



The Association of
Technology,
Management, and
Applied Engineering

**ATMAE Board of Directors Meeting
Friday, March 16, 2018, 2-3:30P EST and Friday, March 23, 2018, 2-3:30P EST
Virtual**

MINUTES

Attendees: Mark Dotson, Dominick Fazarro, Saxon Ryan, Sai Ramaswamy, Victor Brown, Matthew Harvey

Guests: Cheryl Alexander, Management Division Chair; Gretchen Mosher, JTMAE Chair; Mark Miller, Certification Chair; Glenn Rettig, Accreditation Chair; Erik DeVito, former Board member; Caitlin Schwab-Falzone, Melissa Smith and Jim Thompson, staff.

Sai made a motion, seconded by Dominick, to add JTMAE discussion to the agenda. Motion passed.

Minutes

Mark D. made a motion, seconded by Saxon, to approve the February 2018 Minutes. Motion passed.

Cheryl discussed with the Board the decision for the Management Division to request authors in two special editions of a journal that she was asked to help edit. Matthew expressed that his thought was that this is well-intentioned and that there needs to be further clarification that Division funds would be used for the Divisions and to support the overall association. Further discussion took place regarding comments about JTMAE and the accessibility to publish by members, which was expressed during the Management Division meeting at Conference. Additionally, Matthew shared the desire to make sure complaints are addressed with JTMAE Board and not necessarily the entire Board. Need to make sure the Board liaisons share with the Division leaders the intent of Division funds was to benefit either the Division or ATMAE. During the call, Gretchen shared that JTMAE had many challenges over the years, including: management changes, software, and lack of reviewers. In conclusion, there was consensus that Division funds can't be used to publish in non-ATMAE journals, however, members are encouraged to publish in any journal, particularly JTMAE.

Bylaws

Erik DeVito presented to the board, in the absence of Tarek Mahfouz, an update on the revised bylaws and noted they are ready to be distributed. The committee is working on ballot language and that will spell out all the changes. There were questions raised about the timeline of the vote, the means of communication and opportunity to ask question and need to ensure the opportunity for members to engage in the process. After much further discussion, a motion was made by Saxon and second by Mark D to delay the bylaws vote until a virtual town hall could be conducted prior to Conference and have discussion session at Conference to discuss changes. Motion passed.

With many more items left on the agenda, the meeting recessed at 4:40P EST to be reconvened on March 23, 2P EST.

ATMAE Board meeting reconvened at 2P, March 23, 2018

Attendees: Heshium Lawrence, Saxon Ryan, Matthew Harvey, Tarek Mahfouz, Mark Dotson, Sai Ramaswamy, Dominick Fazarro. Guests: Mark Miller, Certification Chair; Caitlin Schwab-Falzone, Melissa Smith and Jim Thompson, staff

Committee Reports

- Accreditation

Jim provided an update, noting there has been a meeting related to the CIP process and that schedules are set for accreditation visits.

- Conference

- 2018 Conference

Matthew shared information about a future Conference committee meeting and would like to have another meeting to invite Division chairs. Jim also shared that the proposals are beginning to come in. So far there are 12, with 6 expressing interest in doing a poster if not accepted.

- Conference Proposals for 2019, 2020, 2021

Jim provide the board of directors with an update on the proposals received. Saxon asked question related to the limited information vs. what was presented in the past. Jim explained that he only showed the board the proposals that met the minimum requirements of the RFP. Jim reviewed all years and after much discussion, a motion was made by Dominick and seconded by Sai to hold the 2019 Conference at the Sheraton/Le Meridian in Charlotte.

Additional discussion ensued regarding the development of a rubric for determining the location from the provided options. And after further discussion, a motion was made by Tarek and seconded by Heshium for the Board to decide on the 2020 and 2021 Conference at this current Board meeting. Motion passed.

Based on the presentation made by Jim, the Board discussed the merits of the 2021 Conference and after discussion, a motion was made by Sai and seconded by Heshium to select the DoubleTree Orlando Universal for the 2021 Conference.

Following further discussion about 2020 Conference, a motion was made by Tarek and seconded by Heshium to hold the 2020 Conference at the Galt Hotel, Louisville.

- Membership

- Membership Committee Update – Dominick gave a brief report on the status of made membership calls. Have gotten a few to renew.



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- Certification
Mark shared that he and Melissa had spoken with the new LMS provider and they are looking at doing a trial run. And should soon be close to operational. Have some interest from Micro-Nanotech Focus Group about doing a certification

Other Business

Associate Editor

Dominick shared with the board a discussion he had with Matthew and Jim about ATMAE hiring an Associate Editor, someone that has several years of ATMAE experience. The idea would be to look towards the future, considering ATMAE's ultimate goal of being a stand-alone association. Following much conversation, it was agreed to have the item on the agenda for the April Board meeting.

Bylaws

Tarek took a moment to thank Eric DeVito for filling in on the bylaws discussion at the March 16 Board meeting. He wanted clarification on the decision that was made to delay the vote and after much conversation, the Board agreed to add the bylaws discussion to the April Board meeting agenda.

With no further business to come before the board, a motion was made by Saxon and second by Heshium. Motion passed.

Meeting adjourned at 4:07P EST