



The Association of  
Technology,  
Management, and  
Applied Engineering

**ATMAE BOARD OF DIRECTORS MEETING  
June 23, 2016  
Doubletree by Hilton at the Entrance to Universal Orlando,  
Florida**

(12:30 Lunch Break. 5pm Dinner Break. Meeting resumed at 7:30pm)

**6/23 PRESENT:** John Wyatt (Chair), Dominick Fazarro (Vice Chair), Susan Ely (Treasurer), Victor Brown, Casey Fitch Randolph, Rod Flanigan, David Brinkruff, Justin Yang, Bill Hallock, Erik Devito. John Hausoul (ATMAE Executive Director) and Alyssa Ebersole (ATMAE Program Coordinator)

**Call to Order:** John Wyatt called the meeting to order shortly after 11am EST on 6/23.

**Approval of the minutes:** A motion was made by Rod Flanigan to approve the minutes from the 4/16 meeting and seconded by Susan Ely and Victor Brown. The April minutes were unanimously approved by the Board

**2015/2016 Performance Review:** John Hausoul shared the 2015/2016 Performance Review and shared the progress that was made over the last year, fiscal year 2015/2016.

**ATMAE Focus Presentation** – John Hausoul discussed the 2015/16 Goals and action plans; presented benchmark analysis; and shared a potential vision for growth goals in 2016/17.

**Action Plan Discussions:** The 2016/17 Action plan was discussed as additions and changes were suggested by the Board.

**Divisions:** A question was asked about the viability and efficacy of ATMAE's Divisions. After significant discussion, John Wyatt moved and Dominick Fazarro seconded the motion that Erik Devito is to draft a memo/survey to Division Leaders from the Board with the goal of obtaining a response to the possible decision to disband the Divisions. This decision to create this memo/survey was unanimously approved by the Board

**Marketing and Website changes:** The Board discussed a continuation of existing marketing programs and collateral materials to recruit and maintain ATMAE



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members and discussed developing new marketing programs and materials to promote ATMAE's accreditation programs. The Board also discussed implementing ATMAE website updates to improve the visitor's user-experience. ATMAE staff will present options for Website updates.

**LMS:** The Board provided approval for John Hausoul to hire one short-term temporary staff member to enter the nanotechnology program into the LMS system with the goal of promoting and launching this program in the upcoming months.

**Grant Writing:** John Hausoul and Susan Ely to draft a revised Action Plan step specifically for ATMAE Grant Writing.

**2018 Annual Conference:** A discussion occurred about changing the format of the Annual Meeting for 2018. Further discussions and voting decisions will be addressed during Board meetings later this year. To aid these decisions, John Hausoul to prepare budgets to price-out the various options and programs.

**Corporate Recruitment Initiatives:** John Hausoul to obtain testimonials from current corporate members and John Hausoul and Victor Brown to work together to draft a corporate recruitment development plan.

**6/23 Meeting Adjourned:** at 9:15pm.



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**ATMAE BOARD OF DIRECTORS MEETING**  
**June 24, 2016**  
**Doubletree by Hilton at the Entrance to Universal Orlando,**  
**Florida**

**6/24 PRESENT:** John Wyatt (Chair), Dominick Fazarro (Vice Chair), Susan Ely, Victor Brown, Casey Fitch Randolph, Rod Flanigan, David Brinkruff, Justin Yang, Bill Hallock, Erik Devito. John Hausoul (ATMAE Executive Director) and Alyssa Ebersole (ATMAE Program Coordinator)

**Call to Order:** John Wyatt called the meeting to order shortly after 8:15am EST on 6/24.

**Student Recruitment and Enhancement:** The Board discussed options to create more programs specifically for undergraduate students. Further discussions and voting decisions will be addresses at later Board meetings later this year. These programs will both be virtual and outside of traditional ATMAE conferences.

**Corporate Recruitment Initiatives (continued):** The Board discussed developing a Corporate Recruitment Committee. Victor Brown agreed to convene the NIAC to build a better understanding of their role with ATMAE. John Hausoul requested to be included in this meeting in July 2016.

**Treasurer's Report:** John Hausoul walked the Board through the 2016/2017 Budget and was granted approval to add a line item for incremental Special Projects for \$5,000. A motion was made by Erik Devito to approve the 2016/2017 Budget and seconded by David Brinkruff. The 2016/2017 Budget was unanimously approved by the Board.

**Bylaws:** Bylaw decisions were suspended at this time. John Wyatt made a motion add an additional hour to the upcoming August and September 2016 Board of Directors Meetings to accommodate these discussions and decisions. This was seconded by Susan Ely and Victor Brown. The Board unanimously approved this decision.

**6/24 Meeting Adjourned:** at 11:30 am.