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The Association of
Technology,
Management, and
Applied Engineering

ATMAE Board of Directors May Call-in Meeting

Present on the Call: Bill Hallock, Royall Mack, Lynda Kenney, Aco Sikoski, Joyce Wilkerson, Robert Chin, Rod Flanigan, Jeff Cunion, Jesse Kamm, and Kimberly LaBounty, Michele Anderson, Kelly Geegan and Vivian Ross of Apex Management

Unable to make the call: John Wyatt

Meeting Minutes

Hallock called the meeting to order at 11:04am central time:

Approval of minutes: Hallock noted there were three sets of minutes from November that needed to be approved. Copies were provided in the meeting packet.

Cunion moved to approve the three sets of minutes as presented; Sikoski seconded; the minutes were approved.

Review of Dashboard:

LaBounty referenced the dashboard report provided to the board, which will be part of every month's packet. She noted this was the start of a dashboard report, noting it may also be good to include such items as financials and accreditation information and a high level P&L by month and year-to-date. Other ideas included JTMAE information, and certification by school.

Transition Update:

LaBounty updated the board on transition, including accounting, systems, the boxes and any conversations with ATMAE members. Website updates continue, and now with regular journal articles and white papers being published, additional slides will be added on the home page. She noted AMR continues to send a monthly invoice, and payments will continue through June.

Mack inquired about Apex's comfort level with the ATMAE budget and financial statements. LaBounty noted that while learning many of prior practices, knowing the budget will be developed for the June meeting will result in greater understanding. Hallock reminded the board that the June strat meeting will include a budget for the next

fiscal year. He requested Apex have it in the board's hands two weeks prior to the meeting if possible.

Anderson updated board on accreditation. She noted that site teams completed their visits as of 4/29. Team chairs are tracking on time with reports due. She is currently in the process of closing out expenses, and reports to directors. Additionally, she is putting a survey together to be sent to visiting team members so she and the Accreditation board can review and improve the process. Hallock discussed the importance of how visitors are representatives of the ATMAE brand. Michele welcomed any board for feedback. She also noted her appreciation for the invaluable experience she received when she went on the two site visits. Anderson explained that ATMAE had to provide CHEA a report and that has been completed and sent. She also attended the ASPA conference in Chicago.

Anderson then updated the board on the need for errors and omissions insurance to cover peer-reviewed activities, and the need for general liability. Apex is working on quotes for both.

Conference Update:

Geegan noted she has been working on the agenda and feels they are in very good shape with that. The general event page is up, and includes information to reserve hotel accommodations. Registration is not open yet. She has some sponsorship prospects and will be improving the prospectus. Additionally, the robotics competition page with registration form and payment option are up on the website. Geegan noted Apex has worked to make it more professional and organized. The competition Q&A will be public information. Additionally, the student facebook page will have information. Conference registration will open in July. Mack noted feeling better about NAIT having a day for students. He wants to come up with a theme and is also working on 2-3 sessions.

White Papers:

Kenney noted this is the second year doing a call for white papers. The proposed schedule has proposal due July 1; with a turn-around by the 15th. She noted last year she gave away three registrations for top three papers and asked for approval of the same. The board supported the idea.

Graphic identity:

Kinney referenced the graphic identity guide provided to the board. She noted the lack of a serif font, noting it would be used for the journal and white papers. Hallock asked the board to consider the requested addition and that it could be voted on in June.

June Meeting:

Hallock noted the Executive Committee will be meeting next Thursday to discuss the agenda for June and requested the packet be in the board's hands two weeks prior. He reminded everyone to make their flight reservations made and let Kelly know if you are NOT staying from Sunday to Wednesday at the hotel so she can ensure reservations are correct.

Hallock then noted that the organization needs a finance committee and that LaBounty has expressed concern that the Treasurer is a contractor, and the potential for a

perceived conflict of interest. Additionally, it would be good to establish a finance committee, especially if the Executive Director remains as the treasurer. He suggested that if someone would like to volunteer for position or participation, that person should email him.

LaBounty updated the board on a recent staff change; that Sharon is no longer employed at Apex and that Vivian Ross is now overseeing membership and certification responsibilities. Kenney requested a staff directory so they can be reminded who has what focus area.

There being no further business, the meeting was adjourned at 12:02pm central time.