



The Association of
Technology,
Management, and
Applied Engineering

ATMAE Board Meeting Virtual Meeting – Friday, Sept 22, 2017

Board Members Present: John Wyatt, Dominick Fazarro, David Brinkruff, Erik Devito, Tarek Mahfouz, Heshium Lawrence, Sharon Rouse and Saxon Ryan

Guests Present: Glenn Rettig, Mark Miller and Ray Dietz

ATMAE Staff Present: Jim Thompson, Caitlin Schwab-Falzone, Brian Buff

ATMAE Board meeting was called to order at 2:05P (EST)

Review of Minutes

After a review of the minutes, a motion was made by Heshium and seconded by Tarek to approve the minutes from August 2017. Motion passed.

Strategic Planning

The strategic plan needs to make sure it clarifies who all the external stakeholders. Also needs to make sure to clarify the need to have the CIP for applied engineering and engineering tech. After a discussion among the Board, Brian Buff, CHMS staff, joined the call and discussed the creation of a work plan and means to communicate to key stakeholders and membership at the Conference. Brian asked Board to please send him comments and/or clarifications to him so he can work on the development of a final version.

Area Reports

Accreditation:

Glenn reported that at the recent Board of Accreditation meeting they were given an introduction to new staff and that John and Jim were on the call representing the ATMAE Board. The Board had a chance to review the budget and had discussion about an accreditation reserves policy. Focus is going to be on better communication between the two boards.

Conference:

Jim gave an update on the 2017 Conference and reported there were 278 registered as of September 20. Will begin working on the Conference App next week. Shared the statistics on the Conference papers accepted/accepted with changes/rejected. Have till Sep 29 to upload final paper and then top-5 will be reviewed to select overall best paper. Will need volunteers to review and determine winner. Need to perhaps look at the breakdown of Professional Academic and Professional non-member with registration.

Certification:

Jim reviewed the current certification numbers. Board discussed they'd like to see more of a comparison with a running total from months. Staff will create something. Mark shared that the LMS is up and is running. Have tried it with the CMS and was able to generate a report. It's a much better system, but still need to work out a few things. Goal is to have it active at conference. Board would like to have a BETA test for CMS.



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Membership:

Membership numbers in the 2-Year and Industry category are down. Board asked staff to send out an email to current 2-Year and Industry members and encourage them to promote ATMAE to their colleagues. Additionally, it would be good to also email non-members in the 2-Year and Industry categories and encourage them to renew their dues. Also, one of the challenges with ATMAE is connecting with members once they join, particularly Students. After much discussion, staff will present some potential tactics to use to onboard new members and present at the October Board meeting.

Treasurer's Report

Jim presented the August 2017 Financials. Currently the organizations assets are very strong and ahead of last year. There were several questions related to timing of revenue with Conference, Accreditation. After reviewing the financials, a motion was made by Erik and seconded by Heshium to accept the financials as presented. Motion passed.

By-laws

Erik reviewed the status of the by-laws committee and stated they would be meeting with the plan to vote on the by-laws change prior to the next election cycle. Officers elected for 2017-2018 need to be aware they will be continuing on the Board for 2018-2019 (i.e. vice chair will be come chair, chair will become immediate past chair). Will have more to report at the October meeting.

A motion was made to adjourn by Tarek and second by David. Motion passed.

Meeting adjourned at 3:20P (EST)