



The Association of
Technology,
Management, and
Applied Engineering

ATMAE BOARD OF DIRECTORS MEETING

February 24, 2017

1pm CST

Conference Call

Present: John Wyatt (Chair), Dominick Fazarro (Vice Chair), Sharon Rouse (Treasurer) Victor Brown, Saxon Ryan, Heshium Lawrence, Tarek Mahfouz, Andrew Anderson (Board of Accreditation) Kelly Schild, (Staff) John Hausoul (ATMAE Executive Director and Secretary).

Call to Order: John Wyatt called the meeting to order at 1:20 pm CST.

Approval of the minutes: A motion was made by Sharon Rouse to approve the minutes from the January meetings and seconded by Tarek Mahfouz. A change was made to attendees at the meeting. The January 2017 minutes were unanimously approved by the board.

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. There were no questions.

Administrative Reports:

- **2017 Conference Report** – John Hausoul reported that Student Division has developed a very strong agenda, and that budgets are under continued development. The call for Papers will close in the middle of next month and that calls have gone out to the membership, via the ETD list serve and will also be sent to all schools in Ohio.
- **2018 Location Report.** John Hausoul reported, per the direction of the Board, that the Executive Committee was notified that Kansas City was determined to be the best choice. Contracts are being reviewed now and should be signed prior to the next meeting.
- **Membership:** Membership numbers still track slightly higher as do certification. John Hausoul said that even though membership tracks consistently, retaining members is essential so he has developed a proposal for new business.

Updates/Old Business:

- **NANO/LMS** – John Hausoul reported that Hap Aziz is working on the course design aspect of the first module within the Nano technology Safety Awareness Course by the end of March. He also agreed to the Board stipulation of reviewing the first course before committing to the second and third modules.



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- **Social Link** – John Hausoul reported that he had his first meeting with YourMembership regarding the Social Link APP. The back end work is now being conducted and the initial timeline for activation is April 1.

New Business

Wright White Paper and Proposal: The board reviewed a proposal based on a white paper that was written by former Board Chair John Wright. The paper and proposal focused on developing a formal policy position by ATMAE to increase the focus of ATMAE on all areas of the ATMAE Venn Diagram. The proposal will build upon the name change that occurred 9 years ago with recommendations across all areas of ATMAE's work including accreditation. Accreditation Chair Andrew Anderson was familiar with both the white paper and the proposal. There were some concerns about specific language in the first draft and a conference call was set up to confirm that all language as it applies to accreditation is correct. At that time the Board would be willing to consider a formal policy statement and asked John Wright to draft one.

Board Membership Calling Proposal: John Hausoul described the current ATMAE membership renewal process. After the automated system sends letter at pre-destined time to obtain renewals calls are made on a personal basis to try and obtain membership renewal. John believes that if we could add a personal email coming from a colleague member of the Board of Director's email address it might help drive membership. Tarek Mahfouz agreed to be the individual that would send these emails after staff developed them each month for him. The first one would go out in March.

Grant Committee: John Hausoul described the efforts regarding the Grant Committee. The issue of funding came up but the Board decided to discuss funding as the proposals were actually being considered rather than creating a generic fund.

The Board went into Closed session without ATMAE staff at 3:00 PM to discuss the RFP

Meeting Adjourned: The meeting was adjourned after that closed session.