



The Association of
Technology,
Management, and
Applied Engineering

ATMAE BOARD OF DIRECTORS MEETING

May 26, 2017

1pm CST

Conference Call

Present: John Wyatt (Chair), Sharon Rouse (Treasurer) Victor Brown, Saxon Ryan, David Brinkruff, Tarek Mahfouz, Glenn Rettig (Board of Accreditation) Kelly Schild, (Staff) John Hausoul (ATMAE Executive Director and Secretary). Jim Thompson (Guest, Future Executive Director of ATMAE)

Call to Order: John Wyatt called the meeting to order at 1:10 pm CST.

Approval of the minutes: A motion was made by David Brinkruff to approve the minutes from the March meetings and seconded by Tarek Mahfouz. The April 2017 minutes were unanimously approved by the board.

Executive Director's Message: John Hausoul reminded the Board that this would be the last Board meeting for John and current ATMAE Staff. Transition is set to be complete by the June Summer Board Meeting and CHM will be running the face to face meeting in June in Cincinnati. John thanked the Board for the honor of serving ATMAE for the last 2.5 years. Many positive actions were accomplished including but not limited to:

- Turning ATMAE's financials around,
- Increasing membership,
- Increasing attendance at the conference,
- Automating conference presentation proposals and reviews,
- Automating JTMAE,
- Creating a Conference APP and now a year round social App and
- development of a Learning Management System that will soon replace the current and dated certification system while offer training as well.

John Hausoul also re-stated his November message to the Board of Directors. He recommended that a significant effort be made to bring the Board of Accreditation Policies and Standards into line with the By-laws of the Association. He believed that John Wyatt's aggressive push for increased transparency across the association would help both boards.

Treasurer's Report: Sharon Rouse and John Hausoul outlined the financials for ATMAE and stated that ATMAE continues to out perform last year in total revenues as well as net revenues. John Hausoul pointed out that with two months remaining in the fiscal year, net revenues were at 3800% over budget...by any means, an outstanding feat.

2017/18 Budget Discussion: A second budget draft was presented to the Board. This draft proposed making changes to the accreditation process of moving “income” in from reserves to the operating budget and detailing “expenses to the reserves” to measure the offset of fees paid by accredited institutions to reserves. This model was determined to be both convoluted and not an accurate depiction of what actually happened in real life. While the Board understands and acknowledges requirements by CHEA to have funds in reserves according to Section 12F of their Policies and Procedures (and their will be an accreditation reserve set aside established every year and noted on the balance sheet), it is inappropriate for this to be listed in our monthly P&L because it overstates accreditation revenues.

Moving forward with this change reduces ATMAE net revenues by almost \$50,000 (although there is no actual change in net revenues). This change will require ATMAE to better control expenses. The budget as presented will be given to the new Management company for finalization with the ATMNAE BoD.

Administrative Reports:

- **2017 Conference Report** – All presentations have been completed the acceptance/rejection stage by the authors with over 200 acceptances. Marketing continued through April and May to sponsors. The new schedule is online and registration is live. At this point we have 21 “very early” bird registrants and two sponsors. Current staff is planning the food and beverage and BoD travel for the June meeting and is handing off all conference activity in early June.
- **Membership:** Membership numbers still track higher as do certification – especially in the priority 4-year academic category which is second highest in his 2.5 years at ATMAE. Numbers are expected to increase through the conference.
- **Certification/Training:** Certification numbers are up. John Hausoul reported that the certification numbers will be budgeted revenue targets maybe significantly. We will have more information in the May financials.
 - **Nano-technology/LMS** John Hausoul also reported that the Nano-tech course Beta testing is complete and the course is being installed for purchase. There is a proposal under new business for two more courses.

New Business

- **ATMAE Reserves Policy Amendment** ([Link](#)) ATMAE has always had reserves and a reserves policy. Unfortunately, the reserves policy made no reference to accreditation which is required by CHEA to demonstrate reserves. Also the current, informal practices of establishing reserves was both confusing to staff, auditors, and board members thereby inadequately meeting the requirements of CHEA regarding an “ongoing review” of our ability to support our accreditation mission. After obtaining the CHEA’s requirements from the Accreditation Director, John Wyatt and John Hausoul developed an amendment to the current ATMAE Financial Policies to



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more appropriately and accurately demonstrate ATMAE'S commitment to maintaining ATMAE Accreditation reserves. The policy was proposed for a vote by Tarek Mahfouz and seconded by David Brinkruff. The policy was passed unanimously.

- **Nanotechnology Proposal.** The Beta test of the first module of the nanotechnology safety awareness training course is complete. Reviews were very positive. David Brinkruff motioned that the Board approve moving onto sections two and three for a combined \$3,000 as agreed to by our contractor Hap Aziz. Sharon Rouse seconded the motion. The motion was approved unanimously.

Meeting Adjourned: The meeting was adjourned at 2:05 PM.