



The Association of  
Technology,  
Management, and  
Applied Engineering

## **ATMAE Board Meeting Virtual Meeting – Friday, Aug 18, 2017**

**Board Members Present:** Erik DeVito, Saxon Ryan, John Wyatt, Dominick Fazarro, Tarek Mahfouz, Heshium Lawrence, Victor Brown

**Guests Present:** Glenn Rettig and Mark Miller

**ATMAE Staff Present:** Jim Thompson, Caitlin Schwab-Falzone

ATMAE Board meeting was called to order at 2:00P (EST)

### **Review of Minutes**

After a review of the minutes, a motion was made by Saxon and seconded by Tarek to approve the minutes from July 2017. Motion passed. Staff was asked about capturing action from minutes and they will now create a separate document that outlines action items from meetings.

### **Committee Report**

#### *Accreditation:*

Glenn reported that accreditation is moving forward on budget related items, particularly related to the reserves. Working on conference and hearings and making other incremental changes.

#### *Conference:*

Jim gave an update on the 2017 Conference and reported there were 43 registered today and was aware that ATMAE members tend to register late. Reviewed total and accepted presenters and noted the schedule has been complete and speakers have been notified of their time slot. Jim also reviewed the schedule and discussed the RFP process for 19, 20 and 21. Also at Conference, ATMAE board will be assigned to attend division meetings.

#### *Certification:*

Staff reviewed the certification dashboard and noted that we are getting caught-up with the renewals for certificates. This led into the membership discussion.

#### *Membership*

Jim reviewed the dashboards for membership and the board was pleased with the overall look, particularly the line graph and the bar graph. Staff will continue to provide these and make sure that they are from a consistent snap-shot in time. John reminded the board of the auto-renewal feature in YourMembership brought up during last meeting. After a brief discussion about how that would work and being assured that it would be an option for members, a motion was made by Erik and seconded by Dominic to add that option for membership renewals.

### **Treasurer's Report**

Jim presented the July 2017 Financials, noting this was the first month of the fiscal year. Currently the organizations assets are very strong and ahead of last year. John asked staff to check with Ralph about an itemized invoice related to CHMS transition.

### **Strategic Plan**

John reminded the board of the date for the strategic planning session in Albany. Jim will look at getting the travel agent to book the current board travel. John also reminded everyone to complete the environmental scan and the membership survey before the Sept 6 deadline.

### **Election Update**

Jim reviewed the current submissions for both the board and the divisions. Need to make sure paperwork is complete and sent to the nominations committee for them to vet. Current committee includes Tarek, Sharon and John. After much discussion about the candidates, a further discussion was had about the continuation of the divisions. This is has been an ongoing conversation about reviewing the activities of the divisions to determine their future. Plan is to begin with the strategic plan, review at Conference and see where the divisions are at that point.

### **By-laws**

Erik reviewed the by-laws presentation with the intention of showing what the committee had proposed and get the board to approve the overall concept and not the fine points of the proposal. After review, a motion was made by Heshium and seconded by Vic to approve the concept being proposed. Motion passed. Work will continue throughout the next year with the plans on having approval take place at 2018 Conference. Need to have an overview of the proposed by-laws at the board training meeting during Conference so they can be up to speed. Need to make sure it's merely the summary of changes.

### **Other Business**

The next scheduled board meeting is Sept 15, however, due to the strategic planning session, board agreed to move meeting to Sept 22.

**A motion was made to adjourn by Dominic and second by Vic. Motion passed.**

Meeting adjourned at 3:33P (EST)