



The Association of  
Technology,  
Management, and  
Applied Engineering

## **September 18, 2015 11:00 AM Via Conference Call**

**Present:** Dr. William Hallock, Dr. Baijian Yang, Mr. Royall Mack, Ms. Susan Ely, Dr. Joyce Wilkerson, Dr. Robert Chin, Dr. Rod Flanigan, Dr. John Wyatt, Mr. John Hausoul

**Absent:** Mr. Jesse Kamm, Dr. Jeff Cunion

**Visitors/ Staff:** Kelly Schild, Rachel Drochter, Sarah Zenna, Lisa Kennelly

### **Meeting Minutes:**

Bill Hallock called the meeting to order at 11:05 AM.

#### Approval of the minutes:

Royall Mack moved to approve the minutes from the August Board meeting. The motion was seconded by Rod Flanigan and unanimously approved by the Board.

Treasurer Report: This report was moved to the end of the meeting but will be reported here)

The Board mentioned they would like to see a visual aid to accompany the financial report and a P&L versus last year chart. John mentioned that beginning next month, the financial report will display last year's, current and projected numbers.

#### Membership Report:

Lisa gave an overview of the membership report. She noted that numbers and certification are increasing. Rachel mentioned that ATMAE Staff added a membership renewal option to the 2015 Conference Registration so speakers and attendees can renew their membership.

#### Accreditation:

Kelly gave an overview of accreditation activities. She mentioned that she is currently coordinating the next round of school visits. She has also notified all schools that are up for re-accreditation for this year and next. Kelly also notified the Board that ATMAE will be submitting the addendum and draft interim report to CHEA's VP of Recognition by October 1<sup>st</sup> for review and comment on the



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report prior December 1<sup>st</sup> review. Kelly and John also reviewed the Amendment to the ATMAE Accreditation Policies and Procedures document (page 40). This document is meant to respond to the Accreditation Board's MOU submission and to formally lay out procedures moving forward for creating each year's budget. The Board asked how this document compares to the items discussed in the MOU and ATMAE's current procedures. John and Kelly mentioned that budget processes laid out in this document are the same as they have always been but are now formally written down. They also mentioned that CHEA requests this type of report so now the Accreditation has this document to submit. The Board requested to add '...and the ATMAE Board' to point number two in the last sentence of the introduction. The sentence should read, 'Funds will be identifiable on the Statement of Financial Position and the Statement of Income and Expenses, and will be managed by the Director of Accreditation, in coordination with ATMAE Executive Director and ATMAE Board, with periodical report to the Board of Accreditation'.

#### Elections:

John reviewed the status of the elections for JTMAE, the ATMAE Board and Divisions. William Brauer was nominated by the JTMAE Board to remain the Chair for another year. Robert Chin motioned to approve JTMAE Board's nomination of William Brauer as Chair. This motion was seconded by Joyce Wilkerson and unanimously approved by the Board.

#### Conference:

Sarah gave a report on conference numbers. There are 85 people and 3 robotics teams registered for the conference. For Board registrations, Sarah has the following people taken care of: Bill, Robert, Jesse, Joyce, Rob, and John Wyatt. She mentioned that Board members should register with the promo code, Board to receive 100% off the registration costs. John recommended the Board make travel plans to be at the conference from Wednesday AM until Sunday. John reminded the Board that their meeting would be all day Wednesday and that the outgoing Board members should plan to be at this meeting. The new Board will meet on Saturday.

#### Action Plan:

John reviewed the Action Plan. John gave an update on the formation of the Membership Committee. ATMAE received four responses of interest from the ATMAE membership. John mentioned that due to the lack of interest from the membership, ATMAE staff is going to reconvene and strategize on another



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process for recruiting members. John also gave an overview on the progress of the Dean's project. John envisions this program creating opportunities for tech challenges all year round and allowing for ATMAE to collaborate with K-12 students and teachers.

There being no further business, it was moved and seconded to adjourn the meeting. The meeting was adjourned at 12:05 pm.