



The Association of  
Technology,  
Management, and  
Applied Engineering

**ATMAE BOARD OF DIRECTORS MEETING**  
**NOVEMBER 11, 2015**  
**SHERATON HOTEL – STATION SQUARE**  
**PITTSBURGH, PA**

**PRESENT:** Bill Hallock, Robert Chin, Susan Ely, Baijian Yang, Rob Flanigan, Royall Mack, Jeff Cunion, Jesse Kamm, John Wyatt, Joyce Wilkerson, John Hausoul

**MEETING MINUTES**

**Selection of Chair**

Royall Mack received 2 calls from 2 members expressing an interest in running for Chair. John Hausoul stated members can run for Chair and if voted in, they can become Chair, the Board expressed a desire for a candidate with experience, a dynamic individual with fresh and new ideas, someone who is interested in more than promotion & tenure. Bill Hallock expressed concern regarding the 2 year term vs. a 3 year term. The suggestion is to go back to a 3 year term and the question was raised if the bylaws can be changed. Suggestion was raised as to having each candidate speak for two minutes, learning more about candidates, address term & qualifications and speak with candidates about what it is like to serve on the Board.

**TREASURER'S REPORT**

Jesse gave an overview of the financials. He reports 2015 budget is higher than 2014 budget. John Hausoul presented the pie chart that was requested to show total year budget expense and revenue to date and he will begin to show year-to-year trend analysis. Certifications will be a separate chart – new members vs. renewed members, this will be a new addition to report.

**MEMBERSHIP, CERTIFICATION and TRAINING**

Membership continues to trend upwards. The Certification numbers continue to be cyclical coinciding with assessment testing at the end of school semesters. Thus December 2015 certifications are estimated to go up as they have every year prior. John reported on his meeting with Underwriters Laboratory to discuss connecting



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with their existing programs regarding metal 3 D Printing. UL created a certification program for metal 3D printing for industry. ATMAE is in discussions to offer portions of the training through our LMS System.

### **ACCREDITATION**

John Hausoul reported that the changes to the policy guidance with the Accreditation Board have been approved by Andy and the Board is considering them at this meeting. Assuming they agree to them the ATMAE Board will convene a special session tomorrow to vote on the final approval.

### **CONFERENCE**

Conference registration is lower than last year. Student registration is lower because robotics teams cancelled and the students who are in attendance are bringing less people. In staff's follow up calls to drive attendance, Money is being cited as the biggest reason people are not attending.

Ideas were discussed including more affordable and smaller robotics competition/job fair to hire. Rod believe many school have their own job fairs – why come to ATMAE's? John Hausoul suggests doing something separate for students and professors.

### **NEW BUSINESS – RECOMMENDATIONS TO NEXT BOARD**

An ATMAE Senior Fellow Program was discussed. Also a Research fellowship for faculty or grad students was also discussed as recommendations for the next Board to consider.

John Hausoul raised question is 1 hour enough? Board agrees 1 ½ - 2-hour call once per month, would be recommended.

Potential Administrative Division that combines University and CCTI divisions was discussed because of low attendance at division meetings and lack of interest for leadership positions. This division would link closer to our tracks at conference and would be the ideal division to focus on Action items associated with the “Dean Project” in the Action Plan.

**MEETING ADJOURNED AT 12:00PM**



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**SPECIAL MEETING OF THE ATMAE BOARD OF DIRECTORS**  
**NOVEMBER 13, 2015**  
**SHERATON HOTEL – STATION SQUARE**  
**PITTSBURGH, PA**

**PRESENT:** Bill Hallock, Royal Mack, Jesse Kamm, Robert Chin, Rod Flanigan, Susan Ely, Joyce Wilkerson,

**MEETING MINUTES**

The Chair Called a special Meeting of the Board of Directors to address the Board of Accreditation policy proposal (attached).

Bill called the meeting to order at 3:05.

Susan Ely Moved for Passage, Royall Mack seconded the proposal. The vote was unanimous.

**The meeting was adjourned at 3:15.**



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**ATMAE BOARD OF DIRECTORS MEETING**  
**NOVEMBER 14, 2015**  
**SHERATON HOTEL – STATION SQUARE**  
**PITTSBURGH, PA**

**PRESENT:** John Wyatt (Chair), Dominick Fazarro (Vice Chair), Susan Ely (Treasurer), Victor Brown, Erik Devito, Rod Flanigan, Justin Yang, Casey Fitch Randolph (via phone) John Hausoul (Executive Director, Secretary) Bill Hallock (Non Voting Advisory).

**MEETING MINUTES**

**The Meeting began at 9:00 AM.**

**Officer Election** - Bill Hallock began the meeting as no chair had currently been selected. Eric Devito, John Wyatt and Dominic Fazarro were all nominated to serve as chair. Each candidate was given an opportunity to describe their qualifications. The three were asked to leave to allow discussion amongst the remaining Board members. After the Discussion, the three returned and a secret ballot was held. John Wyatt was elected Chairman for 2016-17. Dominick Fazarro was elected Vice Chair for 2016-17. Susan Ely was elected Treasurer for 2016.

**Nominating Committee** – Rod Flanigan, Dominic Fazarro, and Bill Hallock were picked to serve as the 2016 Nominating Committee. John Hausoul will assist them as Executive Director.

**BoD Meeting Time selection** – The Board decided to hold monthly meetings every third Friday at 2:00 PM ET. There will be no meeting in December. John Hausoul described the process for the Executive Committee setting the agenda and outlined deadlines for materials to be included in a Board Book. The Executive Committee meets on the Second Friday of each month and therefore new board materials must be made available for their review by noon on the second Wednesday of each month.

**Summer “In-Person” Meeting** - The summer meeting will be held, as is the tradition, in the hotel designated for the following annual conference - The



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Doubletree at the Entrance of Universal Studios. Members will arrive the Evening of the 22<sup>nd</sup> with Meetings all day on the 23<sup>rd</sup> and half a day on the 24<sup>th</sup>. John Hausoul will send everyone an email reminder.

**Additional Issues** – Eric Devito made a Parliamentary Inquiry regarding the By-laws. John Hausoul described that progress was made on improving the By-laws via an ad hoc committee established by Bill Hallock. Several important changes were approved by the membership in January of 2015. It was acknowledged that the by-laws need continued work and Eric agreed to review the by-laws for the Board.

Susan Ely announced that the Women in Technology Division would like to be renamed Women in Technology, Management and Applied Engineering (WTMAE). The selected to new leaders: Dr. Cheryl Wihelmsen - President and Dr. Michelle Surerus – Vice President.

**MEETING WAS ADJOURNED AT 10:00 AM.**