
(202) 350-5762
L.Byers@asee.org

DATE: March 22, 2018

RE: Board of Directors Binder

Please find enclosed a binder with information that will be useful to you during your term on the ASEE Board of Directors. As information is updated, I will send replacement sheets. Please contact me should you have any questions about the material.

Inside the front cover, I've enclosed a Conflict of Interest form. Please review, sign and return to me at L.Byers@asee.org, if you haven't done so already.

Annual Meeting: We have scheduled a meeting of all new board members for Wednesday, June 27, 2018 from 7:30AM – 9:30AM at the Salon E. HQ Hotel – Marriott at City Creek in Salt Lake City, Utah. ASEE management staff will be there and provide an overview of their departments. This provides you an opportunity to meet the ASEE management and ask any questions you might have.

Thank you,

Laura Byers
Assistant Board Secretary