



The Association of
Technology,
Management, and
Applied Engineering

**ATMAE Board of Directors Meeting
Friday, January 19, 2018, 2-3:30P (EST), Virtual**

Minutes

Attendees

Board of Directors: Matthew Harvey, Heshium Lawrence, Sai Ramaswamy, Saxon Ryan, Mark Dotson, Tarek Mahfouz

Guests: Mark Miller, Board of Certification and Caitlin Schwab-Falzone, Melissa Smith and Jim Thompson, ATMAE staff

Approval of December 2017 Minutes

A motion was made by Tarek and seconded by Saxon to approve the December 2017 Board of Directors minutes as presented. Motion passed.

Strategic Plan

- Divisions
 - Implementation of Plan of Works – Next steps/Updates?
WITMAE and Management – Mathew has had conversations with both. WITMAE has agreed to have quarterly calls and has plans for Conference, including having their own track. Mark Dotson, liaison to Management, shared that the division has planned for upcoming meetings.
Construction – Tarek has been in conversation with chair
Safety – Saxon has been in discussion with this division and they are meeting in mid-February
EECT – Sai has been talking with the EECT chair
Student – Heshium has talked with division chair and has shared with them the budget and discussed their plan of work. Part of plan includes more student competitions and possibly having some be year-round.

Sai asked for guidance communicating with the divisions about the budget. It was suggested to send a copy of the minutes from the December 2017 Board meeting and put in your own words what that meant for the division.

- Classification of Instructional Programs
 - Update
 - Task Force
 - Next Steps
Jim gave an update on the information he has received from Department of Education representative that manages the Classification of Instructional Programs. Currently accreditation is reviewing standards. Would be ideal if similar group on the association side was working in tandem. Some of the same people who were involved in the initial conversation at the 2017 Conference should play a role. Those persons included: John Wyatt, Dominick Fazarro, John Wright, Walt Buchanan, Glenn Rettig, and Ahmad Zargari. Matthew asked members of the Board to review the names and provide feedback for additional participants by January 26.

- Website

- Proposal
- Task Force
- Next Steps

Staff presented to the two proposals provided by YourMembership. And after reviewing the proposals, the Board agreed to put a web site task force together to work with ATMAE staff on web redesign. Task force included: Saxon Ryan (chair), Wesley Chang (graduate student who works with Saxon), Mark Miller, Gretchen Moser and Tarek. There was a brief discussion about outsourcing the web redesign, but after careful consideration, a motion was made by Tarek and seconded by Sai to engage YourMembership in a website redesign using the Brand Premium Design for \$7,500. Motion passed.

Access to Board Groups

A request was made by an ATMAE member to have access to the Board groups in SocialLink. The reason for the request was to insure key pieces of work being conducted by the Board are a priority and being carried out. For the Board, the decision came down to who should have access and how would that be granted. After much discussion, a motion was made by Tarek and seconded by Heshium to create project-based groups in SocialLink so that those interested members could be a part of the discussion and get timely updates. Motion passed.

December 2017 Financials

Tarek reviewed the financials, and other than the decrease in membership revenue, everything else appeared to be in good condition.

Committee Reports

- Accreditation

- Conference

- 2018 Conference

- Updates (schedule, conference proposal, site visit)
- Conference Committee
- Next steps

ATMAE staff provided an update on the need for a conference schedule due to needing to have the Conference proposal system up and running. Based on feedback from the 2017 Conference and the "Future Conference" survey, there needs to be some tweaking to the schedule and the quality of the sessions. Matthew has had discussion with several individuals who are close to Kanas City that could serve as potential committee members. Mark Miller agreed to help on that committee, too. It was discussed that the Divisions need to take a greater role. Staff to create a group on SocialLink and email Board.

- Future Conferences
 - Review Survey Data
 - Next Steps
Staff reviewed the data from the “Future Conference” survey and the data revealed that a slight increase in professional registration would be acceptable; that most would be willing to pay more for hotel rooms; that a downtown/city center location was more desirable and the top locations for a future conference would include: Arizona, California, Colorado, North Carolina, Tennessee, and Texas. After much discussion, a motion was made by Tarek and seconded by Heshium to resend out a revised RFP and present recommendation to the Board by the March Board meeting. Motion passed.
- Membership
 - Membership Committee
Since membership numbers, especially those among the 4-Year Institution members, are decreasing, a membership committee was formed that would include Dominick (Chair), Mark Miller, Heshium and Tarek.
- Certification
Mark Miller reviewed the status of the LMS and the next big hurdle is getting the bill pay process set-up. Still making some tweaks. Next step is to add the feature that would allow weighted questions for certifications and online education. Mark shared that would be an additional cost of \$1250. A motion was made by Heshium and seconded by Dominick to cover the additional cost. Motion passed.
- Bylaws
Tarek shared with the Board that the committee had meeting to finalize the bylaws. Currently finalizing the language and will soon send to Board for final comments.

Adjourn

A motion was made by Tarek and seconded by Dominick to adjourn. Motion passed.

Meeting adjourned at 3:40P(EST)