



The Association of
Technology,
Management, and
Applied Engineering

**ATMAE Board of Directors Meeting
Friday, May 18, 2018, 2-3:30P (EST)
Minutes**

Attendees: Matthew Harvey, Sai Ramaswamy, Saxon Ryan, Tarek Mahfouz, Mark Dotson, Dominick Fazarro

Guests: John Wyatt, Erik DeVito, Mark Miller, Melissa Smith, Caitlin Schwab-Falzone, and Jim Thompson

Approval of April 20 and May 4 Minutes

Jim Thompson

Tarek moved to approve the minutes as presented. Seconded by Dominick. Motion passed.

April 2018 Financials

Tarek Mahfouz

Tarek reviewed the April 2018 financials and entertained question regarding the change in the balance statement. Staff was asked to investigate and report the significant change.

Semi-Annual Report

Matthew Harvey

Matthew provided a report to the board in advance and reported on five overall areas.

During his first report related to the Divisions, a question was raised about reviewing scholarships and that led to discussion about the Administrative Division. Scholarships will need to be reviewed until division can be resurrected. Staff will work on determining the Administrative Division and inform members of the issue with not identifying them on the web site and having a president or vice-president. Will solicit nominees for 2018-2020 term during next election cycle.

The next area discussed was the website. With moving to a new website, there needs to be a focus on cleaning up outdated info. Need to ensure we can see a test site that can be reviewed before going live. Tarek agreed to help staff scrub the website.

Next in the report was Conference Planning and Finances. The finances took up most of the conversation and staff was asked to provide, at a minimum, detailed financials quarterly. Additionally, Matthew tapped Mark Dotson to help review the financial policies.

The report next addressed the bylaws. Following a long discussion about the bylaws, a motion was made by Sai and seconded by Saxon to send a letter to the membership regarding a proposed bylaw change that was requested. Motion passed. Tarek abstained.

Following the bylaws motion, the last topic addressed was staffing.

Committee Reports

- Accreditation

Glenn Rettig

- Conference

- 2018 Conference

Jim Thompson

- Updates

- Jim briefly reported on the status of the 2018 Conference and the appointment of Dr. Cynthia Horta as the chair.



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- Membership Jim Thompson
Jim reported that membership increased slightly during the month of April.
- Certification Mark Miller
Mark provided an update on the progress of the LMS and they are looking at another option that should serve our needs.

Adjourn