The following members/alternates were present:
Anne Cope (Chair)  
Leighton Cochran  
Luca Caracoglia  
Fred Haan  
Greg Kopp

Guests / additional alternates present:  
None

The following is an account of actions taken:

Greg Kopp provided an overview of the previous award nomination and selection process, which was used as a guideline for discussions. The committee discussed the timelines and process for nominations, review, and selection for awards as well as the need for a formal description of awards, which should be posted on the AAWE web site for reference. By unanimous agreement, the committee proposed to keep the existing awards, rename one of the existing awards, and create two new awards as described below. The formal description, timeline, requirements, and funding of the awards are presented below. A description of the evaluation committee is also provided.

1. Existing AAWE Awards

a. Richard Marshall Award
   - **Description:** The Richard Marshall Award recognizes the contributions to Wind Engineering from a distinguished AAWE Member for the best doctoral thesis related to experimental methods or field investigations. This prestigious award honoring a PhD in Wind Engineering from a University in the ‘Americas Region’ of the IAWE is presented every 4 years at the America’s Conference on Wind Engineering.
   - **Timeline:** Every 4 years (schedule follows)
   - **Requirements**
     i. Applicant must be an AAWE member in good standing
     ii. Applicants must have been awarded a PhD during the 4 years preceding the America’s Conference on Wind Engineering. (For award at the ACWE in year Y, applicants must have satisfied all graduation requirements before March 1, Y or graduated after March 1, Y-4.)
     iii. Applicant’s PhD dissertation must be in a topic related to Wind Engineering.
   - **Application**
     i. Applicants should be nominated by their supervisor or someone familiar with their work
     ii. Applicants should submit a 2 page resume and an extended summary of their dissertation (20 pages maximum) and/or a journal paper based on their work
     iii. Applicants can be nominated for either the Richard Marshall Award or the Robert Scanlan Award, but not for both awards.
   - **Review Process:** Every 4 years by selection committee (schedule follows)
   - **Award**
     i. Recipient is honored at the America’s Conference on Wind Engineering
     ii. Award is accompanied by a certificate and a prize of $1000

b. Robert Scanlan Award
   - **Description:** The Robert Scanlan Award recognizes the contributions to Wind Engineering from a distinguished AAWE Member for the best doctoral thesis related to theoretical advances in the mechanics of wind of wind-structure interaction. This prestigious award honoring a PhD in Wind Engineering from a University in the ‘Americas Region’ of the IAWE is presented every 4 years at the America’s Conference on Wind Engineering.
   - **Timeline:** Every 4 years (schedule follows)
   - **Requirements**
     i. Applicant must be an AAWE member in good standing
     ii. Applicants must have been awarded a PhD during the 4 years preceding the America’s Conference on Wind Engineering. (For award at the ACWE in year Y,
applicants must have satisfied all graduation requirements before March 1, Y or
graduated after March 1, Y-4.)
iii. Applicant’s PhD dissertation must be in a topic related to Wind Engineering.

- **Application**
  i. Applicants should be nominated by their supervisor or someone familiar with their work
  ii. Applicants should submit a 2 page resume and an extended summary of their dissertation (20 pages maximum) and/or a journal paper based on their work
  iii. Applicants can be nominated for either the Richard Marshall Award or the Robert Scanlan Award, but not for both awards.
- **Review Process:** Every 4 years by selection committee (schedule follows)
- **Award**
  i. Recipient is honored at the America’s Conference on Wind Engineering
  ii. Award is accompanied by a certificate and a prize of $1000
- **Distinguished Service Award** (The award committee unanimously proposes to rename this award to honor Mike Gaus. We request action from the AAWE Board to name this award “Michael Gaus Distinguished Service Award”.)
  - **Description:** The Michael Gaus Distinguished Service Award recognizes the contributions to Wind Engineering from a distinguished AAWE Member for involvement in AAWE activities, research, consulting, and outreach. This prestigious award honoring an individual is presented every 4 years at the America’s Conference on Wind Engineering.
  - **Timeline:** Every 4 years (schedule follows)
  - **Requirements**
    i. Applicant must be an AAWE member in good standing
    ii. Applicants must have demonstrated significant contributions to the field of Wind Engineering for at least the 4 years preceding the ACWE. In most cases such a contribution will extend back many more years.
  - **Application**
    i. Applicants should be nominated by a member of AAWE
    ii. Applicants should submit a 2 page resume and a summary of their career highlights
  - **Review Process:** Every 4 years by selection committee (schedule follows)
  - **Award**
    i. Recipient is honored at the America’s Conference on Wind Engineering
    ii. Award is accompanied by a certificate and a prize of $1000

2. **Proposed New AAWE Awards** (The award committee proposes the addition of the awards described in this section, and asks the board for action to create these awards, with the prize funding described for each.)

   a. **Best Journal Paper Award**
      - **Suggested Description:** The Best Journal Paper Award recognizes the contributions to Wind Engineering from an AAWE Member for the best journal paper within the calendar year. This prestigious award honoring AAWE member(s) is presented annually, and awarded at the America’s Conference on Wind Engineering and/or AAWE Workshop.
      - **Suggested Timeline:** Every year (schedule follows)
      - **Suggested Requirements**
        i. Applicant must be an AAWE member in good standing
        ii. Applicant must have published a paper in a refereed journal within the calendar year, according to the DOI number of the publication.
        iii. The journal paper must be in a topic related to Wind Engineering.
      - **Suggested Application**
        i. Applicants should submit a 1-2 page resume and a journal paper based on their work
        ii. Applicants nominated for this award can also be nominated for either the Richard Marshall Award or the Robert Scanlan Award.
      - **Suggested Review Process:** Every year by selection committee (schedule follows)
      - **Suggested Award**
i. Recipient is honored at the next meeting of the AAWE following the review and selection.
ii. Award is accompanied by a certificate and a prize of $250

b. Industry Innovation Award

- **Suggested Description:** The Industry Innovation Award recognizes a distinguished AAWE Member or AAWE Corporate Member for their contribution or change to the practice of wind engineering or for their use of wind engineering to make a contribution to society. This prestigious award is presented every 4 years at the America’s Conference on Wind Engineering.
- **Suggested Timeline:** Every 4 years (schedule follows)
- **Suggested Requirements**
  i. Applicant or nominating person must be an AAWE member or corporate member in good standing.
  ii. Applicants must have demonstrated significant contributions to the field of Wind Engineering in the 4 years preceding the ACWE.
- **Suggested Application**
  i. Applicants should submit a 1-2 page resume and a summary of their work, which could be a product, development, facility, study, code change or other contribution.
  ii. Applicants can be nominated or they can apply directly for this award.
- **Suggested Review Process:** Every 4 years by selection committee (schedule follows)
- **Suggested Award**
  i. Recipient is honored at the America’s Conference on Wind Engineering.
  ii. Award is accompanied by a plaque (no monetary prize)

3. Review and Selection Process for Awards

a. **Evaluation Committee** – a separate evaluation committee will be created by the awards committee as described below:
   - **Members:** The committee shall have 3 members and 1 chairperson, for a total of 4 members. This committee will be populated by members of the awards committee, except in cases of conflicts of interest, in which case the awards committee member with a conflict of interest shall be replaced with a substitute. The substitute shall be an AAWE member.
   - **Voting and Selection:** The 3 members of the evaluation committee shall review the applications and create a rank-ordered list for each award. The chairperson of the evaluation committee shall organize a meeting of teleconference during which the rank-ordered lists are discussed and a final selection of a recipient for each award is made.

b. **Timetable for 4 Year Awards Presented at ACWE** (3 existing awards and 1 proposed award included in this timetable: Richard Marshall Award, Robert Scanlan Award, Michael Gauss Distinguished Service Award, Industry Innovation Award)
   - **Eligibility period for award at the ACWE in year Y**
     i. Richard Marshall Award and Robert Scanlan Award = applicants must have satisfied all graduation requirements before March 1, Y or graduated after March 1, Y-4.
     ii. Michael Gauss Distinguished Service Award, Industry Innovation Award = applicants must have demonstrated contributions between March 1, Y and March 1, Y-4.
   - **Deadline for applications is March 1, Y**
   - Chair of the awards committee receives and assembles the award application packets
   - Awards committee meets to populate the evaluation committee
   - Evaluation committee receives application packets mid-March
   - Selection of recipients is finalized by evaluation committee on or before May 15, Y
   - Certificates and plaques are ordered
   - Awards presented at ACWE in June, Y
c. **Timetable for Annual Award(s)** (1 proposed award included in this timetable: Best Journal Paper Award)
   - Eligibility period for award in year Y is the previous calendar year (January 1 through December 31, Y-1)
   - Deadline for applications is January 31, Y
   - Chair of the awards committee receives and assembles the award application packets
   - Awards committee meets to populate the evaluation committee
   - Evaluation committee receives application packets mid-February
   - Selection of recipients is finalized by evaluation committee on or before March 15, Y
   - Certificates ordered
   - Awards presented at next AAWE event, likely June, Y

d. **Special Timetable for First Award of Best Journal Paper** – The awards committee proposes to begin the award for the Best Journal Paper in 2012, honoring a paper published in 2011. Advertisement of this award would be sent out as soon as practical after approval of the award by the AAWE Board, with an application deadline of March 31, 2012. The review process would be complete by May 31, 2012 for a presentation of the first Best Journal Paper Award at the AAWE Workshop, anticipated to be in August 2012.

4. **IAWE Awards** – the committee is not charged with the process of nominating or reviewing applications for the IAWE awards. The committee will work to advertise IAWE awards within the AAWE community to ensure representation in the applicant pool from AAWE.

5. **Advertizing for Applications** – the committee discussed advertizing awards through the following methods:
   a. AAWE website
   b. Direct email to AAWE members
   c. AAWE conference/workshop mailings
   d. AAWE newsletter

Drafted and submitted by:

Anne Cope
Date: 01/27/2012

Attachments:
None