



The Association of
Technology,
Management, and
Applied Engineering

ATMAE Board Meeting Conference Call – Friday July 28, 2017

Board Members Present: John Wyatt, Erik DeVito, Dominick Fazarro, Sharon Rouse, Tarek Mahfouz, Heshium Lawrence, David Brinkruff, Saxon Ryan, Victor Brown

Guests Present: Glenn Rettig, John Wright and Mark Miller

ATMAE Staff Present: Jim Thompson, Melissa Smith, Caitlin Schwab-Falzone

ATMAE Board meeting was called to order at 2:04P (EST)

Review of Minutes

Heshium asked if the software for the paper submission been discussed? John Wyatt replied yes and it was purchased 18 months ago.

Erik referenced page 5 of the minutes related to elections and nominations. John stated he had been accepted into a program and will not be running this year. He will be rolling off the Board and not be running for a second term. Also, need to change David Hopper (under awards) to David Hoffa.

A motion was made by Erik and seconded by Victor to approve the minutes from June 2017 as amended, Erik. Motion passed.

Committee Report

Accreditation:

Glenn: Caitlin, Jim, John W, and Glenn had a call with CHEA, and realistically we have a point where we can move forward with a common goal, especially finalizing the “reserve issue”. We have a follow up meeting coming up, but the good news is we all are all on the same page.

John W: Jim sent the meeting minutes out to the Board, the autonomy is in the accreditation itself. We got some really great information from CHEA, and they said the autonomy issue needs to be sorted out through ATMAE themselves.

Conference:

Jim gave an update on the conference, and what the AMTAE staff has been working on. It is early, but currently at 40 registered. 205 submissions for sessions that were accepted. 33 papers have been submitted. ATMAE staff will begin putting speakers into time slots. Board would like that schedule to be sent out as soon as possible. Erik will do a virtual introduction for Jim to a possible sponsor located in Cincinnati.

Certification:

ATMAE staff is working on creating dashboards to make the information in the Board books more readable.

Reviewed the current information sent, and if any improvements should be made let Jim, Melissa, or Caitlin know what you would like to see. The previous management supplied a large grid that was much harder to read and we can give some feedback to see what works best. Staff to come up with more examples and see what the Board would prefer to see.



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Membership

John W talked about an auto renewal function that the website is on, that Jim had told him about. Jim: The auto renewal will only take effect if they do a renewal and going forward. Jim and Melissa discussed the auto renewal in detail to explain how it will work going forward (if adopted by the Board). The Board would like to see more information on the auto renewal, and is tabling discussion for until the next meeting.

Treasurer's Report

John W talked about the new financial report, and how it all looks, based on previous information submitted. This is much easier to read other than the previous information presented to the Board. It's easy to see based on the new document that we have over budgeted in some places. Erik discussed what the previous expenses and income was based on the last budget. Sharon talked about working with Ralph (Accounting). She gave an update on what has been done since the change over with the new bank paperwork.

Motion made by Erik and seconded by Heshium to accept the new format for the financial overview. Motion passed.

Election Update

Jim sent out the call for nominations to membership, and has had one person call the office who is interested. Erik requested a list of all the industry members of ATMAE to send out an email to them to see if they would be willing to run for the Board. Tarek let the Board know that there are some people he has been in contact with who are interested in becoming members of AMTAE, and then possibly being a member of the Board. August 18, 2017 is the due date for nominations.

ASEE Update

John Wyatt asked John Wright to come on the call and explain his report. John Wright gave an overview of his report he had submitted. Discussed different aspects of accreditation, and some large groups that have similar interests as ATMAE. He had done some research and shared those numbers with the Board. Consistent across the board with questions that were asked. If Accreditation Board is interested in bringing Engineering Technology in the standards would have to be reviewed, and possibly changed. Glenn did say the Board of accreditation would be interested and would want to follow up about this discussion, and of course increasing the number of institutions that are accredited through ATMAE. Jim will send full 182 page report to the Board to review.

Strategic Planning

John Wyatt had a meeting with Brian Buff (CHMS strategic planning person). A three year strategic plan needs to be implemented. Brian suggested a one day meeting and to hash out this strategic plan. This will set the course for the future of AMTAE. We have to grow the entire organization and not just pieces of it. It has been suggested we travel to Albany to handle this. The ATMAE Board, the Chair of Accreditation Board, Certification, Journal, Jim, Caitlin, and Melissa, and other persons that would be helpful in the process. The Board discussed a way to find out where students are going to work. John Wyatt discussed more about the strategic plan, and what the first steps are.



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A motion was made by Erik and seconded by Tarek to budget \$15,000 for the strategic planning travel needs, and have the strategic planning meeting in September 2017 be in Albany. Motion passed.

To be invited to the strategic planning:

Ray Diez

John Wright

Mark Miller

Gretchen Mosher

ATMAE Board Members, Board chairs, and Jim, Caitlin, and Melissa.

A Doodle poll will go out to everyone to find dates in September.

John Wyatt discussed an email sent to him regarding Rixan being involved with the award to be presented at the ATMAE conference for robotics winners, and they can be present at the meeting. Trophy would need to commemorate the influence that Steve had with ATMAE, and possibly do a presentation at the conference in memoriam of Steve.

John Wyatt asked for reviewers of the papers of the conference. Victor had suggested using the JTMAE reviewers. We need to work out how many reviewers we need and then go from there.

John Wyatt recused himself due to having submitted a paper. *Volunteers included:* Tarek and Erik. Erik asked a call be put out to the division chairs to be paper reviewers.

Erik had a discussion about the bylaws and possible changes that are suggested to be made. Would like to get the Bylaws reviewed at the August meeting. Asked to invite bylaws committee to Board meeting in August to present the possible changes.

A motion was made to adjourn by David and second by Sharon. Motion passed.

Meeting adjourned at 3:44P (EST)