



The Association of Technology, Management, and Applied Engineering
Board of Directors Meeting
Saturday • November 23, 2013 • 9:00 am-1:00 pm
Minutes

Draft – not yet accepted

PRESENT: Bill Hallock, Rod Flanigan, Joyce Wilkerson, Aco Sikoski, Jesse Kamm, Bob Chin, Lynda Kenney, John Wyatt, Doug Koch, Jeff Cunion (on phone), Diane Dufek, Interim Executive Director, Jeannette McCoy, VP Operations, AMR.

ABENT: Royall Mack

1. Call to Order – Diane Dufek, Interim Executive Director, called the meeting to order at 9:02 a.m.
2. Election of New Board Chair/Vice Chair – Diane Dufek, Interim Executive Director, conducted nominations for the Board Chair and Vice Chair. Motion made by Joyce Wilkerson to nominate Bill Hallock as Chair and Royall Mack as Vice Chair, seconded by Jesse Kamm. Motion seconded. Nomination accepted by Bill. Bill Hallock indicated that Royall would accept if nominated. Motion passed.
3. Executive Committee: New Bylaws call for an Executive Committee made up of the Chair, Vice Chair, Executive Director, and one other Board member selected by the Board. Diane Dufek conducted nominations. Rod Flanigan nominated Aco Sikoski as the fourth member. Diane was asked to read the description from the Bylaws that outlines the duties of the Executive Committee. Motion seconded by Bob Chin. Nomination accepted by Sikoski. Motion passed.

Meeting was turned over to Bill Hallock, newly elected Board Chair. As Chair, he asked Lynda Kenney to serve as his Past Chair Advisor. Lynda accepted.

4. Introductions
Bios of all Board members – Board members who want a different picture or bio posted on the website were asked to send them into Diane Dufek.
5. Agenda Review and Approval: Diane Dufek asked that Conflict of Interest Form and History be added to the agenda. Bob Chin moved to accept the modified agenda, motion seconded by Rod Flanigan. Motion passed.
6. Doug Koch excused himself @ 9:15 a.m. and left the meeting.

7. History of NAIT/ATMAE: Diane Dufek – Alvin Rudisill has indicated that he would be willing, as a volunteer, to author the ATMAE History. He is also open to anyone currently active in ATMAE being a co-author. If someone else wants to do the project, we would be fine with that too. He presented several questions to the Board.

In response, the Board is interested in having AI do the project and envision it ultimately being completed by 2014 ATMAE Conference. They asked for the following:

- AI form a Committee comprised of retired and senior members to help complete the project.
- Develop a proposal, to be submitted to the Board, that includes budget, time line (including milestones), focus, suggested final format, and suggested content outline for the project.

It was suggested that it be published in the Journal AND placed online as an electronic format (to meet the needs of all members).

8. Conflict of Interest – Diane Dufek – In keeping with best practice of promoting a culture of disclosure, adhering to the Bylaws, and fulfillment of a requirement that is contained on the 990 tax return, Diane distributed a Conflict of Interest form for review and completion. Making unbiased, independent decisions on behalf of the organization when carrying out board responsibilities is crucial to making good decisions and avoiding legal problems. The key is not to try to avoid all possible conflict-of-interest situations but to identify and follow a process for handling them effectively. Diane asked that these forms be returned to her before the end of the meeting. Forms will be sent to Royall Mack and Jeff Cunion to complete. It was also suggested that acknowledgment of any potential conflicts of interest with the agenda items for each meeting be identified at the beginning and noted in the minutes.

Bill Hallock requested that the form also be sent to Division leaders to review and complete.

9. Bob Chin asked Diane Dufek how communication should be structured going forward between the Board and the rest of the Office Staff? Diane indicated that initially things should go through her with realignment determined as appropriate.

10. Old Business

A. Solicitors license for Foundation activities – Jeannette McCoy indicated that the work needed to obtain the license was not completed. Bill and Jeannette will get together in December to decide on next steps and report back to the Board at the next meeting

11. New Business

A. Operations Report

1. Membership – Inquiry made about retention figures – how many students convert to professional membership? This information is retained in the database.
2. Accreditation – no report required
3. Certification – no report required
4. JTMAE - William Bauer present. Interested in moving to an electronic Journal. They have decided to put the move to a single-blind review on hold for right now. There is

software available to help reduce administrative staff load however it is very expensive. The intent was to help reduce the administrative time needed on the task.

New Liaisons to Independent Boards:

Accreditation – Bob Chin and Aco Skioski
Certification – John Wyatt and Jesse Kamm
JTMAE – Joyce Wilkerson and Rod Flanigan

New Liaisons to the Divisions:

Management and Nano – Rod Flanigan
Construction and Student – Jesse Kamm
Women In Technology and EECT– Joyce Wilkerson
University and Safety- John Wyatt
Graphics – Bob Chin
Distance and Manufacturing- Jeff Cunion
CCTI – Aco Skioski

Operation reports will be needed from each of these areas. What will they look like from the Independent Boards? It was suggested that each Board determine what metrics work for them.

It was suggested that a description/explanation of roles for the Independent Board and Division Leaders be developed.

A list of the new Leaders/Presidents/Vice-Presidents of the Divisions will be developed. The liaisons from the Executive Board need to reach out and introduce themselves ASAP.

B. Finances

1. ATMAE – A better picture of where ATMAE is at overall related to the budget will be determined after the Conference (when both receivables and payables are completed).
2. Foundation – included as part of the Association report.
3. Audit – Bill Hallock updated the Board on the recent audit. Jeannette was asked to get quotes on the options available for future regular audits. Suggestion to do an audit every 2-3 years with a review in between. Will be added to the next Board agenda to develop an official policy for financial audits. In the interim, the Executive Committee is charged with Finance Committee tasks.

C. NIAC Report - Bill Hallock presented this information in Royall's absence due to a family emergency.

D. Committee Reports

1. Awards Committee: Bob Chin - will be updating the website; need more input/nominations in some categories. Request was made to review some of the awards process - scripts

preparation and time table, need more time for presentations, need to allow adequate space (location/layout) for the reception

2. Nominations & Leadership Committee – Standing Committee. Executive Board will need to do the nominations this spring.
3. Communications Committee – needs to be recreated; Doug Koch was on the committee. Need to continue to improve communication.

Next Board Meeting – will recreate these committees and determine who will sit on them.

E. Future face-to-face meeting(s) - June 23, 24, 25 is next in-person Board Meeting. Bill Hallock will verify.

F. Strategic Planning – Deferred to a future date.

G. BOD Annual Planning activities (Membership Engagement & Benefits)

Lynda Kenney indicated that this is intended to be Board work, not to be added to the staff. Suggestions for the new Board to put into place:

1. Student Relations Committee
2. Industry Relations Committee
3. Academic Relations Committee
4. Survey/ Data Mining Committee
5. Education & Professional Development Committee
What else can we offer our members – not just at the conference?
6. Association Collaboration Committee
What “like ATMAE” associations can we collaborate with or learn from?
7. Think Tank Committee
Consider a Standing Committee?
8. Conference Committee (suggested addition)

H. Foundation—next steps – no action taken.

I. Appointments

Mike Ulmer – CCTI President
Sheri Abernathy – Women in Technology President
Pamela Daniel – Women in Technology VP
Eric Devito – Manufacturing President
Nilesh Joshi – VP of Management

Motion by Joyce Wilkerson to approve appointments, motion seconded. Appointments confirmed.

J. Future Conference Sites

Conference Committee – charged with this task in the future??

- K. RFP Update – Moved by Joyce Wilkerson, seconded by Aco Skioski, to go into Executive Session to discuss the RFP. Motion carried. Diane Dufek and Jeannette McCoy were asked to leave the meeting. The following was submitted as minutes of the Executive Session meeting by the Board Chair:

The Board met in executive session to discuss the RFP process.

- L. Return to regular session at 11:12 a.m.

Because of all that she has done for ATMAE, Joyce Wilkerson made a motion to grant Lynda Kenney a Lifetime Membership. Seconded by John Wyatt. In reviewing the Bylaws, this would be an Honorary Membership. Diane Dufek referred to the Bylaws and read the requirements and process for granting this type of membership. Joyce Wilkerson to follow up with what is required in the Bylaws to grant an Honorary Membership. No vote necessary at this time.

- M. RFP Process - Diane Dufek asked for an update on the status of this process. Bill Hallock indicated that they would let the ATMAE staff know by December 31st, sooner if possible. Diane informed the Board that until this process is concluded, several items will remain on hold.

Meeting adjourned at 11:20 p.m.