



The Association of  
Technology,  
Management, and  
Applied Engineering

**ATMAE Board of Directors Meeting**  
**Friday, December 15, 2017**  
**Virtual - <https://zoom.us/j/251830273>**

**Agenda**

Attendees: Saxon Ryan, Matthew Harvey, Sai Ramaswamy, Heshium Lawrence, Victor Brown, Dominick Fazarro, Mark Dotson, Sharon Rouse  
Guests: John Wyatt, Mark Miller,  
Staff: Jim Thompson

After roll call and quorum, a motion was made by Heshium and seconded by Saxon to approve the November 1, 2017 Board minutes. Motion passed.

A motion was then made by Heshium and seconded by Dominick to approve the November 4, 2017 Board minutes. Motion passed.

**Strategic Plan**

- Next Steps
- Division Plan of Works
  - Budget
  - Board Liaisons

Matthew reviewed the next steps of the ATMAE Strategic Plan which segued into discussing the Division plan of works. So far, only one division hadn't submitted a plan. A further discussion was had about the idea of providing each with a budget amount per year to carry out plan. The idea of a budget has been in place before and if approved could provide further engagement for divisions. Board agreed to the idea of the Board divisions and the following Board members agreed to serve as a liaison: Dominick, Nanotechnology; Heshium, Student; Saxon, Safety; EECT, Sai; WITMAE, Matthew; John, Manufacturing and Mark Dotson, Management. Following the Board meeting, Jim will send email to board asking for additional liaisons for remaining divisions.

After much discussion related to the budget for Divisions, a motion was made by Sai and seconded by Heshium to allocate \$2,000/year for each division with a maximum overall expenditure of \$25,000. Motion passed.

The board will revisit the strategic plan at next months meeting.

**Committee Reports**

- Accreditation  
Glenn Rettig reported that things were going well with accreditation. A subcommittee was working on standards and accreditation and Jim has been researching the CIP process.

- Conference
  - Wrap-up: 2017 Conference
  - Future Conferences
  - Conference Committee

Jim reported to the Board that the 2017 Conference will not likely meet budgeted revenue. This was attributed to lower faculty attendance (nearly 40 less than 2016) and less exhibitor/sponsor revenue.

This led to the conversation about the Conference comparison that was provided by staff. The one statistic that was obvious was the decrease in faculty attendance over the last several years. There were a lot of variables discussed as to why, such as location, registration fee, paper requirements, one-day registration. After the comparison conversation, discussed turned to the 2019 and 2020 Conference location, which the board approved in November 2017. After much discussion, a motion was made by Heshium and seconded by Saxon to delay the 2019 and 2020 Conference location decision, pending the results of Conference survey data that will be back by Jan 10 Board meeting. Motion passed.

- Membership

Jim reported the most recent membership numbers and expressed concern about the renewals for the 4-Year member. The Board discussed the idea of a membership committee or so called membership ambassadors. It was mentioned the Tarek had worked on a similar task before. Jim will send out an email to the board asking for volunteers and eventually ask the membership.
- Certification

Mark Miller gave an update on certification. The LMS is mostly ready to go after having been tested. Staff working on the financial connection. Need to get more updated information on website as site is being updated. Staff looking to developing a new certificate that will be sent to those getting their new certifications.

With no more business to come before the Board, the meeting adjourned at 3:25P (EST)