



The Association of  
Technology,  
Management, and  
Applied Engineering

**ATMAE Board of Directors Meeting  
Monday, July 16, 5:30P (EST)  
Minutes**

Attendees: Victor Brown, Sai Ramaswamy, Tarek Mahfouz, Saxon Ryan, Mark Dotson, Heshium Lawrence, Matthew Harvey, Dominick Fazarro. Guests: Caitlin Schwab-Falzone, Cynthia Horta, Jim Thompson

CHMS Discussion

- Invoices
- Payments
- Agreement

The board discussed in detail the scope of services and the contract, paying attention to the item about the executive director being full-time. Tarek commented for the record that the question is are the objectives being accomplished.

Matthew stated for the record that he did have several concerns with what was being accomplished and proceeded to review the scope of services, pointing out areas where he had concern.

One item was that of the CHEA contact information for ATMAE. Staff noted they would check with CHEA and make sure it was updated.

Another item of concern was the 990. Staff was going to follow-up with the status of the 990 with the CHMS VP of Finance and Operations. Staff was also going to send copies of the 2019 hotel contract.

Following the review of the scope of services, Saxon gave an update on the website and asked for folks to provide him with pictures for the redesigned site. Staff also noted they would putting some photos together and would provide to Saxon.

Additional discussion ensued regarding next steps and it was decided to send CHMS a letter. A motion was made by Tarek and seconded by Dominick to develop a letter to send to CHMS that would detail the performance issues. It would provide CHMS with 1-month to make progress on the issues and if progress wasn't seen, ATMAE could withhold 20% of their payment. If after 2-months, there was still no progress, CHMS could face legal ramifications. Motion passed by a vote of 5-2.

Jim agreed to send follow-up to the Board as items are completed.

After a further discussion, it was decided that Heshium would draft a letter with the assistance of Tarek.

With no further business to come before the board, a motion was made and seconded to adjourn.

Meeting adjourned at 7:45P